Eastern Florida
STATE COLLEGE

How to Search for Courses and Register for EFSC Courses Online

Preparing to Register

Clear any holds: Log into *myEFSC* to check for holds that prevent you from registering for courses. Check with the appropriate department to clear the hold.

Make an Advising Appointment to review your course plan and to make sure you are on track to graduate. Do this prior to the opening of registration to avoid long lines and wait times!

Plan and Prepare a Course Schedule: Check the *online schedule search* for available courses, times, days and locations to plan your courses for the term. Complete an *Add/Drop Form for Registration* and list your course options to review with your advisor.

Preparing to Register

Check for Prerequisites: Make sure you have completed all required classes prior to registering for the next. To find out about prerequisites before registering for classes, just click on the course title in the *Class Schedule Search* or check the course description in the online course catalog.

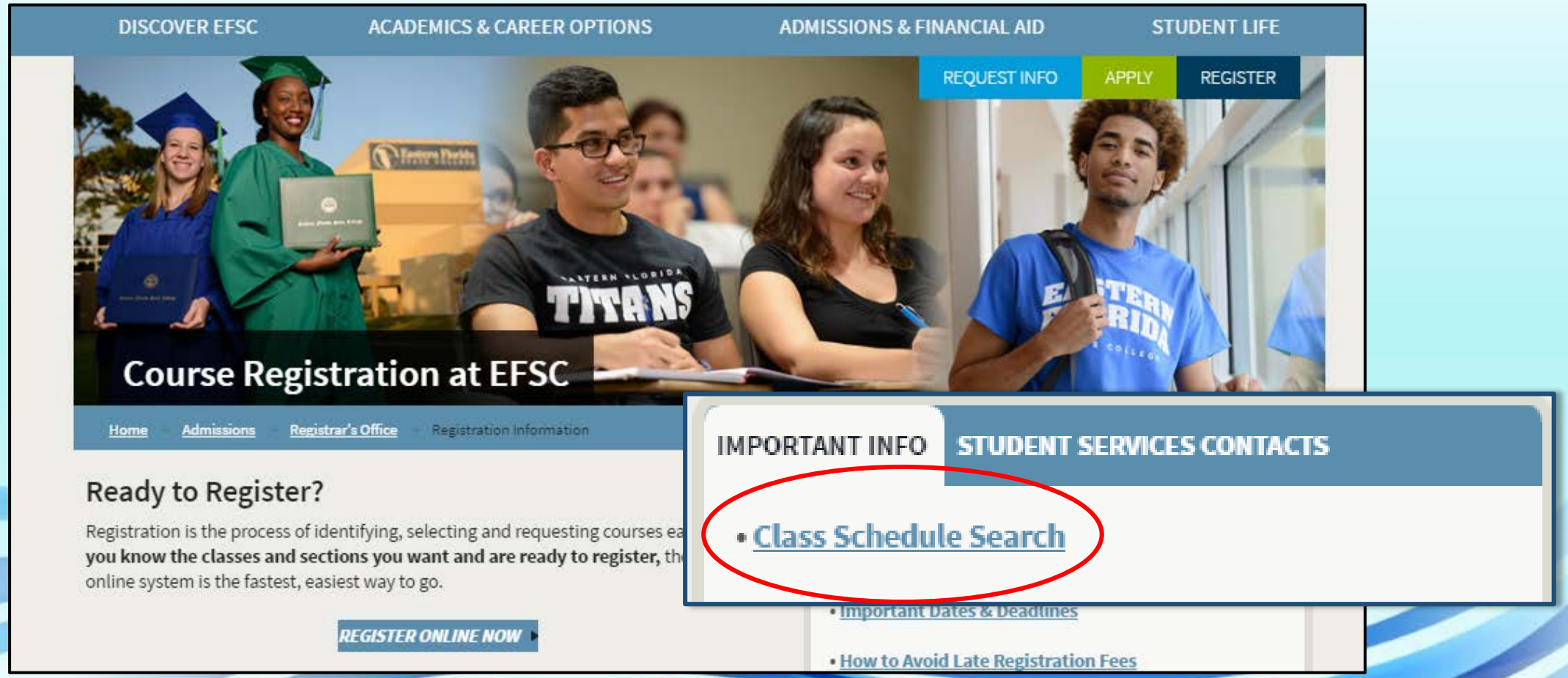
Check the Academic Calendar: This will tell you the important dates you need to know, like registration dates, fee due dates, and the last day to drop or withdraw from a class.

Meet with an Advisor: Review and discuss the courses you plan to take this term with your advisor. **NOTE:** All first-time degree-seeking students must see an advisor.

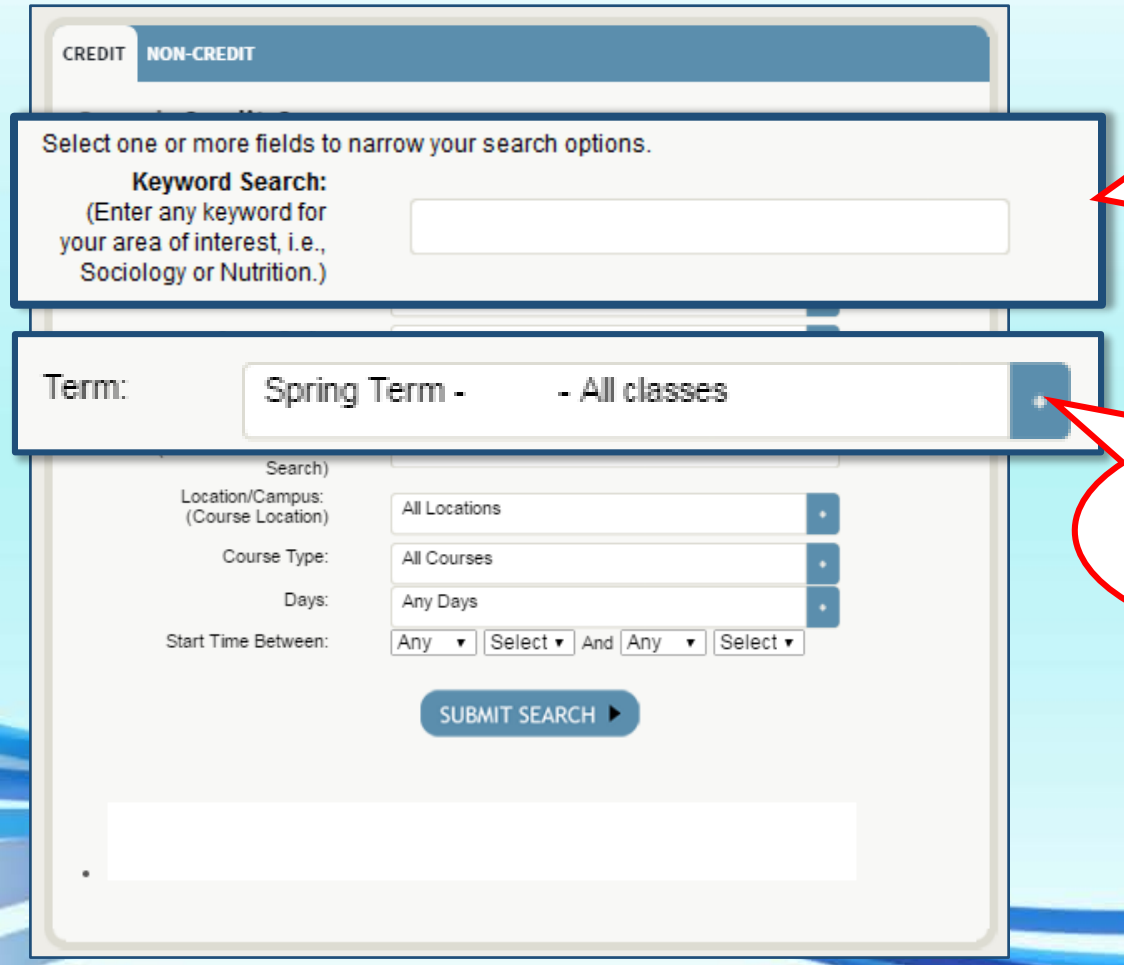
Register for Courses: You are ready to register! Login to *myEFSC* to register for the courses you selected.

