

Registration Overview

2019 UCF Orientation Program

**Before you can use
myUCF to enroll,
you must know your
Network ID (NID) &
Password for the NID.**



UCF Federated Identity

Sign on:

NID:

Password:

Sign on

By signing on, you agree to the terms of the UCF
Information Technologies and Resources Policy

- [What is my NID?](#)
- [What is my NID Password?](#)
- [What is Federated Identity?](#)

my.ucf.edu

You have asked to login to my.ucf.edu



First, sign into myUCF with
your NID and Password.





myUCF Menu

- ▷ Academic Resources
- ▷ Health
- ▷ Staff Applications
- ▷ Student Self Service
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ Faculty/Advisor Self Service
- ▷ Reporting Tools
- [Change my PID Password](#)
- [Update my Challenge Questions](#)
- [Knights Email](#)
- [UCF Home Page](#)
- [UCF COM Home Page](#)

Featu

There

Then click: “Student Self Service”



**Menu**

- ▶ Health
- ▶ International Services
- ▶ Staff Applications
- ▶ **Student Self Service**
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▶ Student Accounts
 - ▶ Financial Aid
 - ▶ **Student Center**
 - ▶ UCF Computer Store
 - ▶ UCF Bookstore
- ▶ Employee Self Service
- ▶ Change my NID Password
- ▶ Change myUCF Password
- ▶ UCF Home Page

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!*

Academics - Undergraduate and Graduate Careers

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[mySchedule Builder](#)

enrollment shopping cart

other academic... »

Finances

My Account
[View My Account](#)
[Fee Invoice](#)
[Student Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Holds
HOLD-Parking Citation
details ▶

To Do List
[Hazing Prevention](#)
[NSSE](#)
more ▶

Enrollment Dates
Enrollment Appointment
Click 'details' for your enrollment

You are not enrolled in classes.

You have no outstanding charges at this time.

[Due Charges / ePay](#)

To View:
Charges use the View Your Account link.

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.

HOLD-Parking Citation

Reason and Contact

Description: University of Central Florida
Start Term Begin Term - Srvc Indicatr Use
Start Date 01/30/2012
Reason: HOLD-Parking Citation
Department: PARKING CITATIONS
Contact:

Instructions

Student on HOLD due to unpaid parking citation.
Contact: Parking Services
Pay the citation at the Parking Services Office: Bldg. 89
Room 101

Ph. (407) 823-5812

[Return](#)

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

Menu

Search:

Self Service

- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Admissions
- Student Admission
- Advisement
- Notifications
- Self Service Grad Application
- International Students
- UCF Web Fee Invoice
- Make a Payment
- Student Direct Deposit
- Student Center
- Set Up SACR
- Worklist

Knightró's Student Center

Academics - Undergraduate and Graduate Careers

[Search Plan](#)
[Enroll](#)
[My Academics](#)
[mySchedule Builder](#)

other academic...

You are not enrolled in classes.

enrollment shopping cart

Finances

My Account
[View Your Account](#)
[Fee Invoice](#)
[Student Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[View Financial Aid Bulletin](#)
[View Financial Aid Status](#)
[Report Other Financial Aid](#)

You have no outstanding charges.

[Due Charges / ePay](#)

To View:

Charges use the View Your Account link.
Tuition, Due Date, Deferments use Fee Invoice link.

SEARCH FOR CLASSES

Holds

Fin'l Hold: Reg, Trans, 470.000
Currency used is US Dollar.
[details](#)

To Do List

[Hazing Prevention](#)
[NSSE](#)
[more](#)

Enrollment Dates

Enrollment Appointment
Click 'details' for your enrollment appointments
[details](#)

You can search for classes in the Student Center by clicking on **mySchedule Builder**.

The logo for the University of Central Florida (UCF), featuring a stylized orange and white flame or sunburst design above the letters "UCF" in white.



UNIVERSITY OF
CENTRAL FLORIDA

Select Term

Term


☒ Summer 2019

☐ Fall 2019

✓ Save And Continue

In the Search for Classes,
be sure you are in the appropriate Term.
Click "Save And Continue".





UNIVERSITY OF
CENTRAL FLORIDA

Course Status

Open & Full w/Waitlist Open

Change

Locations

All Locations Selected

Change

Instruction Modes

All Instruction Modes Selected

Change

Term

Summer 2019

Change

Sessions

All Sessions Selected

Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

×

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

×

Breaks

+ Add Break

☐

nao

TF - 8:00am to 11:00am

⚙ Edit

ⓧ

☐

Work

MTWThF - 6:00pm to 11:00pm

⚙ Edit

ⓧ

Schedules

⚙ Advanced Options

📅 View Schedules


🔄 Generate Schedules

You have modified your course settings or filters. Click [Generate Schedules](#) for your changes to take effect.

