



How to Search for Courses and Register for EFSC Courses Online



Eastern Florida
STATE COLLEGE

Registration Information

[Class Schedule Search](#)

[Registration Guide Fall 2015](#)

[Registration Holds](#)

Ready to Register?

If you know the classes and sections you want and are ready to register, then using the online system is the fastest, easiest way to go. If needed, [visit our student services tutorials](#) page for videos on how to use the online system. Plus you can check this web section for more registration tips or how to register in person on campus.

[REGISTER ONLINE NOW ▶](#)



Preparing to Register

The screenshot displays the Eastern Florida State College website. At the top, there is a navigation bar with links for Foundation/Giving, Bookstore, Library, Athletics, Faculty & Staff, Our Campuses, and EFSC Logins. Below this is a secondary navigation bar with links for Discover EFSC, Academics & Career Options, Admissions & Financial Aid, and Student Life. A central banner features a photograph of students and staff interacting, with the text "Academic Advising" overlaid. Below the banner, there are buttons for "REQUEST INFO", "APPLY", and "REGISTER". At the bottom, there are sections for "Academic Support" and "Campus Advising Hours" with a list of locations: COCOA, MELBOURNE, PALM BAY, and TITUSVILLE.

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

The screenshot shows the Eastern Florida State College website. At the top, there is a navigation bar with links for Foundation/Giving, Bookstore, Library, Athletics, Faculty & Staff, Our Campuses, and EFSC Logins. Below this is a secondary navigation bar with categories: DISCOVER EFSC, ACADEMICS & CAREER OPTIONS, ADMISSIONS & FINANCIAL AID, and STUDENT LIFE. The main content area features a large banner image of students and advisors, with the text "Academic Advising" overlaid. Below the banner, there are three main sections: "Academic Support" with a list of services including Academic Advising, SAIL, Career Center, Core Scholar Program, and Degree Audit/myGPS; "Transfer GPS" with the tagline "Your Graduation Plan for Success"; and "Campus Advising Hours" for COCOA, MELBOURNE, PALM BAY, and TITUSVILLE, providing location, hours, and contact information for advisors.

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...

The image shows the Eastern Florida State College website home page. At the top left is the college logo. The top navigation bar includes links for Foundation/Giving, Bookstore, Library, Athletics, Faculty & Staff, Our Campuses, and EFSC Logins. Below this is a secondary navigation bar with Directory, Live Chat, and a search box. The main content area features four primary navigation buttons: DISCOVER EFSC, ACADEMICS & CAREER OPTIONS, ADMISSIONS & FINANCIAL AID, and STUDENT LIFE. A large banner image shows three students studying together. On the right side of the banner, there are buttons for REQUEST INFO and APPLY. In the bottom left of the banner, there is a 'Reach Out for Free Tutoring' section with a 'Get Info' button. A large white arrow with the word 'Click' in red points from the 'Reach Out for Free Tutoring' section to a 'REGISTER' button, which is circled in red.

Eastern Florida STATE COLLEGE

Foundation/Giving // Bookstore // Library // Athletics // Faculty & Staff // Our Campuses ▾ EFSC Logins ▾

Directory Live Chat Search

DISCOVER EFSC ACADEMICS & CAREER OPTIONS ADMISSIONS & FINANCIAL AID STUDENT LIFE

REQUEST INFO

APPLY

Reach Out for Free Tutoring
EFSC Students: we've got free peer tutoring available on a drop-in basis at each campus Learning Lab, plus Group Tutoring Sessions for popular Spring Term course topics.
Get Info

Click REGISTER

Click Class Schedule Search

DISCOVER EFSC ACADEMICS & CAREER OPTIONS ADMISSIONS & FINANCIAL AID STUDENT LIFE

REQUEST INFO APPLY REGISTER

Course Registration at EFSC

Home Admissions Registrar's Office Registration Information

Ready to Register?

Registration is the process of identifying, selecting and requesting courses each semester. If you know the classes and sections you want and are ready to register, the online system is the fastest, easiest way to go.

[REGISTER ONLINE NOW](#)

IMPORTANT INFO **STUDENT SERVICES CONTACTS**

- [Class Schedule Search](#)
- [Important Dates & Deadlines](#)
- [How to Avoid Late Registration Fees](#)

How to Search for Courses ...

Using the *Class Schedule Search*

CREDIT NON-CREDIT

Select one or more fields to narrow your search options.

Keyword Search:
(Enter any keyword for your area of interest, i.e., Sociology or Nutrition.)