How do I Search for Courses?
Go the EFSC home page…

Click Class Schedule Search



How to Search for Courses …
Using the *Class Schedule Search*

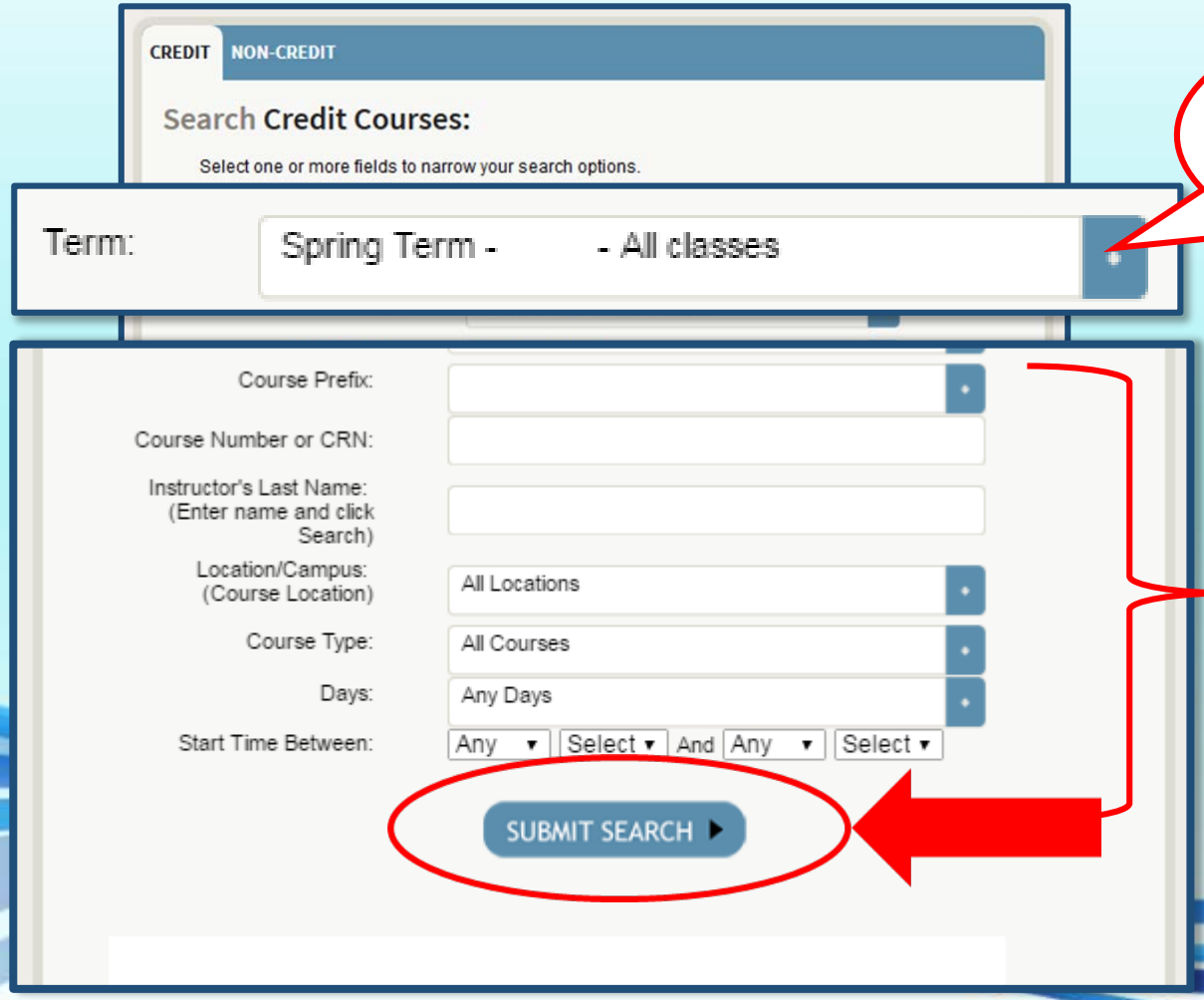


Enter a keyword to search by

Select a term from the dropdown menu

OR…

How to Search for Courses using the *Class Schedule Search*

