Registration Overview

NTRA

2020 UCF Orientation Program



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



Quicklinks:

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UCF

UCF Federated Identity



my.ucf.edu

You have asked to login to my.ucf.edu



First, sign into myUCF with your NID and Password.





Staff Applications
 Student Self Service
 Employee Self Service
 Manager Self Service

▶ Reporting Tools

Knights Email
 UCF Home Page
 UCF COM Home Page

▶ Faculty/Advisor Self Service

- Change my PID Password

- Update my Challenge Questions

Then click: "Student Self Service"





Menu > Health

International Services
 Staff Applications
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 Bereapol Information

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- 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
- <u>Change my NID Password</u>
- 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 an	nd Graduate Careers	SEARCH FOR CLASSES
<u>Search</u> Plan	(i) You are not enrolled in classes.	▼ Holds
<u>Enroll</u> My Academics	enrollment shopping cart	HOLD-Parking Citation
mySchedule Builder		details 🕨
other academic 🗸 🛞		To Do List
▼ Finances		NSSE
My Account View My Account Fee Invoice	(i) You have no outstanding charges at this time.	more Þ
<u>Student Direct Deposit</u> Financial Aid <u>View Financial Aid</u> Ascept/Decline Averds	Due Charges / ePay To View:	Enrollment Dates Enrollment Appointment
you hovo h	Charges use the View Your Account link.	oct the office(c)

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.





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





UNIVERSITY OF CENTRAL FLORIDA

Select Term	
Term	
Summer 2020	
o Fall 2020	



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



Course Status	Open & Full w/Waitlist Open	Change	Term	Summer 2020	Cł	nange
Locations	All Locations Selected	Change	Sessions	All Sessions Selected	Cł	nange
Instruction Modes	All Instruction Modes Selected	Change				
	structions: Add desired courses and	breaks and cli	ck Generate Scheo	dules button!	×	
Courses	+ A	dd Course	Breaks		+ Add B	reak
(1) Add the course	s you wish to take for the upcoming	term.				*
			□ nao □ TF - 8:00am to	11:00am	🖨 Edit	8
			□ Work MTWThF - 6:00	0pm to 11:00pm	🔅 Edit	8
Schedules				Advanced Options	🛱 View Schedu	iles

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 E Attr	By Section ibute	Search By Instructor			Courses
	Subject	Select Subj	ect	v]	(i) Choose a Course and click Add Course
	Course	Select Cour	rse	Ŧ]	
	[< Back		+ 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:

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				Help	🕒 Sign out
Course Status Locations Instruction Modes	Open Classes Only All Locations Selected All Instruction Modes Selected	Change Change Change	Term Sessions	Summer 2020 All Sessions Selected		Change Change
1 Inst	ructions: Add desired courses and l	breaks and cli	ck Generate Schedul	les button!	×	
Courses	+ Ad	ld Course	Breaks		+	Add Break
BIOLOGY I	🔅 Options 🧻	• •	□ nao TF - 8:00am to 11	:00am	\$	Edit 🛞
			□ Work □ MTWThF - 6:00pm	n to 11:00pm	\$	Edit 🛞
Schedules	_			🗱 Advanced Options	🛗 View So	chedules
Cenerate Schedule	Shuffle					
Generated 3 Scho	edules					×
Compare 🚺	Select at least two schedules to co	ompare side	by side			
View 1 🗨 🗆 E	3SC-2010C-BM01, BSC-2010C-BM13					
View 2 🗨 🗆 E	3SC-2010C-BM12, BSC-2010C-BM01					
View 3 🗨 🗆 E	3SC-2010C-BM11, BSC-2010C-BM01					

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



Schedule Planner	Text Only	🕄 Help 🛛 🖻 Sign out	
Schedule Planner Schedule Planner Schedule Planner Schedule Planner Schedule Planner Schedule Planner Print Schedule Planner Print Schedule Planner Monday Bam Schedule Planner Schedule Planner Schedule Planner Schedule Planner Schedule Planner Note Schedule Planner Schedule Planner	Text Only Image: Email Image: E	Help E sign out Image: Shuffle Schedule 1 of 3 Image: Shuffle Schedule 1 of 3 Image: Shuffle Schedule 1 of 3 Image: Shuffle Image: Schedule 1 of 3 Image: Shuffle </th <th><u>IF</u> the class has a related component (either a discussion or lab), the system will bring up all</th>	<u>IF</u> the class has a related component (either a discussion or lab), the system will bring up all
10.0m 10.0m 10.0m 10.15 10.30 10.45 10.33 10.45 111m 11.15 1130 11.45 12pm 11.15 12230 10.45 1215 11.30 1245 Michele Yearge 11:15 1:30 1:45 2:15 2:30 2:45 2:30 3:15	ain BSC-2010C Michele Yeargain		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.