Term: Spring Term - - All classes

Search)
Location/Campus:
(Course Location) All Locations

Course Type: All Courses

Days: Any Days

Start Time Between: Any Select And Any Select

SUBMIT 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*

The screenshot shows a search interface with the following elements:

- At the top, there are tabs for "CREDIT" and "NON-CREDIT".
- Below the tabs is the heading "Search Credit Courses:" followed by the instruction "Select one or more fields to narrow your search options."
- A "Term:" dropdown menu is set to "Spring Term - All classes".
- Below the term menu are several search criteria fields, each with a dropdown arrow on the right:
 - Course Prefix: (empty)
 - Course Number or CRN: (empty)
 - Instructor's Last Name: (empty, with subtext "(Enter name and click Search)")
 - Location/Campus: (Course Location) - All Locations
 - Course Type: - All Courses
 - Days: - Any Days
 - Start Time Between: - Any Select And Any Select
- At the bottom of the form is a blue button labeled "SUBMIT SEARCH" with a right-pointing arrow.

Red annotations highlight the "Term:" dropdown and the "SUBMIT SEARCH" button. A red arrow points from the "SUBMIT SEARCH" button to the right.

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*

The image shows a screenshot of a course search interface. At the top, there are tabs for 'CREDIT' and 'NON-CREDIT'. Below this is the 'Search Credit Courses:' section, which includes a 'Keyword Search:' field with a text input box and a dropdown menu. The 'Term:' field is set to 'Spring Term - All classes'. The 'Course Number or CRN:' field is empty. Below this are filters for 'Course Type' (set to 'All Courses'), 'Days' (set to 'Any Days'), and 'Start Time Between' (set to 'Any'). A red circle highlights the 'SUBMIT SEARCH' button, and a red arrow points to it from the right. A red speech bubble points to the dropdown menu in the 'Term:' field, and another red speech bubble points to the 'Course Number or CRN:' field.

CREDIT NON-CREDIT

Search Credit Courses:

Select one or more fields to narrow your search options.

Keyword Search:
(Enter any keyword for your area of interest, i.e., Sociology or Nutrition.)

Term: Spring Term - All classes

Course Number or CRN:

Course Type: All Courses

Days: Any Days

Start Time Between: Any Select And Any Select

SUBMIT SEARCH ▶

Select a term from the dropdown menu

Enter the course number or to find the exact course offering, enter the 5 – digit CRN number for the course.

All Courses That Meet the Search Criteria will be Displayed

Class Schedule Search

[NEW SEARCH](#)

Records are displayed. Please wait while your search results are processed. If you have multiple search criteria, please use the New Search button to search only one campus.

[Click here for information regarding Course Type](#)

[Late Course Additions: Students should be aware that they are responsible for meeting all requirements for all courses. Adding a class late, even during](#)

Campus/Location	CRN	Course No. & Section	Course Type	Time	Dates	Days	Time
Cocoa	12153	ENC 1101 70C	Face-to-Face	Composition 1 Details/Instructor	1/05/2099 - 5/05/2099	M	06:00 PM - 08:40 PM

CRN is the 5-digit number listed next to the section designator of the course listing.

Select the course title to view the course description.

Select *Details/Instructor* to view course details and instructor information.

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

Class Schedule Search

[NEW SEARCH](#)

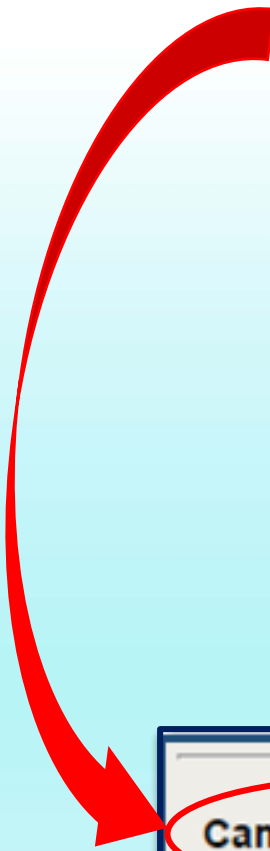
Only the first 100 records are displayed. Please wait while the page loads. To narrow your search, please use the New Search button at the top of the page and select more criteria -- for example choose only one campus.

[Click here for information regarding Course Type](#) [Technology in the Classroom](#)


Campus/Location	Course No. & Section	Course Type	Dates	Days	Time
Cocoa	ENC 110 70C	Face-to-Face	2099 5/05/2099	M	06:00 PM - 08:40 PM

Section Indicator

- C = Cocoa Campus
- M = Melbourne Campus
- B = Palm Bay Campus
- T = Titusville Campus
- Z = Online Course



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.