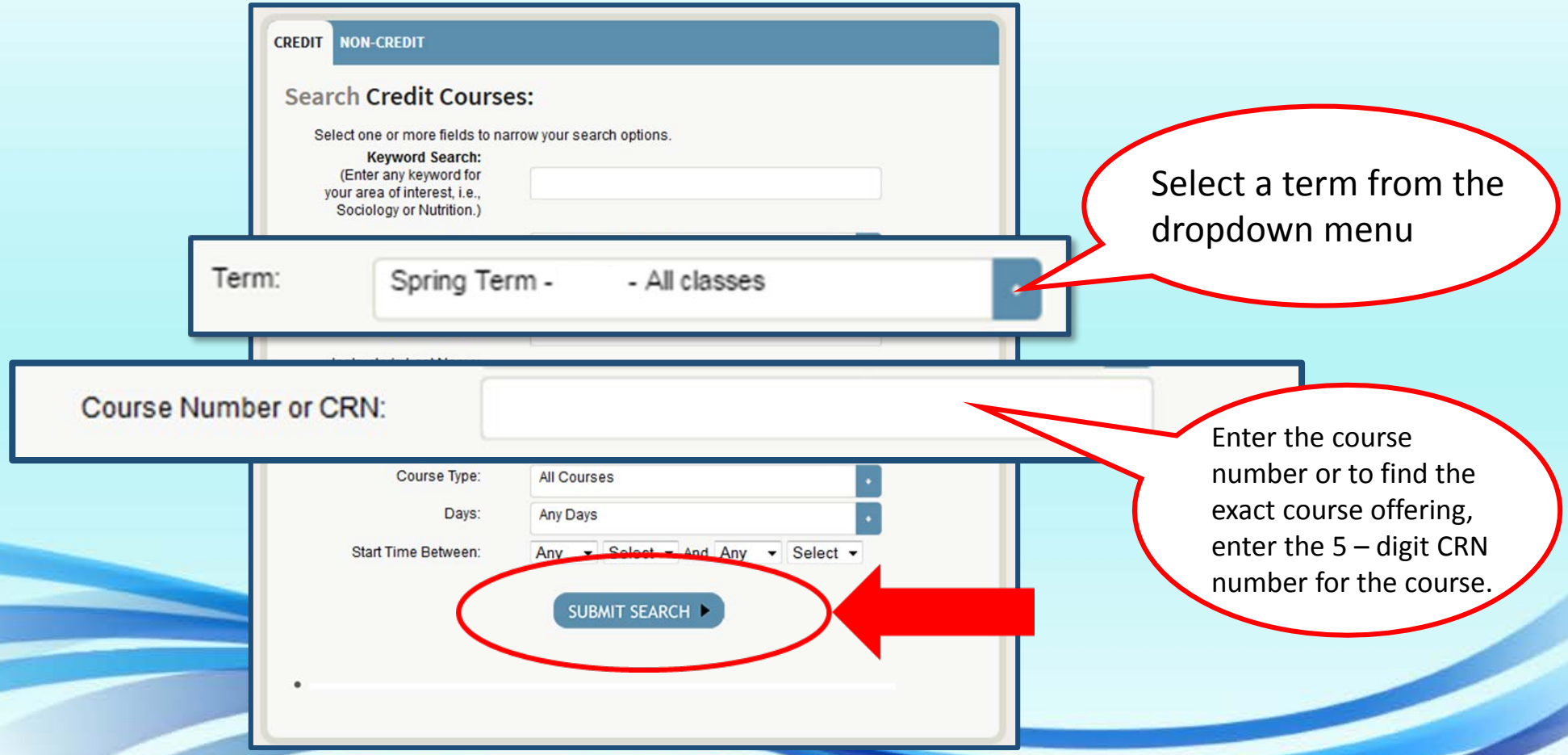


Select a term from the dropdown menu

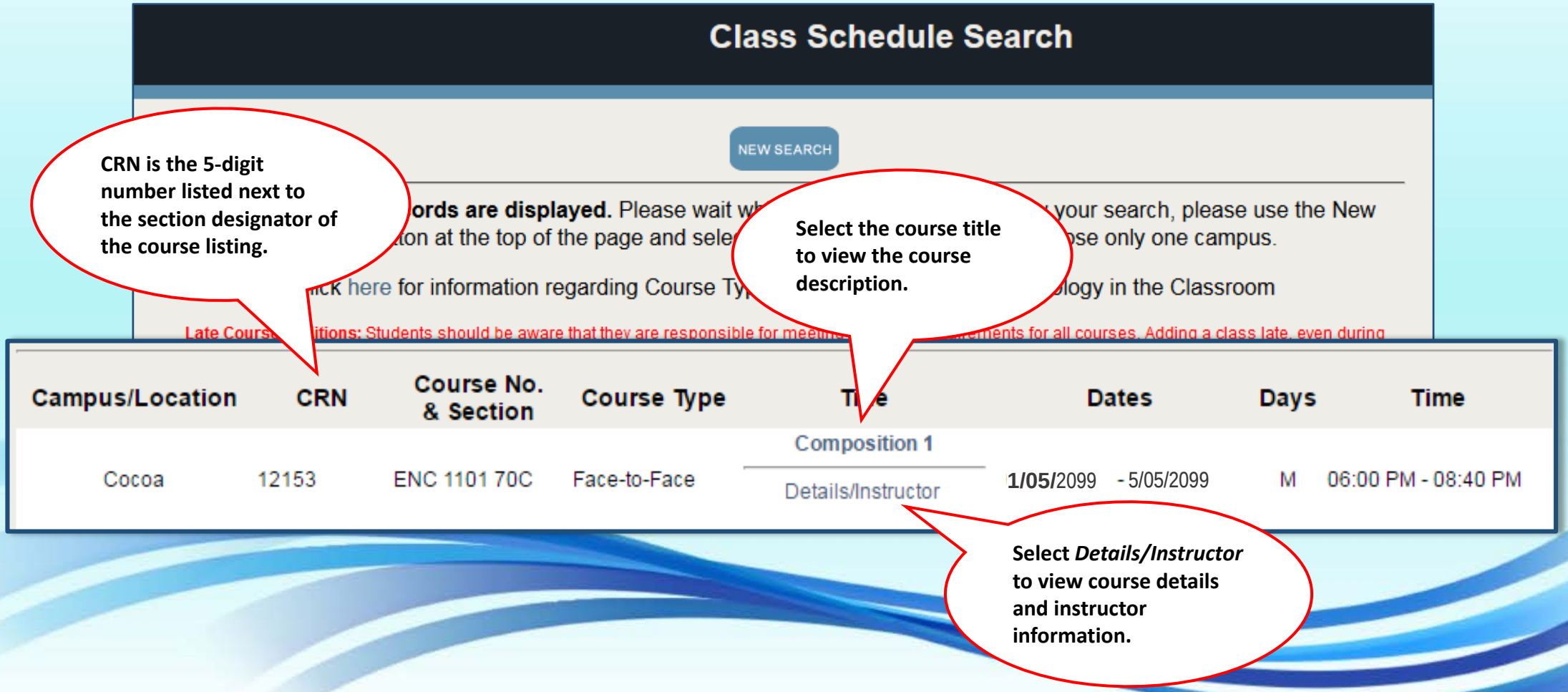
Choose from one or more fields, in any combination, to define your search

OR…

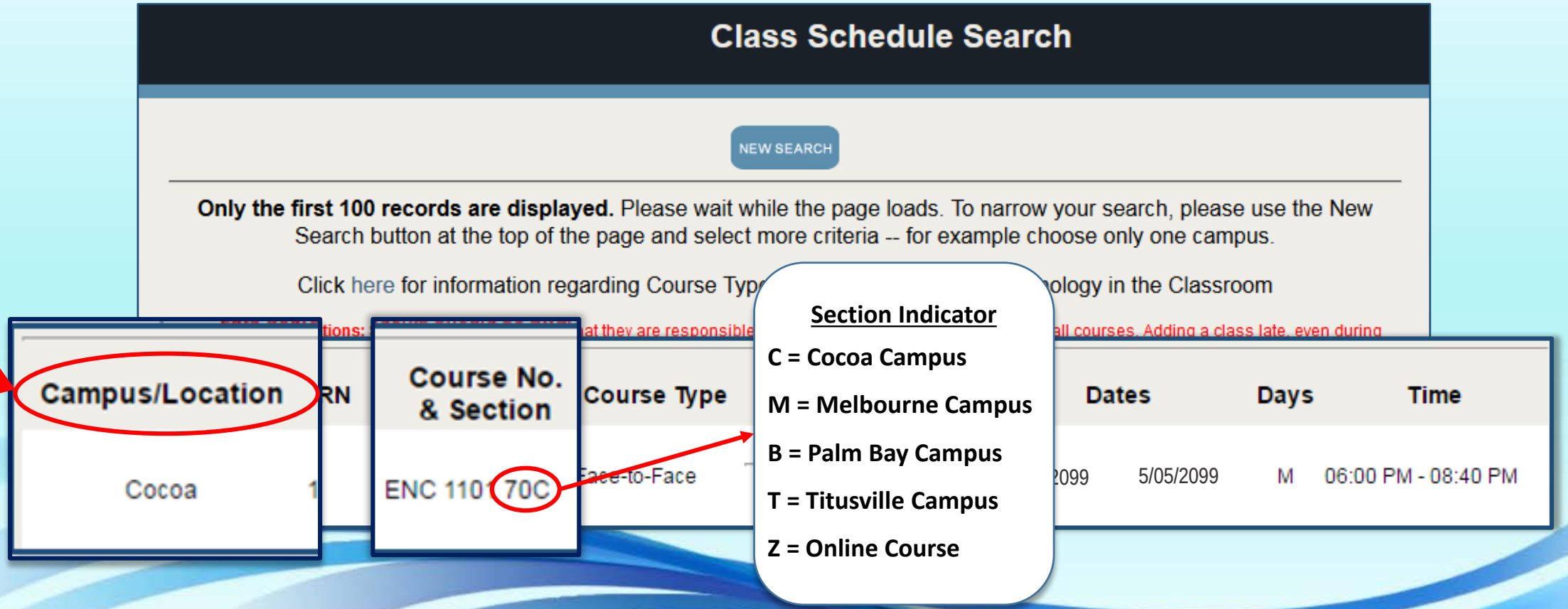
How to Search for Courses Using the *Course Number or CRN*



