How to Search for Courses and Register for EFSC Courses Online

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

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

- 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

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.

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>CRN</th>
<th>Course No. &amp; Section</th>
<th>Course Type</th>
<th>Title</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocoa</td>
<td>12153</td>
<td>ENC 1101 70C</td>
<td>Face-to-Face</td>
<td>Composition 1</td>
<td>1/05/2099 - 5/05/2099</td>
<td>M</td>
<td>06:30 PM - 08:43 PM</td>
</tr>
</tbody>
</table>

Late Course Cancellations: Students should be aware that they are responsible for meeting program requirements for all courses. Adding a class late, even during the first week of classes, may result in a late fee.
Campus Locations: Make Sure to Select Your Course on the Correct Campus or Location

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.
Now that you have found the courses that meet your search criteria, log into myEFSC to register.
From the EFSC homepage, log into myEFSC using your B number and PIN.
Click *EFSC Titan Web* and then the *Student Services* tab
Click *Registration* and then *Add/Drop Classes*
Select the Appropriate Term

Select Term

Select a Term: Spring

Submit
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*.
...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.
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!!