Print Name: Doe Janet

Address: _____
 City: _____
 Telephone: _____
 Major: _____

B 0 0 0 0 0 0 0 0

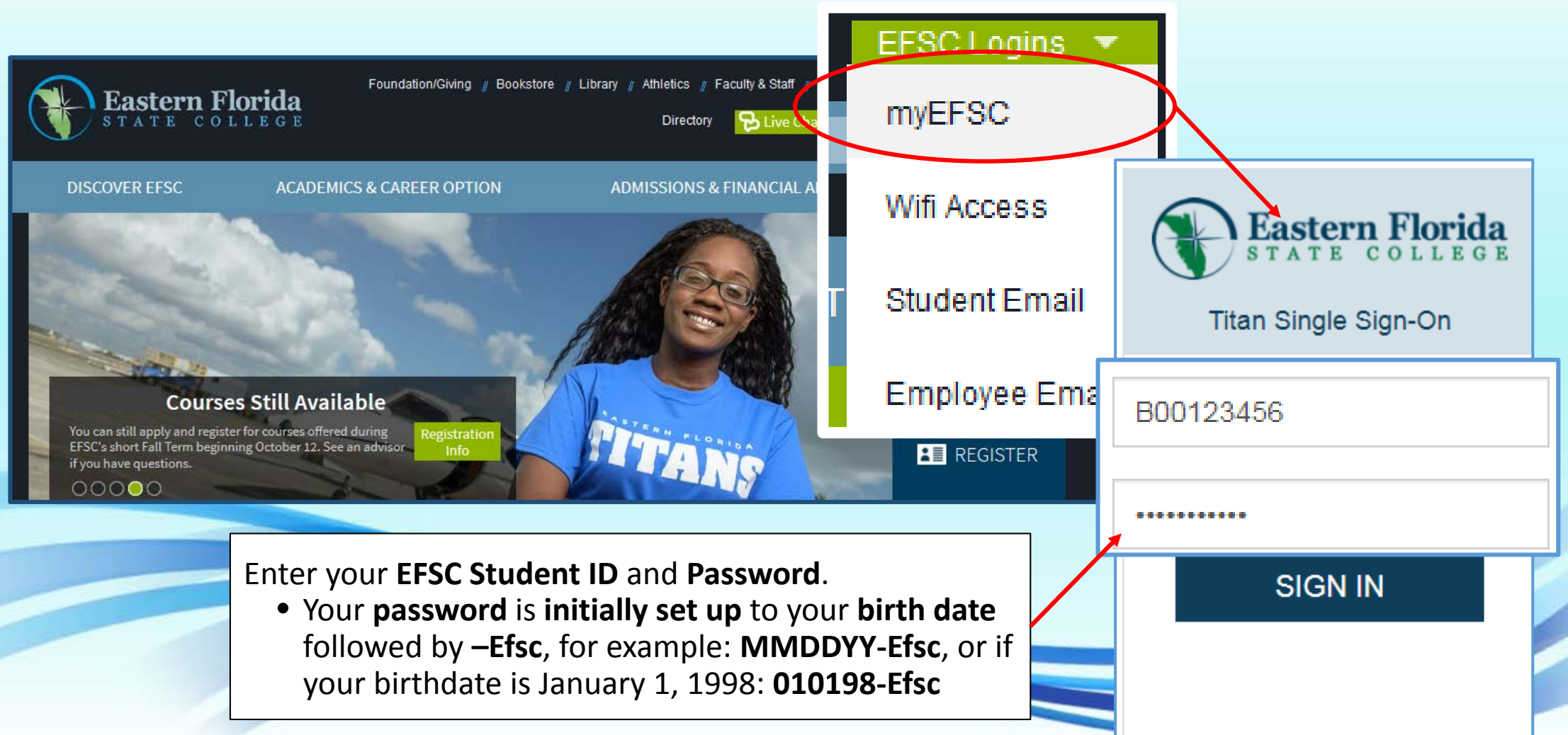
ACTION: A = Add D = Drop AU = Audit (additional form required)				DAYS/TIME	APPROVAL SIGNATURES & DATE*
ACTION	CRN	COURSE NUMBER/SEC	CRD		
SAMPLE OF INFORMATION NEEDED TO REGISTER:					
A	00000	ARTC 1300 70C	3	MWF 0925-1140	
A	12345	ENC 1102	3	MW 9:25 am - 10:40 am	
A	12346	MAC 1105	3	MW 10:50 am - 12:05 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.