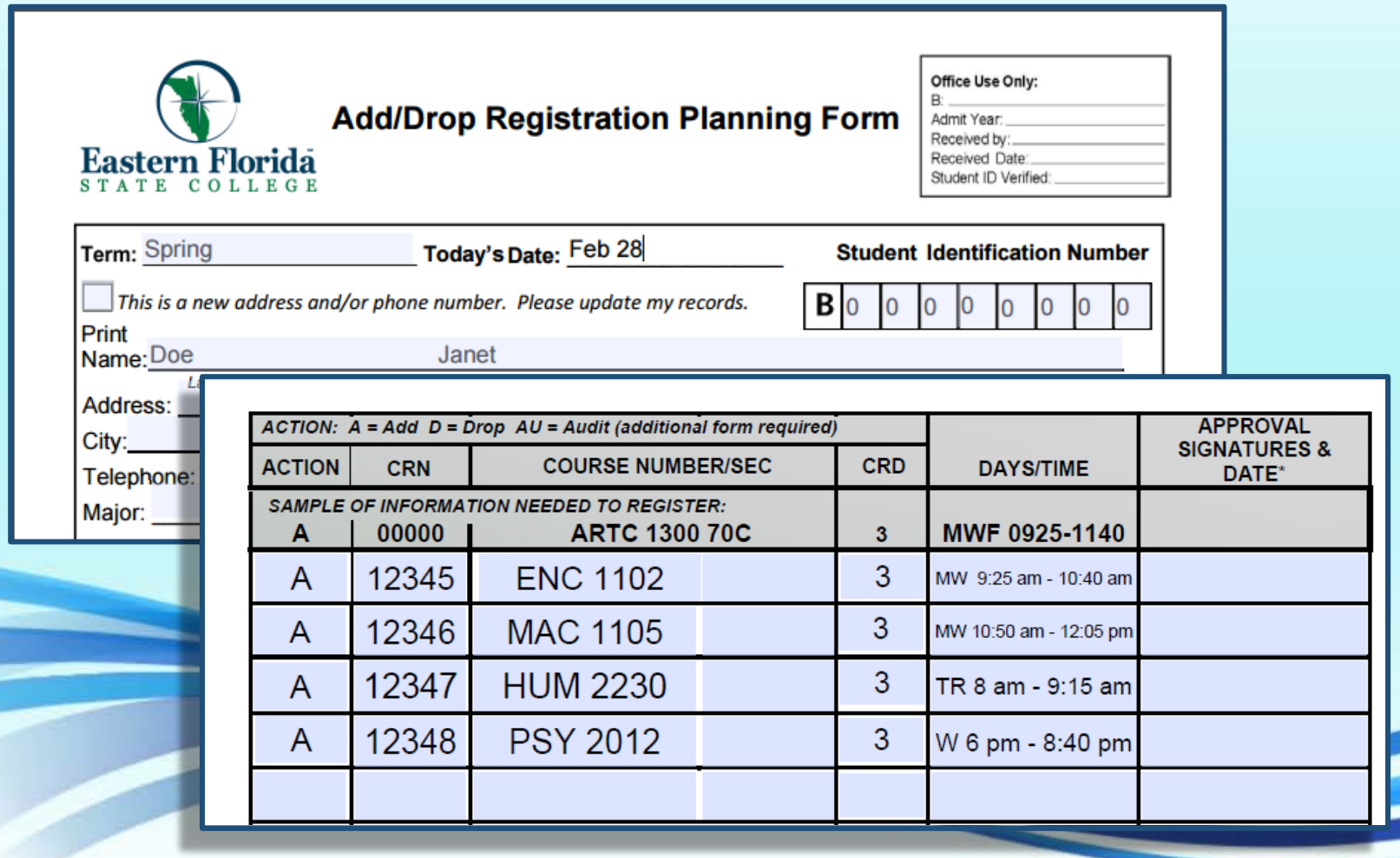
All Courses That Meet the Search Criteria will be Displayed



Campus Locations: Make Sure to Select Your Course on the Correct Campus or Location



Using an *Add/Drop Registration Planning Form*, plug in your courses to create a *draft* of your schedule to use when you are ready to register online.



Eastern Florida STATE COLLEGE

Add/Drop Registration Planning Form

Office Use Only:
B:
Admit Year:
Received by:
Received Date:
Student ID Verified:

Term: Spring Today's Date: Feb 28 Student Identification Number

☐ *This is a new address and/or phone number. Please update my records.*

B 0 0 0 0 0 0 0 0

Print Name: Doe Janet

Address:
City:
Telephone:
Major:

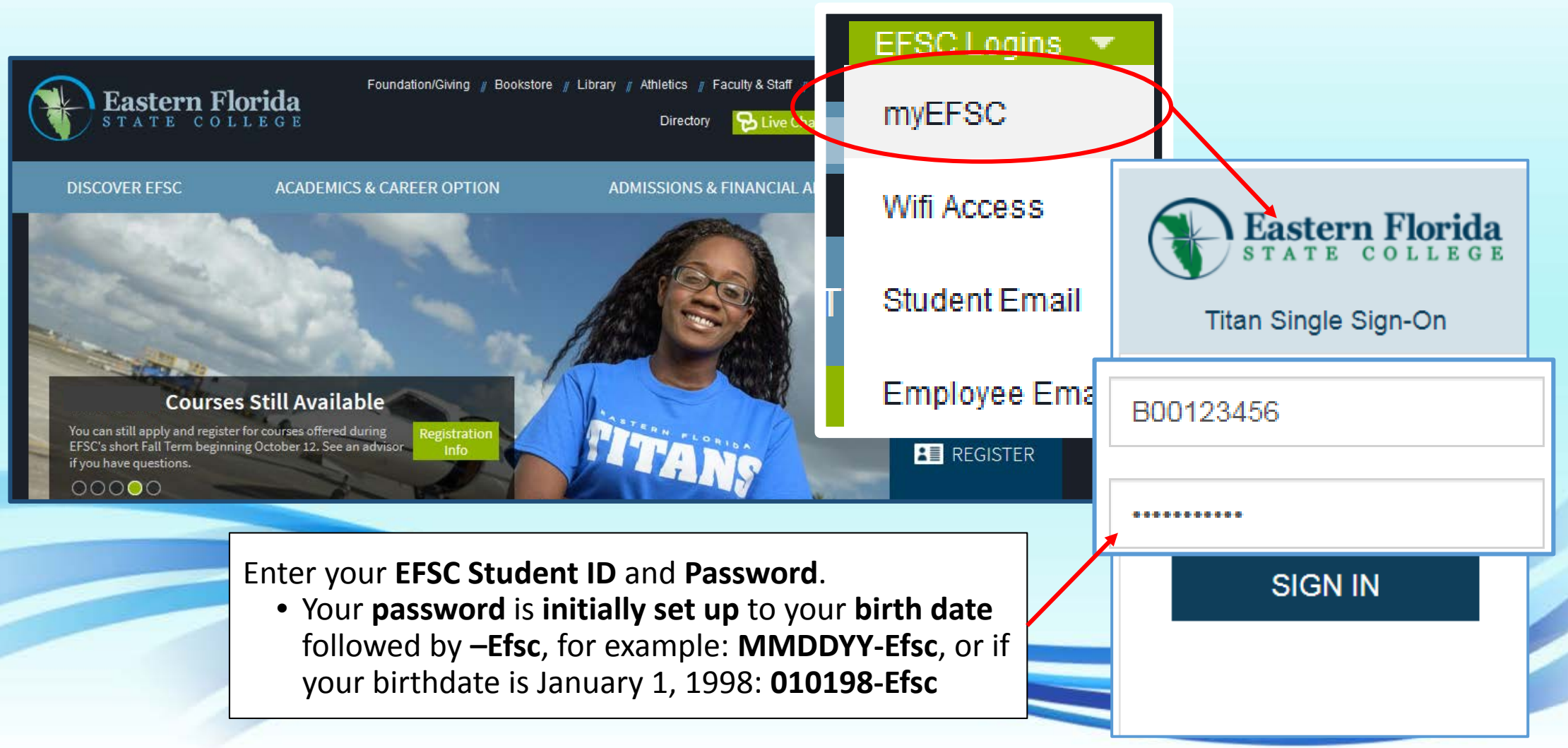
ACTION: A = Add D = Drop AU = Audit (additional form required)

ACTION	CRN	COURSE NUMBER/SEC	CRD	DAYS/TIME	APPROVAL SIGNATURES & DATE*
SAMPLE OF INFORMATION NEEDED TO REGISTER:					
A	00000	ARTC 1300 70C	3	MWF 0925-1140	
A	12345	ENC 1102	3	MW 9:25 am - 10:40 am	
A	12346	MAC 1105	3	MW 10:50 am - 12:05 pm	
A	12347	HUM 2230	3	TR 8 am - 9:15 am	
A	12348	PSY 2012	3	W 6 pm - 8:40 pm	

Now that you have found the courses that meet your search criteria, log into *myEFSC* to register.

