

# Welcome To UCF



A State University System (SUS) transient student is one who currently is pursuing a degree from another public Florida University (only FAMU, FAU, USF, FIU, NCF, UNF, UWF, UF, FSU or FGCU). All other transient and non-degree students must meet appropriate admission requirements. Students attending a private school or community college, even if it is located in the state of Florida, **must** apply through Undergraduate Admissions at 407-823-3000.

## Registration Instructions

Prior to registering for courses, SUS transient students must submit the fully completed and **authorized** "SUS Transient Form" to the Registrar's Office (MH 161), before the end of registration. This can be accomplished electronically through FACTS.org (<http://www.facts.org>). SUS transient students must also submit to Student Health Services either a) the UCF "Immunization Form" with proof of vaccinations; or b) a copy of the fully completed and authorized "SUS Transient Form," prior to registration.

Prior to registering for courses, all other transient and non-degree students must meet all appropriate admission requirements and must submit the "Immunization Form" to Student Health Services.

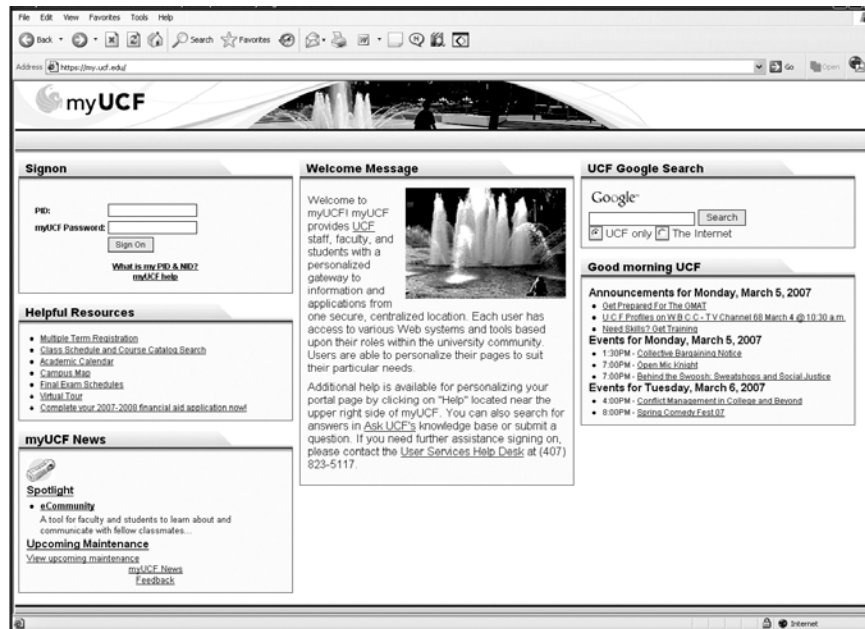
Each time that you enter myUCF you will be able to view holds, the services available to you and contact information for the office placing the hold. Work with the associated offices to resolve all holds **prior** to enrolling.

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 "What is my PID?" Follow instructions to obtain your PID and update your Default Password. Refer to the *Web Enrollment Guide* (available online at <http://registrar.ucf.edu/>) for complete myUCF Class Schedule Search Instructions.

Contact Computer Services at 407-823-5117 to inquire about password resets.

Refer to the *Web Enrollment Guide* online at <http://registrar.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.

- Drop UCF 1500 before the close of Late Registration.
- Pay all fees at the Cashier's Office (MH 109). See the back of this pamphlet for each term's Fee Payment Deadline.
- To obtain your UCF Card, call 407-823-2100 or take your Fee Invoice to the UCF Card Office (John T. Washington Center, room 104).
- To obtain your parking permit and for fee and vehicle registration information, contact Parking Services at 407-823-5812 or online at <http://parking.ucf.edu>.



For example, if it is a Finance class, contact College of Business or the Finance department. This brochure includes phone numbers for colleges. Colleges can provide the department's number. Numbers may be online at <http://www.ucf.edu>.

\*The Registrar's Office *cannot grant* overrides into classes.

Deadline for submitting forms is the Friday before Transient registration begins.

**ALL transient and any non-degree seeking students register at 3:00 PM the Friday before classes begin.**

*Holds can prevent registration.* Holds may only be removed by the office that placed the hold. As SUS transient forms are processed, Health Center and Orientation offices are notified, and holds are cleared when appropriate. If you have immunization questions, please contact the Health Center at 407-823-3703.