×

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.



Add Course

By Subject

Search By Section Attribute

Search By Instructor

Subject

Select Subject

Course

Select Course

< Back

+ Add Course

Courses

i

 Choose a Course and click **Add Course**

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).

Schedule Planner

Text Only

HelpSign out

Course Status

Open Classes Only

Change

Locations

All Locations Selected

Change

Instruction Modes

All Instruction Modes Selected

Change

Term

Summer 2019

Change

Sessions

All Sessions Selected

Change

Instructions:

Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

☒

☒

BSC 2010C
BIOLOGY I

Options

Breaks

+ Add Break

☐

☐

nao
TF - 8:00am to 11:00am

Edit

☐

Work
MTWThF - 6:00pm to 11:00pm

Edit

Schedules

Advanced Options

View Schedules

Generate Schedules

Shuffle

Generated 3 Schedules

Compare

Select at least two schedules to compare side by side

View 1

BSC-2010C-BM01, BSC-2010C-BM13


View 2

BSC-2010C-BM12, BSC-2010C-BM01

View 3

BSC-2010C-BM11, BSC-2010C-BM01

Now, you can view and choose the schedules created by mySchedule Builder.

The logo of the University of Central Florida (UCF), featuring a stylized orange and white flame or sunburst design above the letters "UCF" in white.

Schedule Planner Text Only Help Sign out

Back Print Email **Send to Shopping Cart** Shuffle Schedule 1 of 3

You are viewing a potential schedule only and you must still register.

	Class #	Subject	Course	Section	Seats Open	Day(s) & Room(s)	Location	Credits
	56756	BSC	2010C	BM01	354	MTWTh 8:00am - 9:50am - CSB 0101	Main Campus (Orlando)	4
	60050	BSC	2010C	BM13	118	MW 12:30pm - 2:20pm	Main Campus (Orlando)	0
								4

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	BSC-2010C CSB 0101 Pamela Thomas	BSC-2010C CSB 0101 Pamela Thomas	BSC-2010C CSB 0101 Pamela Thomas	BSC-2010C CSB 0101 Pamela Thomas	
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30	BSC-2010C Michele Yeargain		BSC-2010C Michele Yeargain		
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm					
3:15					

IF the class has a related component (either a discussion or lab), the system will bring up all related courses.

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.



Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ Your selection has been added to your Shopping Cart. Your seat in class is not reserved. You must finish enrolling to reserve a seat.

Summer 2019 | Undergraduate | University of Central
Florida

change term

☒ Open ☐ Closed

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

search

Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BSC 2010C (56756) 10220021		TBA	Staff		<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

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**.

**** **ATTENTION - FEE RESPONSIBILITY ACCEPTANCE** ****

I understand that I will be responsible for tuition and fees for all courses that remain on my record after the drop deadline and that the courses will be graded.

I accept responsibility for payment of my term tuition and fees by the published deadline. I understand that if I do not pay my tuition and fees or do not pay these fees by the deadline, I will be charged a \$100 Late Payment Fee, my records will be placed on hold, my account will be referred to a collection agency, and I may incur other financial responsibilities.

The deadline to DROP classes without incurring a W Grade and Fee Liability will be one day earlier than the deadline to ADD classes.

[I Accept](#)

[I Decline](#)

You have to accept financial responsibility.
There will be a \$100 Late Payment Fee if you
do not pay by the due date.

go to ...

Search

Plan

Enroll

My Academics

my class schedule || add || drop/withdraw || swap || term information

Add Classes

1

2

3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2013 | Undergraduate | University of Central Florida

☒ Open

☐ Closed

☐ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COP 3502C-0001 (86755)	COMPUTER SCIENCE I (Lecture)	MoWeFr 9:30AM - 10:20AM	HEC 0125	Staff	3.00	<input checked="" type="radio"/>
COP 3502C-0012 (87349)	COMPUTER SCIENCE I (Laboratory)	Mo 3:30PM - 4:20PM	HEC 0117	Staff		<input checked="" type="radio"/>

CANCEL

PREVIOUS

FINISH ENROLLING

If everything is acceptable and this is the class you wanted, click **“FINISH ENROLLING”**.

go to ...

Search Plan Enroll My Academics

my class schedule add drop/withdraw swap term information

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2012 | Undergraduate | University of Central Florida

Open Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
COP 3502C-0001 (16620)	COMPUTER SCIENCE I (Lecture)	MoWeFr 9:30AM - 10:20AM	CL1 0104	Staff	3.00	●
COP 3502C-0012 (16622)	COMPUTER SCIENCE I (Laboratory)	Fr 1:30PM - 2:20PM	TBA	Staff		●

CANCEL PREVIOUS FINISH ENROLLING

[My Class Schedule](#) [Class Search](#)

[Drop/Withdraw](#) [Swap](#) [Add](#)

go to ...