How to Register Online for Courses

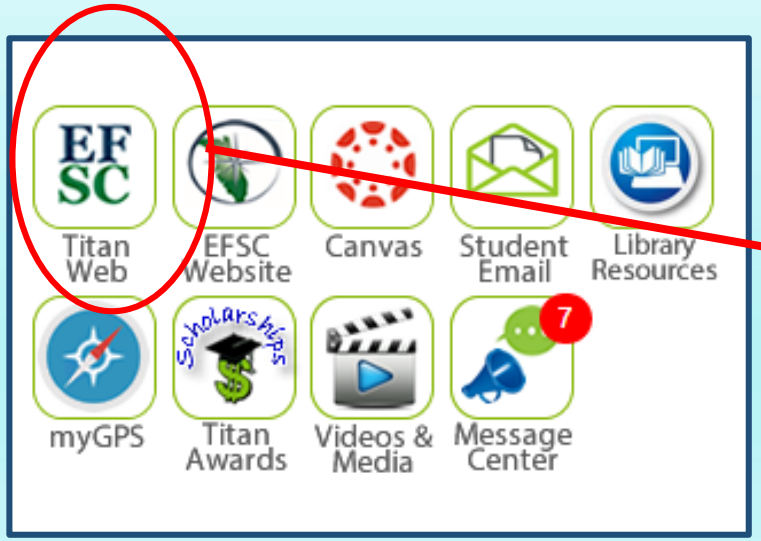
From the EFSC homepage, log into *myEFSC* *using your EFSC Student ID and Password*

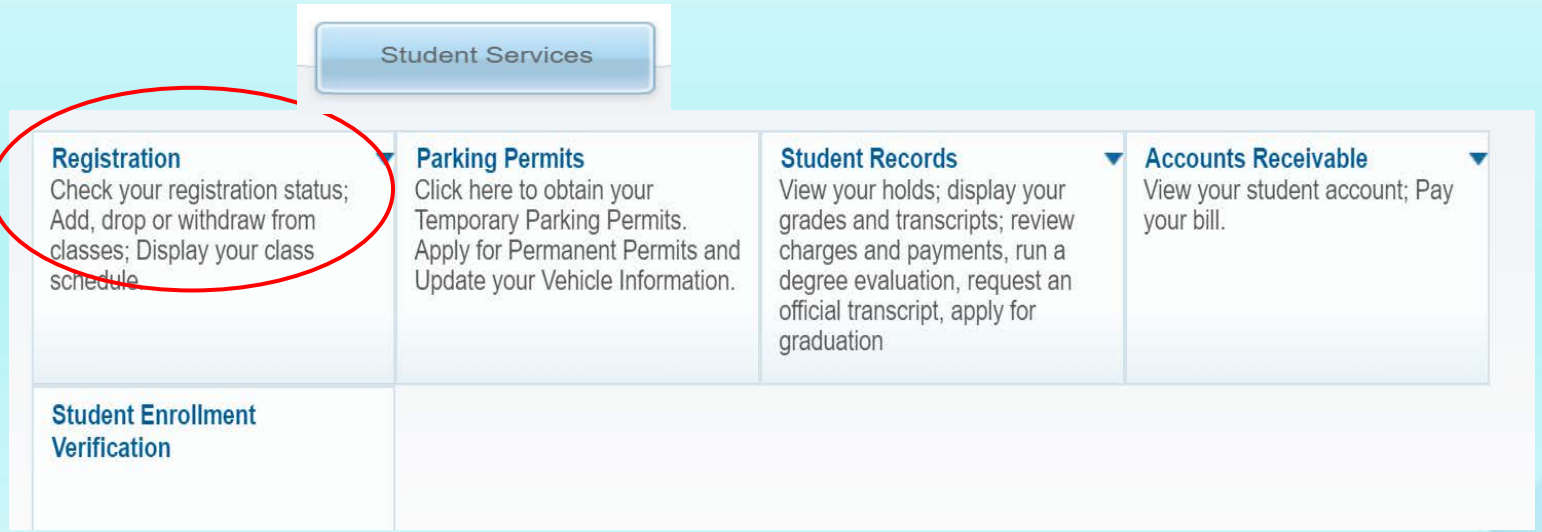


Enter your **EFSC Student ID** and **Password**.

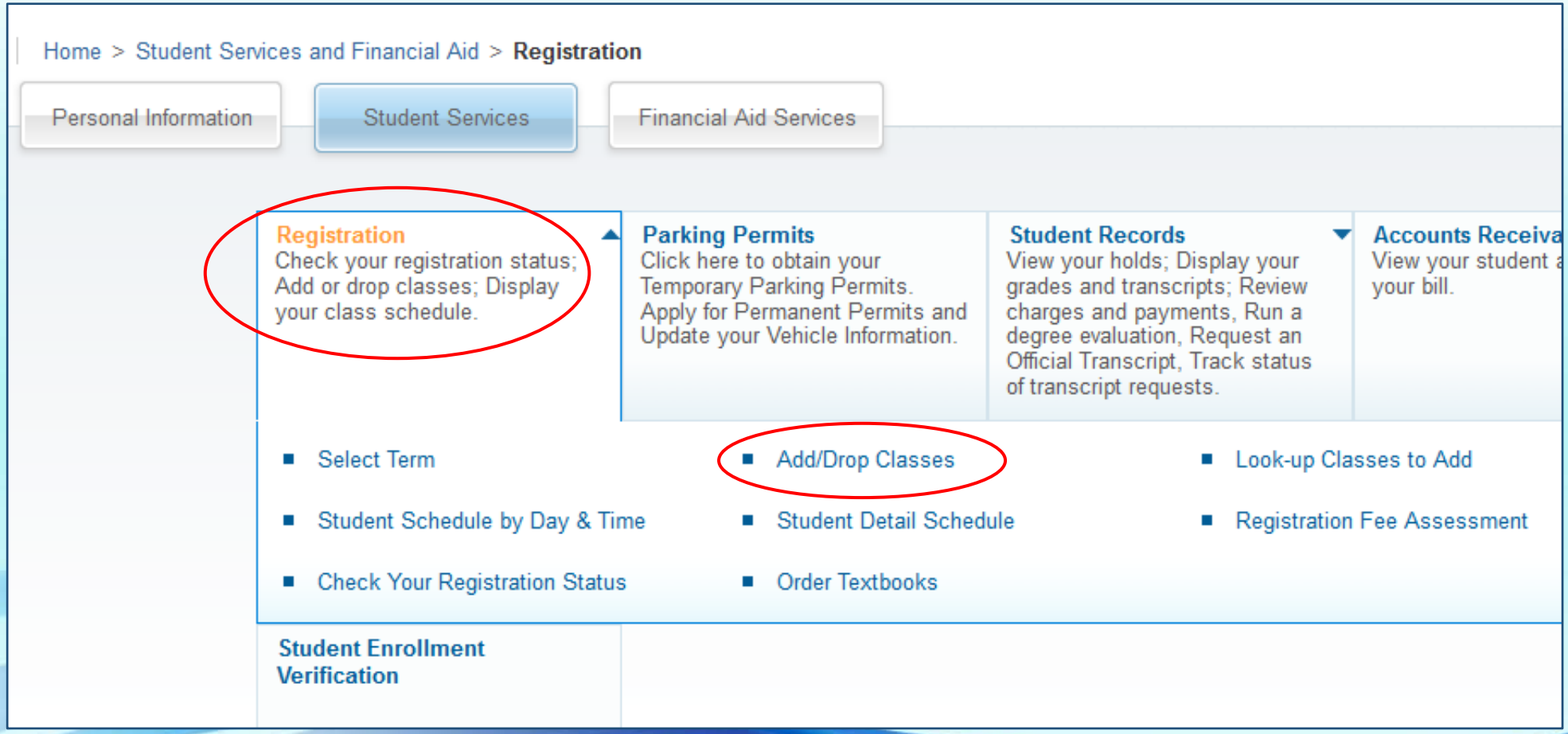
- Your **password** is **initially set up** to your **birth date** followed by **–Efsc**, for example: **MMDDYY-Efsc**, or if your birthdate is January 1, 1998: **010198-Efsc**

