

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/>. If you still have difficulty, then contact the UCF Service Desk at servicedesk@ucf.edu or call (407) 823-5117.

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.

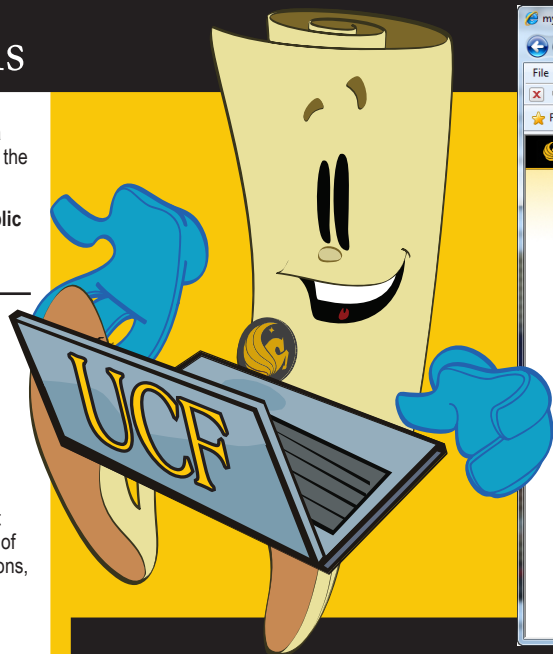
IF YOU ARE UNABLE TO REGISTER BEFORE THE CLOSE OF REGISTRATION, REGISTER FOR UCF 1500, THE "UCF TEMPORARY COURSE." This will allow you to enroll during Late Registration yet *not incur* the \$100 Late Registration Fee.

- 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.

- Contact your Home School for any questions concerning your Financial Aid.

- To obtain your UCF Card, call 407-823-2100 or take your Fee Invoice to the Card Services office (Knights Plaza, East Plaza Drive).

- To obtain your Parking Permit and for fee and vehicle registration information, go online at <http://parking.ucf.edu> or contact Parking Services at 407-823-5812.



Transients

- Registration is online at myUCF. Students must login 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."

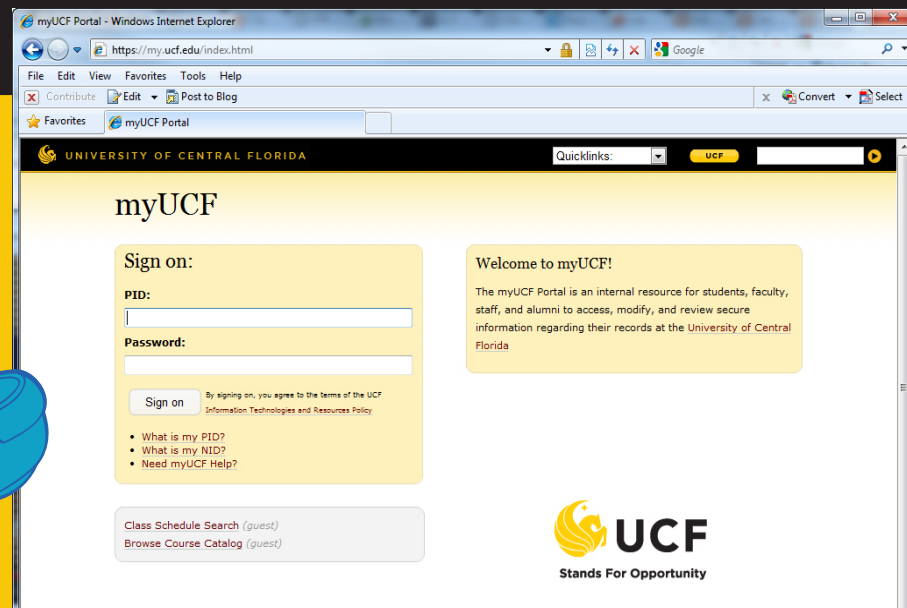
ALL transient and non-degree seeking students register at 3:00 PM the Friday before the term begins.

- 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.



Non-Degree & Transient Student



Registration Information Summer/Fall 2013, Spring 2014

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

Division of Student Development and Enrollment Services



As a non-degree or 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.sdes.ucf.edu> for registration instructions.

Registration Dates: Summer/Fall '13, Spring '14

Summer A	Summer B	Summer C	Summer D	Fall 13	Spring 14
Registration (starts 3:00 p.m.)					
May 10	June 21	May 10	May 10	Aug 16	Jan 3
Classes Begin					
May 13	June 24	May 13	May 13	Aug 19	Jan 6
Late Registration ^{1,2} (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
Last 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 ²					
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.

¹ \$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.

² \$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 Questions

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 201 407-823-3312
College of Business Administration	BA2 101W 407-823-2184
College of Education	ED 110 407-823-5369
College of Engineering and Computer Science	ENG1 107 407-823-2455
College of Health & Public Affairs	HPA2 115 407-823-0010
Rosen College of Hospitality Management	RCH 201 407-903-8056 CB1 302 407-823-1112
College of Medicine Burnett School of Biomedical Sciences	BMS 136 407-823-5932
College of Nursing	University Tower, Suite 300 407-823-2744
College of Sciences	Individual Departments or CSB 250 407-823-6131
Office of Interdisciplinary Studies	CB1 302 407-823-0144

Contact Us

Registrar's Office
Phone
407-823-3100
Registration HelpLine
407-823-3533
Location
Millican Hall, Room 161
Web Address
<http://registrar.sdes.ucf.edu>
Web Enrollment Guide
<http://registrar.sdes.ucf.edu/weg/>
Class Schedule Search
<https://my.ucf.edu>
Email Address
roenrollment@ucf.edu
UCF Service Desk
407-823-5117