The screenshot displays the Eastern Florida State College website. At the top, the college logo is on the left, and navigation links for Foundation/Giving, Bookstore, Library, Athletics, Faculty & Staff, and Our Campuses are on the right. A search bar and a Live Chat button are also present. Below the navigation bar, there are four main menu items: DISCOVER EFSC, ACADEMICS & CAREER OPTIONS, ADMISSIONS & FINANCIAL AID, and STUDENT LIFE. The central banner features a collage of students and a graduate, with buttons for REQUEST INFO, APPLY, and REGISTER. A 'How to Register' section is highlighted, with a breadcrumb trail: Home > Admissions > Registrar's Office > Registration Information. Below this, there are three columns: 'Registration Information', 'Ready to Register?' (with text: 'If you know the classes and sections you want and are ready to register, then using the online system is the fastest, easiest way to go. Of course you can check this'), and 'REGISTRAR'S OFFICE' (with address: Cocoa Campus, Bldg. 2, Rm. 202, 1519 Clearlake Rd, Cocoa, FL 32922).

How to Register Online for Courses

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

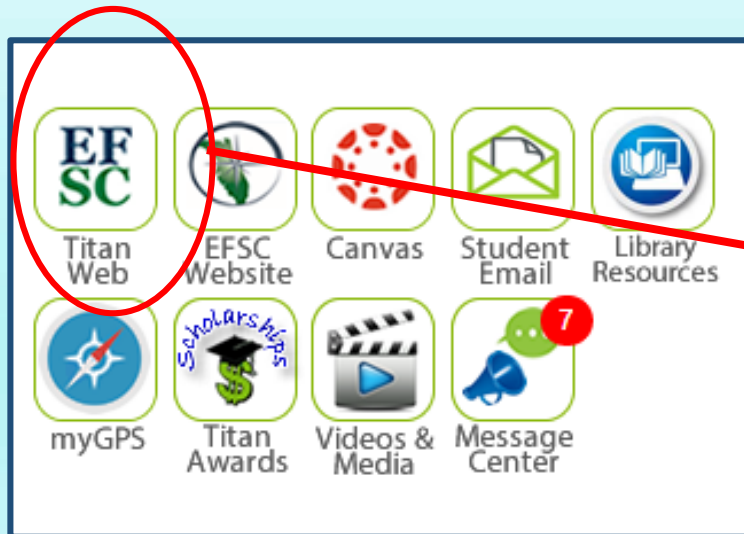


The image shows a screenshot of the Eastern Florida State College homepage. The header includes the college logo and navigation links like 'Foundation/Giving', 'Bookstore', 'Library', 'Athletics', 'Faculty & Staff', 'Directory', and 'Live Chat'. Below the header are three main navigation categories: 'DISCOVER EFSC', 'ACADEMICS & CAREER OPTION', and 'ADMISSIONS & FINANCIAL AID'. A large banner features a smiling student in a blue 'TITANS' t-shirt. A 'Courses Still Available' section is visible on the left. A 'myEFSC' login overlay is positioned on the right side of the page. This overlay includes a dropdown menu for 'EFSC Logins' with 'myEFSC' selected and circled in red. Below this is a 'Titan Single Sign-On' section with the college logo and a 'REGISTER' button. The login form contains two input fields: the first for the student ID (containing 'B00123456') and the second for the password (masked with dots). A red arrow points from the 'myEFSC' selection to the 'Titan Single Sign-On' section. Another red arrow points from the 'REGISTER' button to the password field. A 'SIGN IN' button is located at the bottom of the login form.

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



A screenshot of a web interface titled 'Student Services'. The page contains several service tiles. The 'Registration' tile is circled in red. A red arrow from the 'Titan Web' icon in the previous image points to this tile. The tiles are: Registration (Check your registration status; Add, drop or withdraw from classes; Display your class schedule), Parking Permits (Click here to obtain your Temporary Parking Permits. Apply for Permanent Permits and Update your Vehicle Information.), Student Records (View your holds; display your grades and transcripts; review charges and payments, run a degree evaluation, request an official transcript, apply for graduation), Accounts Receivable (View your student account; Pay your bill.), and Student Enrollment Verification.

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

Home > Student Services and Financial Aid > Registration

Personal Information Student Services Financial Aid Services

Registration
Check your registration status; Add or drop classes; Display your class schedule.

Parking Permits
Click here to obtain your Temporary Parking Permits. Apply for Permanent Permits and Update your Vehicle Information.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments, Run a degree evaluation, Request an Official Transcript, Track status of transcript requests.

Accounts Receivable
View your student and your bill.

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Check Your Registration Status
- Order Textbooks


Student Enrollment Verification

Select the Appropriate Term

Personal Information | Student Services | Financial Aid Services

Select Term

Home > Student Services and Financial Aid > Registration > Select Term

 Select the Term for processing then press the Submit button. **Vocational Courses** are those taught as clock hours within a vocational program, such as air conditioning, automotive, law enforcement other programs, such as associate, college credit certificates, and BAS degrees.