Click *EFSC Titan Web* and then the *Student Services* tab

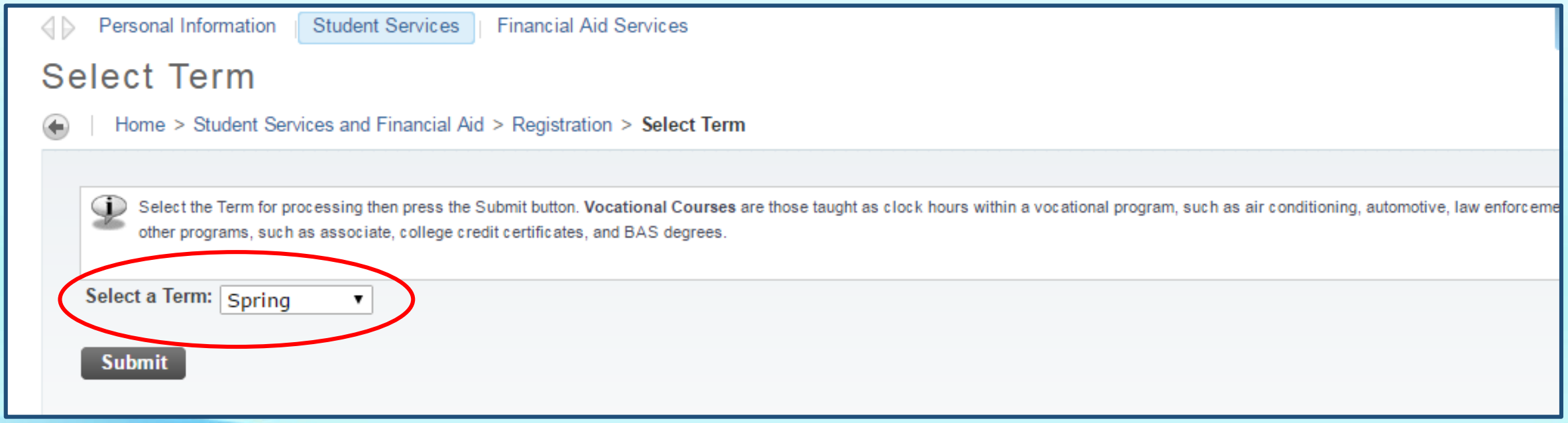




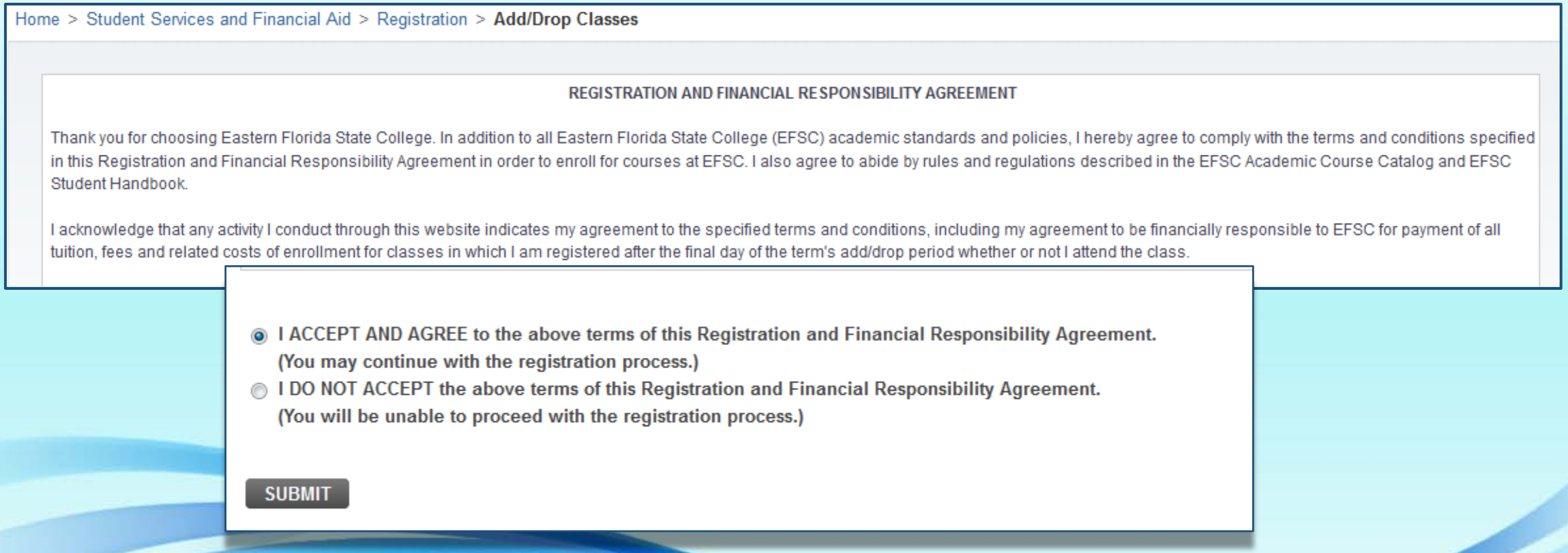
Click *Registration* and then *Add/Drop Classes*



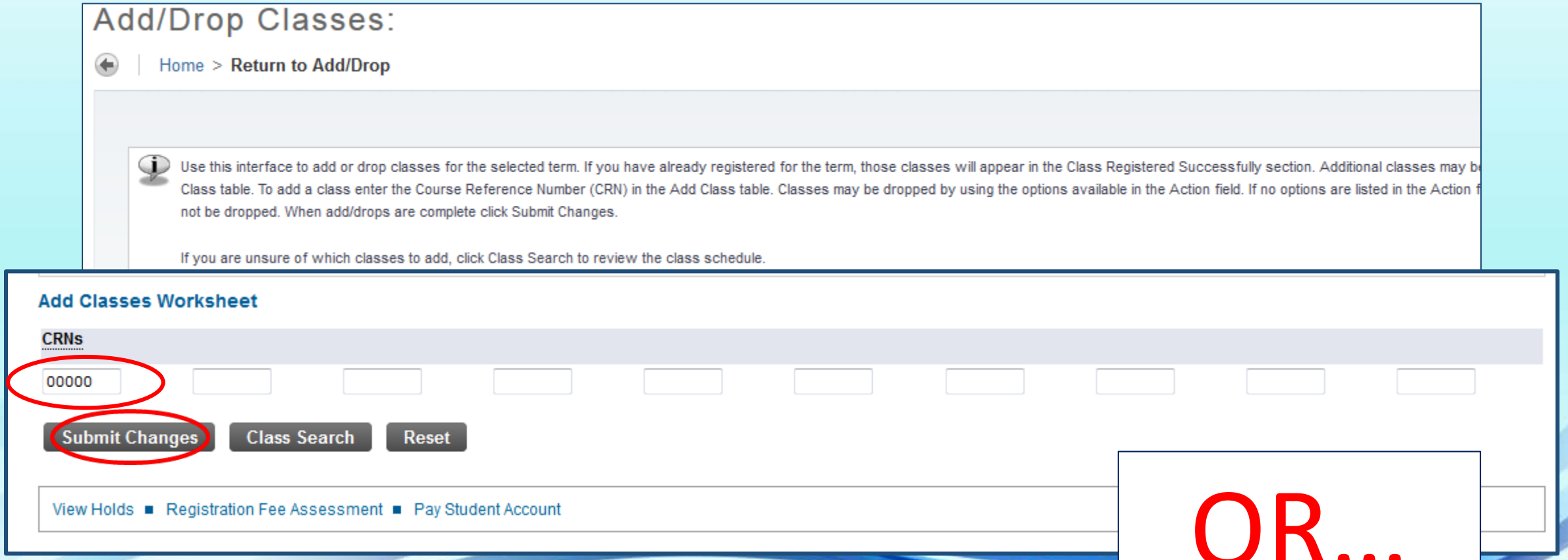
Select the Appropriate Term



Read and acknowledge *the Registration and Financial Responsibility Agreement*.