## SUS Transients

- Undergraduate students in **good standing** at a state university school such as UF, FSU, USF, FIU, FAU, etc. (who left UCF in good standing if ever attended UCF) must get an SUS Transient student form from the *parent school*, fill it out, and get the appropriate signatures and *school seal* from the parent school. **It will not be processed if it is not signed nor has a school seal.** Make sure all the information, such as social security number, addresses and date of birth are correct and legible!
- Submit the form to the UCF Registrar's Office in person, mail, or fax (407-823-5652).
- Registration is online at [my.ucf.edu](http://my.ucf.edu). Students must logon to <http://my.ucf.edu> and use their date of birth and social security number as instructed to get a PID and NID and to see if the form was processed. After signing in, click on "Student Self Service." Then look under "Student Center" and check enrollment appointments.
- If you have an appointment time for the semester 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 OR DEPARTMENT** or the professor teaching/offering the course at UCF. You can find contact info at <http://www.ucf.edu/phonebook/>.

## Prerequisites And Upper Level Courses

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 submitted to the Cashier's Office or by credit card by 5:00 p.m., on the day assigned as noted on the "Academic Calendar" of the online *Web Enrollment Guide*.

## 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.



## Welcome to the University of Central Florida.

As a non-degree, transient or SUS transient student, you may register on a space-available basis immediately prior to the first day of classes. Register by using the myUCF system at <https://my.ucf.edu>. Refer to the *Web Enrollment Guide* online at <http://registrar.ucf.edu> for registration instructions.

### Registration Dates: Summer/Fall '08, Spring '09

Summer A	Summer B	Summer C	Summer D	Fall 08	Spring 09
Registration Mar 24 - May 11	Mar 24 - June 22	Mar 24 - May 11	Mar 24 - May 11	Mar 24 - Aug 24	Mar 24/ Oct 27 - Jan 6
Classes Begin May 12	June 23	May 12	May 12	Aug 25	Jan 7
Late Registration and Add/Drop <sup>1</sup> (ends 11:59 p.m. on last day)					
May 12-16	June 23-27	May 12-16	May 12-16	Aug 25-29	Jan 7-13
Last day for Full Refund					
May 16	June 27	May 16	May 16	Aug 29	Jan 13
Payment Deadline <sup>1</sup>					
May 23	July 3**	May 23	May 23	Sep 5	Jan 16

\*\*Students who register for Summer B only from 5/17/08 through 6/27/08 fees are due July 3; all other fees are due May 23. See the *Web Enrollment Guide* for complete Academic Calendar information, including opening and closing times for registration, payment deadlines dates and tuition fees.

<sup>1</sup> \$100 Late Registration Fee applies to students who enroll following the close of Add/Drop or who enroll for the first time that term during Late Registration and Add/Drop. \$100 Late Payment Fee applies to students who do not pay their fees or do not pay their fees by the due date.

## College Contacts

### Advising, Override Assistance, and Prerequisite Problems

Full-time students typically fill high demand courses. Overrides for closed classes are given only in exceptional circumstances. For additional information, procedures or advising assistance, please contact the appropriate college or department offering the course.

College of Arts & Humanities	Individual Departments or CNH 202 407-823-3312
College of Business Administration	BA2 101W 407-823-2184
College of Education	ED 110 407-823-3723
College of Engineering and Computer Science (Computer Science)	CSB 201 407-823-1049
College of Engineering and Computer Science (Engineering)	ENG 107 407-823-2455
College of Health & Public Affairs	HPA2 115 407-823-0010
Rosen College of Hospitality Management	CL1 302 407-823-1112
College of Medicine Burnett School of Biomedical Sciences	UTWR 320 407-823-4244 BMS 136 407-823-5932
College of Nursing	HPA2 115 407-823-0010
College of Sciences	Individual Departments or CSB 250 407-823-6131
Office of Interdisciplinary Studies	CL1 302 407-823-0144
Computer Services	407-823-5117

## CONTACT US

**Registrar's Office**  
Phone  
407-823-3100

Fax  
407-823-5652

Registration HelpLine  
407-823-3533

Location  
Millican Hall, Room 161

Web Address  
<http://registrar.ucf.edu>

Class Schedule Search  
<https://my.ucf.edu>

E-Mail Address  
[registrar@mail.ucf.edu](mailto:registrar@mail.ucf.edu)



# Non-Degree & Transient Student



## Registration Information

### Summer/Fall '08, Spring '09

Registrar's Office, Millican Hall, Room 161  
PO Box 160114, Orlando, FL 32816-0114

Unit of Academic Development and Retention  
Division of Student Development and Enrollment Services