Select a Term:

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

[Home](#) > [Student Services and Financial Aid](#) > [Registration](#) > [Add/Drop Classes](#)

REGISTRATION AND FINANCIAL RESPONSIBILITY AGREEMENT

Thank you for choosing Eastern Florida State College. In addition to all Eastern Florida State College (EFSC) academic standards and policies, I hereby agree to comply with the terms and conditions specified in this Registration and Financial Responsibility Agreement in order to enroll for courses at EFSC. I also agree to abide by rules and regulations described in the EFSC Academic Course Catalog and EFSC Student Handbook.

I acknowledge that any activity I conduct through this website indicates my agreement to the specified terms and conditions, including my agreement to be financially responsible to EFSC for payment of all tuition, fees and related costs of enrollment for classes in which I am registered after the final day of the term's add/drop period whether or not I attend the class.

- I ACCEPT AND AGREE to the above terms of this Registration and Financial Responsibility Agreement.
(You may continue with the registration process.)
- I DO NOT ACCEPT the above terms of this Registration and Financial Responsibility Agreement.
(You will be unable to proceed with the registration process.)

SUBMIT

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*.

Add/Drop Classes:

[Home](#) > [Return to Add/Drop](#)



Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added to the Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, the class cannot be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

00000

Submit Changes

Class Search

Reset

[View Holds](#) ■ [Registration Fee Assessment](#) ■ [Pay Student Account](#)

OR...

...Search for Open Classes by clicking *Class Search*

Add Classes Worksheet

CRNs
00000

[Submit Changes](#) [Class Search](#) [Reset](#)

[View Holds](#) [Registration Fee Assessment](#) [Pay Student Account](#)

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

Look-Up Classes to Add:

Home > Look-up Classes to Add

Click on the "Advanced Search" button below to expand your selection options. Use the at least one Subject. When your selection is complete, click Section Search to perform

Subject:

- ACG Accounting - General
- ADV Advertising
- AFR Aerospace Studies
- AMH American History
- AML American Literature
- ANSC Animal Science Combined
- ANT Anthropology
- ARE Art Education
- ARH Art History
- ARTC Art Lec/Lab

[Course Search](#) [Advanced Search](#)

[Student Schedule by Day & Time](#) [Student Detail Schedule](#) [View Holds](#)

Select a Course Number and Click *View Sections*

MAT Mathematics
1033 Intermediate Algebra [View Sections](#)

[Student Schedule by Day & Time](#) ■ [Student Detail Schedule](#) ■ [View Fee Assessment](#)

<input type="checkbox"/>	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
<input type="checkbox"/>	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](#)

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

<input type="checkbox"/>	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
<input type="checkbox"/>	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

[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*

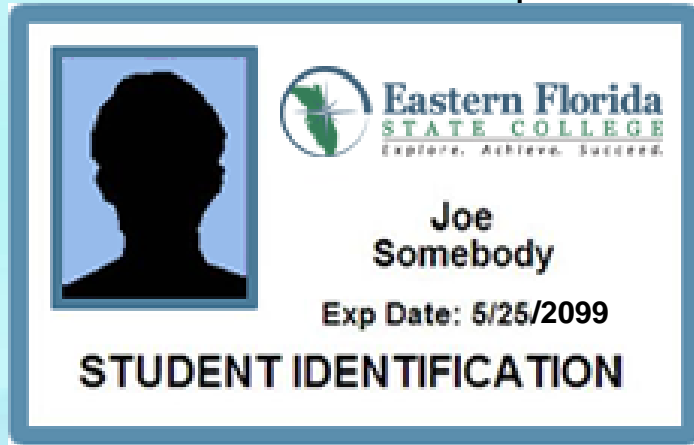
The screenshot shows a navigation menu with three main tabs: 'Student Services' (highlighted with a red circle), 'Financial Aid Services', and a partially visible 'Registration' tab. Below these are three expandable sections: 'Registration' (with a downward arrow), 'Parking Permits', and 'Student Records' (with a downward arrow). The 'Accounts Receivable' section is expanded and highlighted with a red circle. Below it, three sub-menu items are listed: 'Account Summary/Pay Student Account' (highlighted with a red circle), 'Account Summary by Term', and 'Account Detail for Term'.

Charges:	\$0.00
Credits and Payments:	\$0.00
Account Balance:	\$0.00

Credit Card Payment ■ Setup Nelnet Payment Plan ■ Florida Prepaid

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!!