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”
Student Self Service - Student Center

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.
Contact the office(s) that placed the Hold(s) before you register for classes.
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”.
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”.
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”.

### Fall 2012

#### Undergraduate | University of Central Florida

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OOP 2502C-0001 (16620)</td>
<td>COMPUTER SCIENCE (Lecture)</td>
<td>MoWeFr 9:30AM - 10:20AM</td>
<td>CL1 0104</td>
<td>Staff</td>
<td>3.00</td>
<td>Open</td>
</tr>
<tr>
<td>OOP 3702C-0012 (16622)</td>
<td>COMPUTER SCIENCE (Laboratory)</td>
<td>Fr 1:30PM - 2:20PM</td>
<td>TBA</td>
<td>Staff</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

- **CANCEL**
- **PREVIOUS**
- **FINISH ENROLLING**
### Status Message:
Success

### Enrolled

#### Review Status

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3502C</td>
<td>You have already taken this class. The repeatable limit as established in the Course Catalog has been exceeded. It should be verified that this class will apply toward the course of study. If taking this course for grade forgiveness, please go to the Registrar's office to complete the required application before the end of add/drop.</td>
<td>✔️</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>
<td>✗</td>
</tr>
</tbody>
</table>

#### Error Message:
Unable to add class
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

- Summer 2019
- Fall 2019
Always sign out of myUCF

My Class Schedule

Select Display Option  List View  Weekly Calendar View

Summer 2019  Undergraduate  University of Central Florida

<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>
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<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!