Registration Overview

2018 UCF Orientation Program
Before you can use myUCF to enroll, you must know your Network ID (NID) & Password for the NID.
First, sign into myUCF with your NID and Password.
Then click: “Student Self Service”
In the Student Center, you can:
- View Schedule of Classes
- Add Classes
- Drop/Withdraw from Classes
- Swap Sections of Classes
- View Your Weekly Schedule
- Change Your Major or Add a Minor
and so much more!
If you have holds, then click on the hyperlink under Holds.

Contact the office(s) that placed the Hold(s) before you register for classes.
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<table>
<thead>
<tr>
<th>Description</th>
<th>University of Central Florida</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Term</td>
<td>Begin Term - Srvc Indicatr Use</td>
</tr>
<tr>
<td>Start Date</td>
<td>01/30/2012</td>
</tr>
<tr>
<td>Reason</td>
<td>HOLD-Parking Citation</td>
</tr>
<tr>
<td>Department</td>
<td>PARKING CITATIONS</td>
</tr>
<tr>
<td>Contact</td>
<td>Parking Services</td>
</tr>
</tbody>
</table>

Pay the citation at the Parking Services Office: Bldg. 89 Room 101

Ph. (407) 823-5812

Return
You can search for classes in the Student Center by clicking on **mySchedule Builder**.
In the Search for Classes, be sure you are in the appropriate Term. Click “Save And Continue”.

Select Term

<table>
<thead>
<tr>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
</tr>
<tr>
<td>Summer 2018</td>
</tr>
<tr>
<td>Fall 2018</td>
</tr>
</tbody>
</table>
Be sure “Open & Full w/ Waitlist Open” course status is chosen if you want to search for classes with a Waitlist.

For the days/times you can’t take classes, click the “Add a Break” button. Then click the “Add Courses” button to choose classes in which to enroll.
Choose a Course by Subject (i.e. BSC) and Course number (i.e. 2010C) and click “Add Courses”. When you have all the courses you want, click “Back”.
Some courses (e.g., Science, Engineering and Computer Science) have two components:

1) Lecture
2) Lab or Discussion
   (aka Related Component)

You need each component to enroll in this type of class
(e.g., science, engineering, computer science).
Now, you can view and choose the schedules created by mySchedule Builder.
Once you have identified the schedule you like, click the "Send to Shopping Cart" button and follow the instructions to return to the Student Center Enrollment page to complete your registration.

IF the class has a related component (either a discussion or lab), the system will bring up all related courses.
Your selection has been added to your Shopping Cart. Your seat in class is not reserved. You must finish enrolling to reserve a seat. To enroll, click **Proceed to Step 2 of 3**.
You have to accept financial responsibility. There will be a $100 Late Payment Fee if you do not pay by the due date.
If everything is acceptable and this is the class you wanted, click “FINISH ENROLLING”.

Fall 2012
IMPORTANT – you **must** click “FINISH ENROLLING” to process your request to enroll in classes. If you would like to cancel without adding a class, click “CANCEL”.
### Status Message:

**Success Enrolled**

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**Review Status**

**Error Message:**

Unable to add class

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3502C</td>
<td>You have already taken this class. The repeatable limit as established on the Course Catalog has been exceeded. It should be verified that this class will apply toward the course of study. If taking the course for grade forgiveness, please go to the Registrar’s office to complete the required application before the end of add/drop.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>Error: You cannot add this class due to a time conflict with class 50705. Select another class.</td>
</tr>
</tbody>
</table>
You can add more classes by selecting the “Add Classes” tab, and selecting the “myschedule builder” button.
If you are finished, select Student Self Service > Student Accounts > Fee Invoice. Then select the appropriate Term.

Fee Invoices Available for Following Terms

<table>
<thead>
<tr>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2018</td>
</tr>
<tr>
<td>Fall 2018</td>
</tr>
</tbody>
</table>
Always sign out of myUCF

My Class Schedule

Select Display Option  List View  Weekly Calendar View

Spring 2018  Undergraduate  University of Central Florida

<table>
<thead>
<tr>
<th>COP 3502C - COMPUTER SCIENCE I - UGRD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Enrolled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>16620</td>
<td>0001</td>
<td>Lecture</td>
<td>MoWeFr 9:30AM - 10:20AM</td>
<td>CL1</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>16622</td>
<td>0012</td>
<td>Laboratory</td>
<td>Fr 1:30PM - 2:20PM</td>
<td>TBA</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>
Protection of your records!!

As a college student, even if you are under 18, your educational records are considered confidential thanks to a Federal law known as FERPA! Refer to the FERPA Reference Sheet for UCF Students in your handbook when you get home.

Under most circumstances your records will not be released without your written and signed consent. But there is some information that can be released.

Directory Information is data or information, the disclosure of which generally is not considered to be harmful or an invasion of your privacy.

*Defined by UCF (within FERPA guidelines)
http://registrar.ucf.edu/ferpa
Protection of your records!!

You can tell the university NOT TO release this information. Obtain the information hold on-line in my.ucf.edu > Student Self Service > Student Center > Personal Information > FERPA / Directory Restriction

Complete the “FERPA Directory Information Hold” to restrict Directory Information access.

http://registrar.ucf.edu/ferpa
Registration Help Lines
Monday through Friday  9:00 a.m. to 5:00 p.m.
UCF Orlando Campus: 407-823-3533

Registrar’s Office
161 Millican Hall
Telephone: 407-823-3100
Email: registrar@ucf.edu

Use your Knights Email account to stay in touch!
It’s how We stay in touch with You!

videoking@knights.ucf.edu
Use another account
The UCF Cares Initiative

You can help build a culture of care by…

• Knowing your resources on campus
• Reaching out if you are experiencing academic, personal or financial challenges
• Checking in with friends, classmates, or roommates if they appear to be struggling
• Asking for help for yourself or others

Visit: www.ucfcares.com to learn more about services available on campus..