Welcome To UCF

Registration Instructions

Florida public community/state college and university students: You will need to complete the Transient Student Application through the Florida Virtual Campus (http://www.flvc.org). Your application will be processed by the Registrar’s Office at UCF.

If you are attending any college or university other than a Florida public institution, you will need to complete an application for admission. Your application will be processed by Undergraduate Admissions at UCF.

Prior to registering for courses, Florida public institution transient students must submit the fully completed and authorized Transient Student Application before the end of a Term’s Add deadline. This can be accomplished electronically through the Florida Virtual Campus (http://www.flvc.org).

Deadline for submitting forms without incurring appropriate late fees is the day before Transient registration begins.

Prior to registering for courses, all transient and non-degree students must meet all appropriate admission requirements. You must also provide proof of immunization to Student Health Services. If you have immunization questions, please contact Student Health Services at 407-823-3707.

To register for courses, enter myUCF at https://my.ucf.edu. You will need a UCF Personal Identification Number (PID) and Password to enroll through myUCF. On first login to myUCF, click the “What is my PID?” link. Follow the instructions to obtain your PID and update your Password.

PID Password Reset
If you need to reset your PID password, visit http://myPID.ucf.edu/.

Holds can prevent registration. Holds may only be removed by the office that placed the hold. If you see a hold in myUCF, contact the appropriate office.

Refer to the Web Enrollment Guide online at http://registrar.sdes.ucf.edu for complete Class Search Schedule and Registration instructions.

IF YOU ARE UNABLE TO REGISTER BEFORE THE CLOSE OF REGISTRATION, REGISTER FOR UCF 1500, THE “UCF TEMPORARY COURSE.” This will allow you to enroll during Late Registration yet not incur the $100 Late Registration Fee.

Contact the Cashier’s Office (Millican Hall 109) regarding payment of fees. See the back of this pamphlet for each Term’s Fee Payment Deadline.

Prior to registering for courses, Prior to registering for courses, Transients

Registration is online at myUCF. Students must logon to http://my.ucf.edu and follow the instructions to get a PID. After signing in, click on “Student Self Service.” Then look under “Student Center” and then check “Enrollment Appointments.”

ALL transient and non-degree seeking students register at 3:00 PM the Friday before the term begins.

If you have an appointment time for the term you are inquiring about, then you are eligible to register AT or AFTER but NOT before the appointment time shown.

If you are unable to register for a course due to prerequisites, or you get an error message that says, “Prerequisites not met.” YOU MUST CONTACT THE COLLEGE, COLLEGE ADVISING OFFICE or the DEPARTMENT offering the course at UCF.

This brochure includes phone numbers for colleges. Colleges can provide the Department’s number. Numbers may also be found online at http://www.ucf.edu/directories/.

The Registrar’s Office CANNOT grant overrides into ANY class.

Prerequisites And Upper Level Courses at UCF

Many upper-level courses have specific registration requirements or prerequisites. Prior to registration, contact the appropriate college, school or department for requirements information. Prerequisites also are available online through the Class Schedule Search – click on and view the Class Detail. You may be required to register at or obtain a Permission Number from the college, school or department office.

Payment Deadlines

Payment for all enrolled courses must be made online or submitted to the Cashier’s Office by 5:00 p.m. on the day assigned, as noted on the “Academic Calendar” (http://registrar.sdes.ucf.edu/calendar/academic/).

Penalties for Late Payment

A $100 Late Payment Fee applies to students who do not obtain final approval from Student Accounts for deferment of fees by the payment deadline, or do not pay their fees by the due date, or do not pay their fees.
Registration Dates: Summer/Fall ‘13, Spring ‘14

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<thead>
<tr>
<th>Summer A</th>
<th>Summer B</th>
<th>Summer C</th>
<th>Summer D</th>
<th>Fall 13</th>
<th>Spring 14</th>
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<tbody>
<tr>
<td>May 10</td>
<td>June 21</td>
<td>May 10</td>
<td>May 10</td>
<td>Aug 16</td>
<td>Jan 3</td>
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Classes Begin

| May 13   | June 24  | May 13   | May 13   | Aug 19  | Jan 6     |

Late Registration** (ends 11:59 p.m. on last day)

| May 13-17 | June 24-28 | May 13-17 | May 13-17 | Aug 19-23 | Jan 6-10 |

Late Day to Drop/Swap Classes

| May 16   | June 27  | May 16   | May 16   | Aug 22  | Jan 9     |

Last Day for Full Refund

| May 16   | June 27  | May 16   | May 16   | Aug 22  | Jan 9     |

Last Day to Add Classes

| May 17   | June 28  | May 17   | May 17   | Aug 23  | Jan 10    |

Payment Deadline**

| May 24   | July 5** | May 24   | May 24   | Aug 30  | Jan 17    |

**For students registering from 3/18/13 through 5/17/13, fees are due May 24; for students registering for Summer B only between 5/18/13 and 6/28/13, fees are due July 5. See the Web Enrollment Guide for complete Academic Calendar information, including opening and closing times for registration, payment deadlines dates and tuition fees.

$100 Late Registration Fee applies to students who enroll following the close of Registration or who enroll for the first time that term during Late Registration.

$100 Late Payment Fee applies to students who do not pay their fees or do not pay their fees by the due date.