Transient Students

REGISTRATION IS ONLINE AT **MY.UCF.COM**

Students must login to *my.ucf.edu* and follow the instructions to get a UCF ID. 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.

Information for college advising offices can be found here: *academicsuccess.ucf.edu/ssa/advising-offices*

The Registrar's Office CANNOT grant overrides into ANY class.

Our online catalog helps you quickly locate and save details about our programs. You can easily see what the University of Central Florida has to offer at **WWW.UCF.EDU/CATALOG**

MYSCHEDULEBUILDER

The flexibility and convenience of selecting the classes you want and need. UCF's mySchedule Builder tool allows you to plan your class schedule around your hectic life. Preview and compare every possible class schedule until you find the one that works for you!

Check it out at registrar.ucf.edu/myschedule-builder

UNIVERSITY OF CENTRAL FLORIDA
REGISTRAR'S OFFICE
MILLICAN HALL, ROOM 161
4365 ANDROMEDA LOOP N.

MAILING ADDRESS:
P.O. BOX 160114
ORLANDO, FLORIDA 32816-0114

FOR MORE INFORMATION

📞 **407.823.3100**
📧 **REGISTRAR@UCF.EDU**
🌐 **REGISTRAR.UCF.EDU**

Transient Registration Information

REGISTRAR'S OFFICE
DIVISION OF STUDENT SUCCESS AND WELL-BEING
UNIVERSITY OF CENTRAL FLORIDA • ORLANDO, FL

UCF

Registration Instructions

Florida public community/state college and university students: You will need to complete the Transient Student Application through Florida Shines *www.floridashines.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 Shines *www.floridashines.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 *my.ucf.edu*. You will need your UCF NID and Password to enroll through myUCF. On first login to myUCF, click the "What is my NID?" link. Follow the instructions to obtain your NID and update your password.

NID Password Reset

If you need to reset your NID password, visit *myNID. 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.**

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.

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.

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

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 made online or submitted to the Cashier's Office by 5:00 p.m. on the day assigned, as noted on the "Academic Calendar" (*calendar.ucf.edu*).

Late Payment Fee

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.