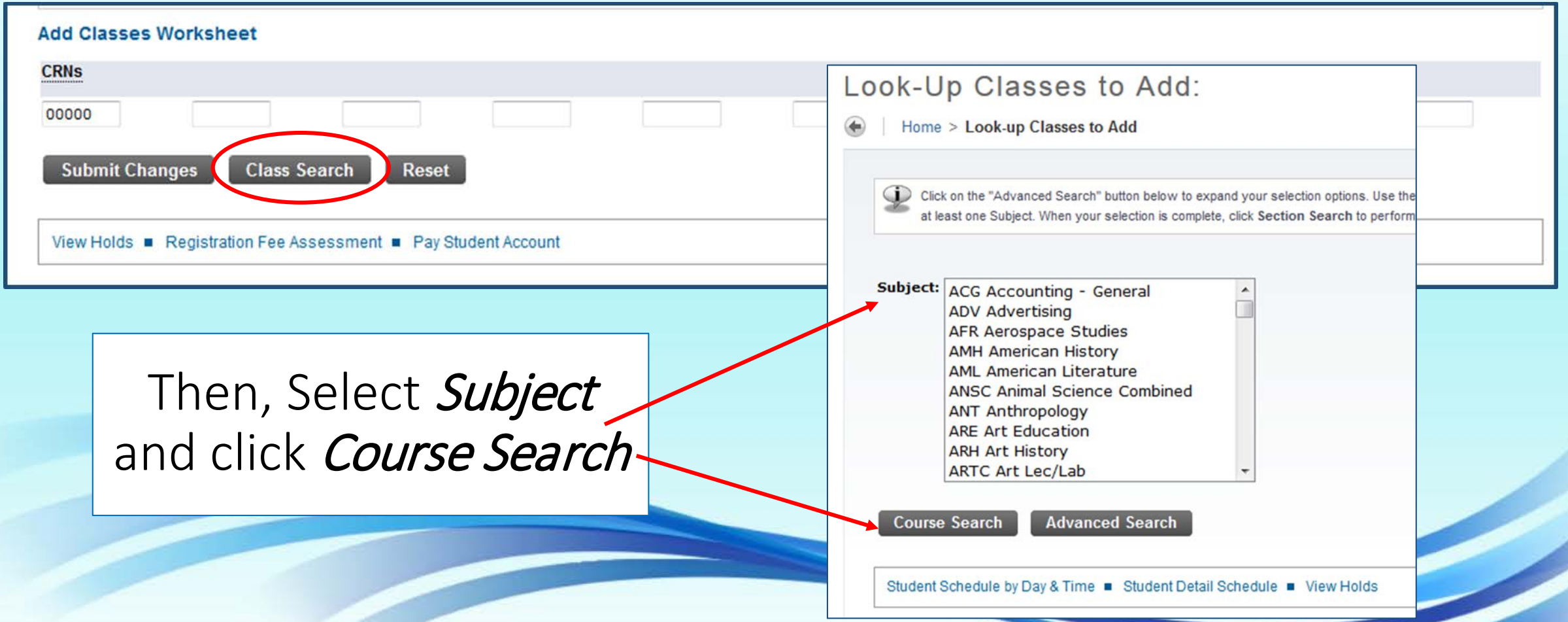


Scroll down to the *Add Classes Worksheet*. Using the CRNs from your *Add/Drop Registration Planning Form,* enter the 5-digit Course Reference Numbers (CRN) and click *Submit Changes*.



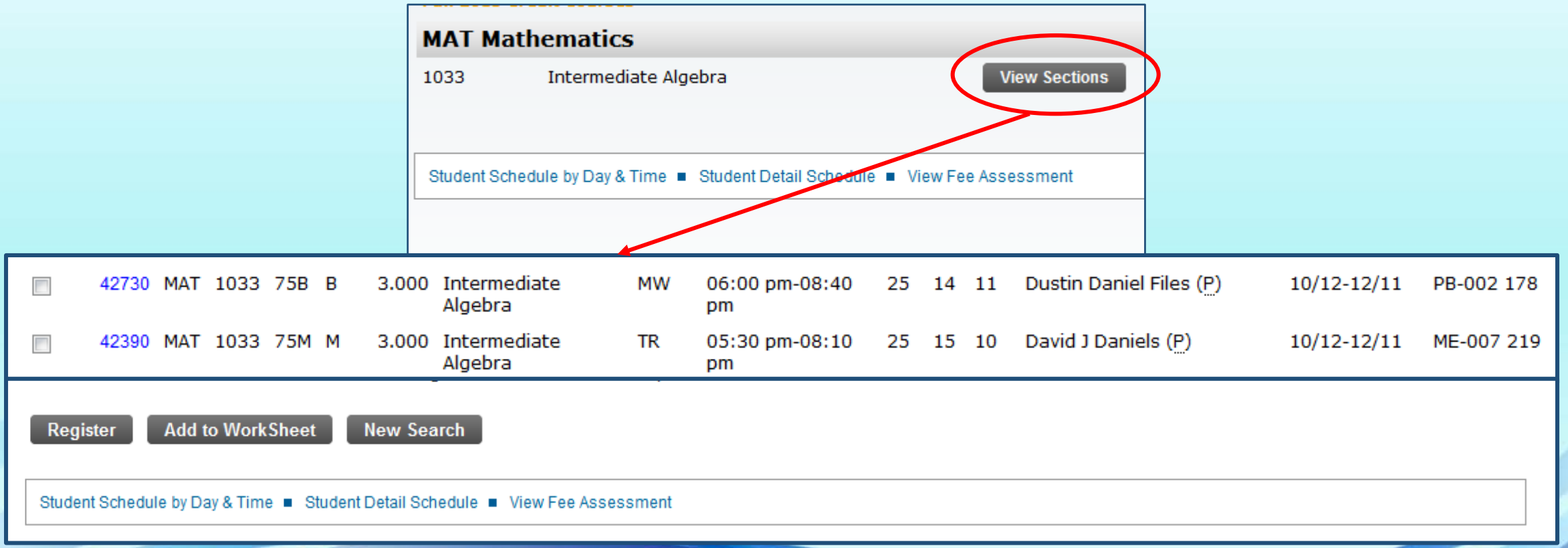
OR...