[Fee Invoice](#)

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**”.

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop/withdraw || swap || term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2013 | Undergraduate | University of Central Florida

▲ Success: waitlisted ✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
COP 3502C	Message: 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 this course for grade forgiveness, please go to the Registrar's office to complete the required application before the end of add/drop.	✓
MAC 1105	Error: You cannot add this class due to a time conflict with class 50705. Select another class.	✗

MY CLASS SCHEDULE ADD ANOTHER CLASS

Status Message:
Success



Enrolled

Review Status
Error Message:



Unable to add
class

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2019 | Undergraduate | University of Central
Florida

change term



Open



Closed



Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

☐ My Requirements

search

myschedule builder

Summer 2017 Shopping Cart

Your enrollment shopping cart is empty.

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.

Menu

- ▶ Health
- ▶ International Services
- ▶ Staff Applications
- ▶ **Student Self Service**
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▼ **Student Accounts**
 - Student Services
 - View Your Account
 - Make a Payment
 - **Fee Invoice**
 - Direct Deposit
 - ▶ Financial Aid
 - Student Center
 - UCF Computer Store

Fee Invoices Available for Following Terms

Term

[Summer 2019](#)

[Fall 2019](#)

Always sign out of myUCF

[Home](#) [Sign out](#)

go to ...

Search	Plan	Enroll	My Academics
my class schedule	add	drop/withdraw	swap
term information			

My Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

Summer 2019 | Undergraduate | University of Central Florida

[change term](#)

COP 3502C - COMPUTER SCIENCE I - UGRD						
Status	Units	Grading	Grade	Program		
Enrolled	3.00	ABCD	F			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
16620	0001	Lecture	MoWeFr 9:30AM - 10:20AM	CL1 0104	Staff	
16622	0012	Laboratory	Fr 1:30PM - 2:20PM	TBA	Staff	

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.

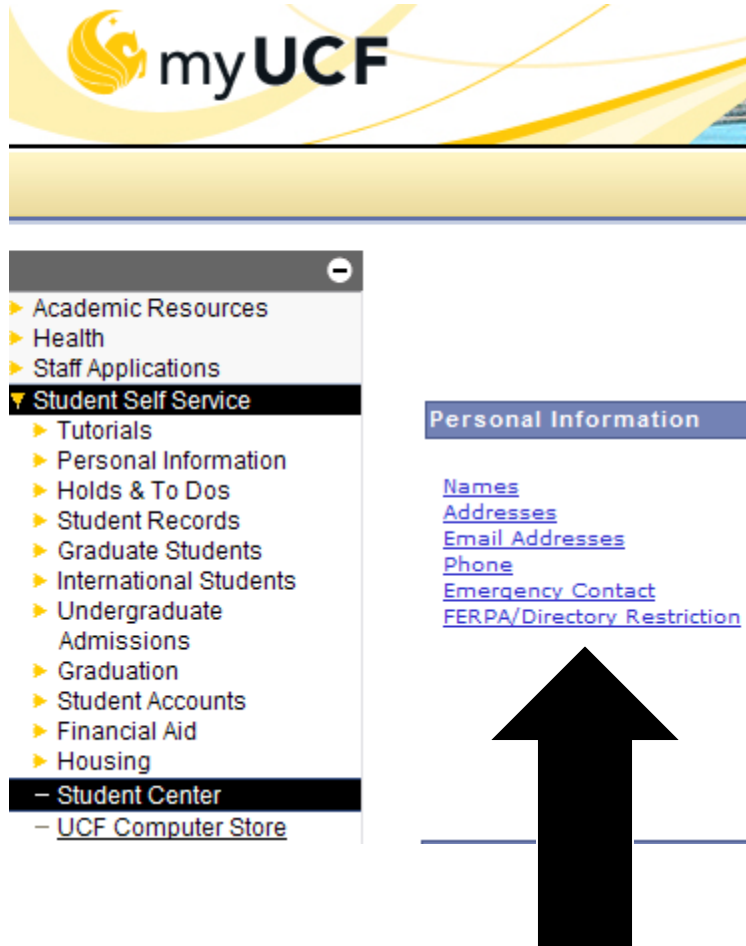
Under most circumstances your records will not be released without your written and signed consent. But there is some information that can be released.

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!



 Office 365



videoking@knights.ucf.edu



Use another account



UCF