UCF



Your selection has been added to your Shopping Cart. Your seat in class is <u>not</u> 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



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



					go	o to 🔽 📎
Search		Plan		Enroll		My Academics
my class schedule	add		drop/withdraw		swap	term information
Add Classes						

2. Confirm classes

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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	Close	d 🔺 Wa	ait 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	
COP 3502C-0012 (87349)	COMPUTER SCIENCE I (Laboratory)	Mo 3:30PM - 4:20PM	HEC 0117	Staff		•
		CANCEL	PREVIOUS	FINISH	ENRO	LLING

If everything is acceptable and this is the class you wanted, click "FINISH ENROLLING".



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			[go to		• (>)	IMPORTANT –
Search	Plan	drop/withdraw	Enroll		y Academics	tion	
Add Classes	auu	urop/withuraw	Swa	, II.		3	you <u>must</u> click
2. Confirm clas	ses						"FINISH ENROLLING"
Click Finish Enrolli exit without adding	ng to process your) these classes, clic	request for the clas k Cancel.	ses listed belo	w. To			
Fall 2012 Undergradu	ate University of (Central Florida					to process your
			Open 🔵	Clos	ed		
Class	Description	Days/Times	Location	Instructo	or Units Sta	tus	request to enroll
<u>COP 3502C-0001</u> (16620)	COMPUTER SCIENCE I (Lecture)	MoWeFr 9:30AM - 10:20AM	CL1 0104	Staff	3.00		in classes.
COP 3502C-0012 (16622)	COMPUTER SCIENCE I (Laboratory)	Fr 1:30PM - 2:20PM	тва	Staff			
	(2000/00014)						If you would like to
		CANCEL	PREVIOUS	FINI	SH ENROLLIN	4G	cancel without
My Class Schedule	Class Search						adding a class
Drop/Withdraw S	Wap Add						auding a class,
go to	v						click "CANCEL"
Fee Invoice							







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 2020 Undergi Fiorida	aduate University of Central	change term							
	Open	Closed	▲ Wait List						
Add to Cart:	Summer 2020 Sho	opping Car	t						
Enter Class Nbr									
enter	Your enrollment	Your enrollment shopping cart is empty.							
Find Classes									
Class Search									
OMy Requirements									
search									
myschedule builder									

You can add more classes by selecting the "Add Classes" tab, and selecting the "myschedule builder" button.



myUCF

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Menu

Health

International Services

Staff Applications Student Self Service Personal Information Holds & To Dos Student Records Graduate Students International Students

Undergraduate Admissions.

Financial Aid - Student Center - UCE Computer Store



Fee Invoices Available for Following Terms

Student Accounts - <u>Student Services</u>	<u>Term</u>		
 View Your Account Make a Payment 	<u>Summer 2020</u>		
– Fee Invoice	Fall 2020		
– <u>Direct Deposit</u>	<u>1 an 2020</u>		
Financial Aid			



Always sign out of myUCF

					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 2020 | Undergraduate | University of Central Florida

Status		Units Gra	nits Grading (Prog	Program	
Enrolled		3.00 ABC	DF				
Class Nbr	Section	Component	Days & Times	Room		Instructor	Start/End Date
16620	0001	Lecture	MoWeFr 9:30AM - 10:20AM	I CL1	0104	Staff	
16622	0012	Laboratory	Fr 1:30PM - 2:20PM	тва		Staff	

change term



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: 407-823-3100

Registrar's Office

161 Millican Hall registrar@ucf.edu

Use your Knights Email account to stay in touch! It's how <u>We</u> stay in touch with <u>You</u>!







videoking@knights.ucf.edu



Use another account