…Search for Open Classes by clicking *Class Search*

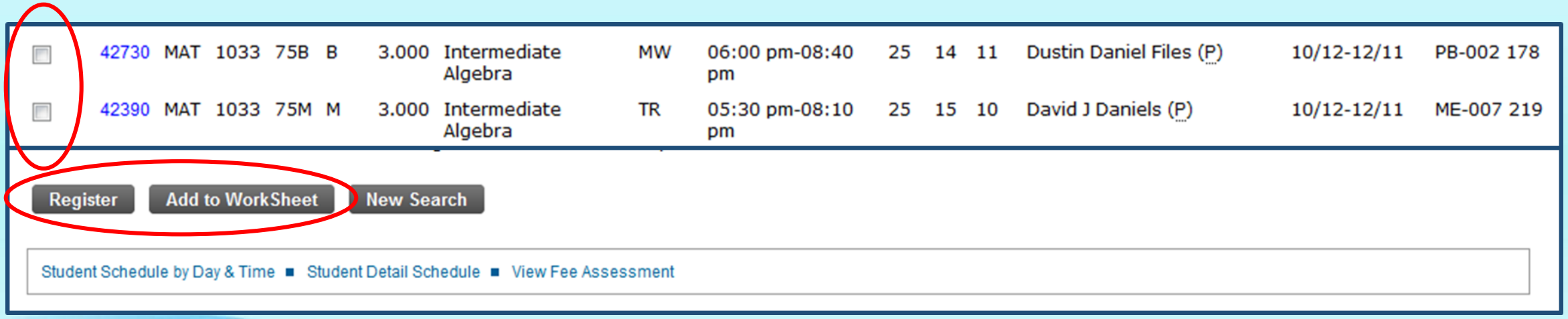


Then, Select *Subject* and click *Course Search*

Select a Course Number and Click *View Sections*



Check Appropriate box, then Click *Register* or *Add to Worksheet* to add multiple classes



☐	42730	MAT	1033	75B	B	3.000	Intermediate Algebra	MW	06:00 pm-08:40 pm	25	14	11	Dustin Daniel Files (P)	10/12-12/11	PB-002 178
☐	42390	MAT	1033	75M	M	3.000	Intermediate Algebra	TR	05:30 pm-08:10 pm	25	15	10	David J Daniels (P)	10/12-12/11	ME-007 219

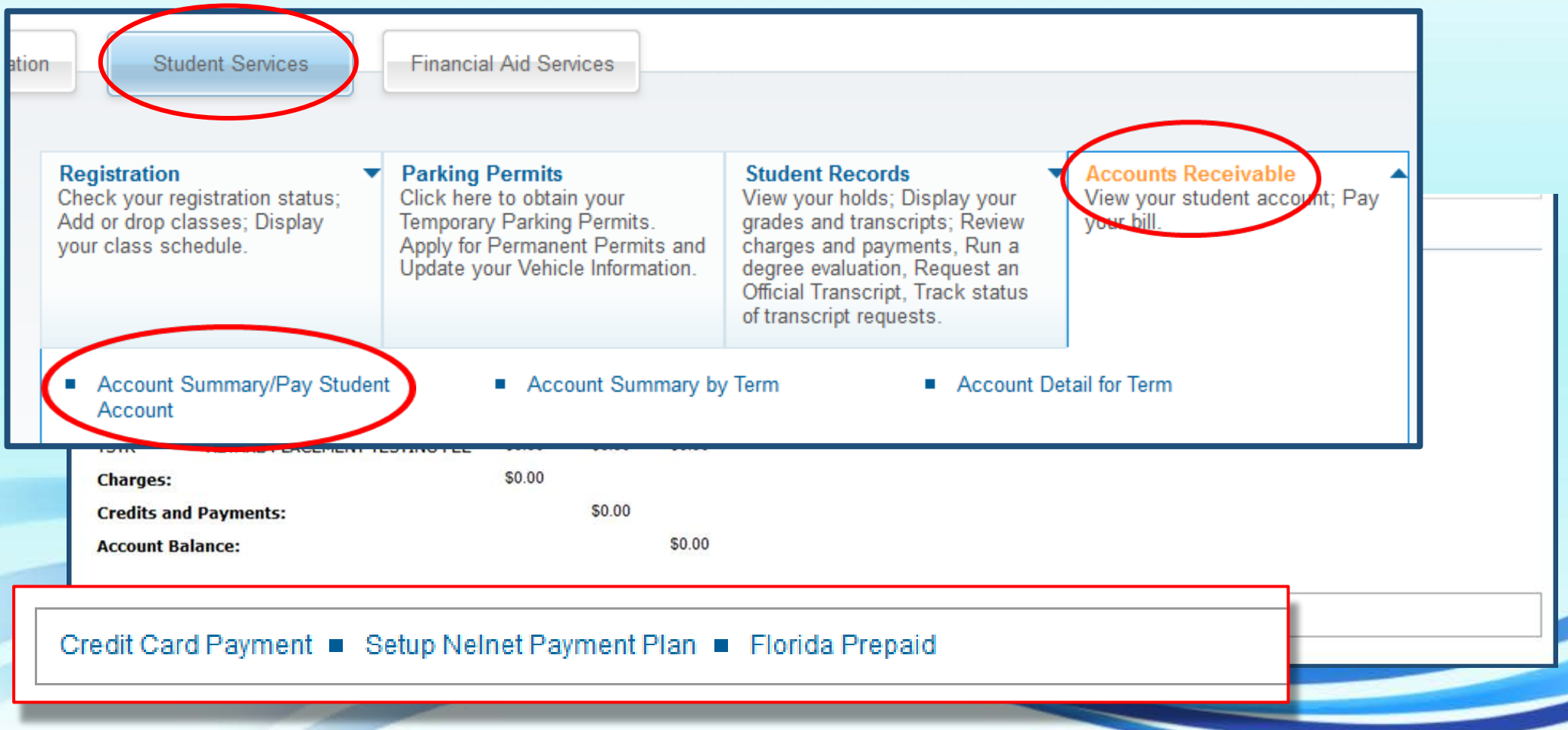
Register | Add to WorkSheet | New Search

Student Schedule by Day & Time ■ Student Detail Schedule ■ View Fee Assessment

Once your schedule is complete…

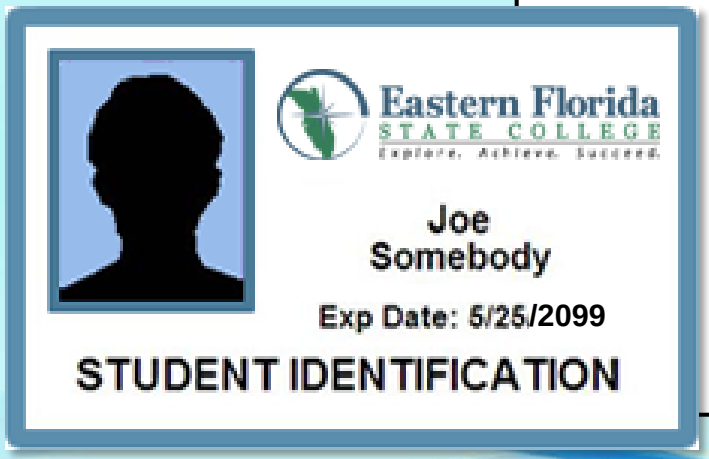
- Once you've finished registering, print your schedule for your records.
- **Pay Your Fees:**
  - Go to *myEFSC* to **pay your fees online** using a saving, checking or credit card. There will be a 2.75% convenience fee per credit card transaction.
  - **Stop by a campus cashier's office** to pay your fees **using cash or check ONLY**.
  - EFSC offers the Nelnet payment plan. An easy online enrollment, monthly payment plan, with flexible payment options and best of all, no interest. Visit the EFSC website for more information.

To pay your fees, select *Student Services >Accounts Receivable>Account Summary/Pay Student Account*



Now that You've Registered for Courses, What's next?

- Visit your campus security office to obtain:
  - An EFSC ID card
  - Parking Decals
    - Log-in to your *myEFSC* portal to request a parking permit and to pay the fee.
    - A printable temporary parking permit will be generated. Print and display on the left-hand side of dashboard for no more than 7 days.
    - Go to your campus security office exchange for an Annual Parking Permit to avoid citations.



Thank You and Have a Great Semester!!