

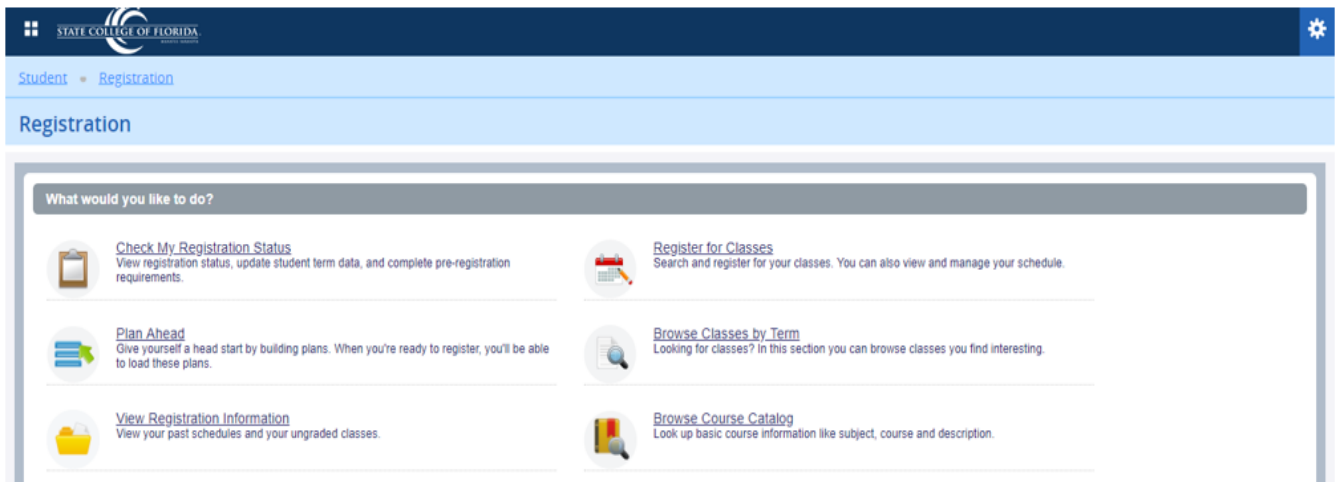
## Using New Plan Ahead and Registration Features in MySCF

# Registration and Plan Ahead

The **Registration** and **Plan Ahead** applications provide improved registration, class schedule and course catalog tools for students, advisors and faculty.

- [Check My Registration Status \(students only\)](#)
- [Plan Ahead](#)
- [View Registration Information \(students only\)](#)
- [Register for Classes \(students only\)](#)
- [Browse Course Catalog](#)
- [Browse Classes by Term](#)

Registration Menu (selections will vary based on role.)



The screenshot shows the MySCF Registration Menu. At the top, there is a dark blue header with the State College of Florida logo and a gear icon. Below the header, the breadcrumb "Student > Registration" is visible. The main content area is titled "Registration" and features a section "What would you like to do?" with six options:

- Check My Registration Status**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes by Term**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

## Check My Registration Status (students only)

This is the new version of the Registration Status link (under MySCF Student Menu – Registration) and includes details of your registration time, holds, academic standing, student status, classification, earned credit hours, registration permits and a summary of your program(s) of study. **This is a good place to check for restrictions that may prevent you from registering.**

### Registration Status

Term: Summer 2018

! Your Student Status prevents registration.

✓ Your academic status Initial Standing permits registration.

! You have holds which prevent registration.

**Library Hold, Financial**

Reason: 2 Books

Originator: Library(941)752-5305; 408-1435

Processes Affected: Registration, Transcript, Accounts Receivable, Evaluation

The student above has two restrictions that would prevent registration.

### Registration Status

Term: Summer 2018

✓ Your Student Status permits registration.

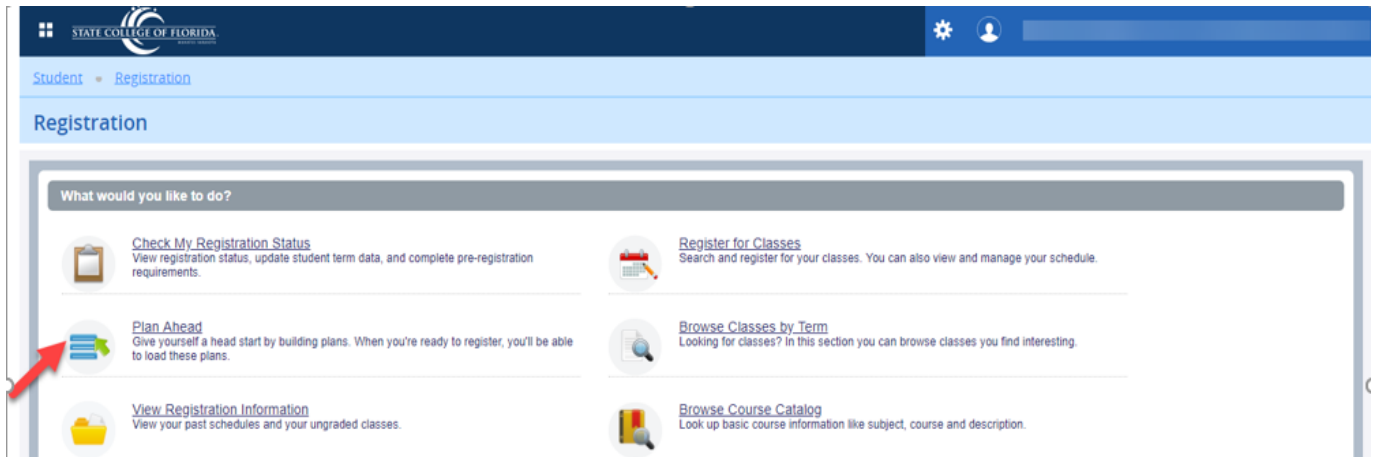
✓ Your academic status Initial Standing permits registration.

✓ You have no holds which prevent registration.

The student above has no restrictions that would prevent registration.

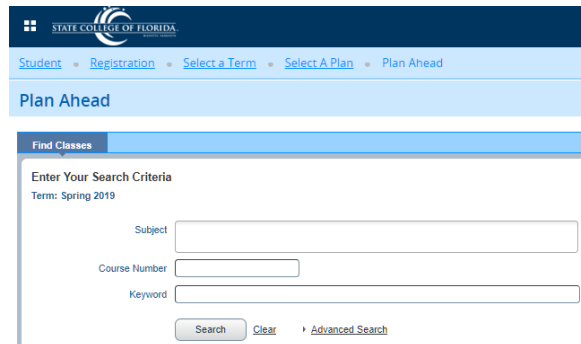
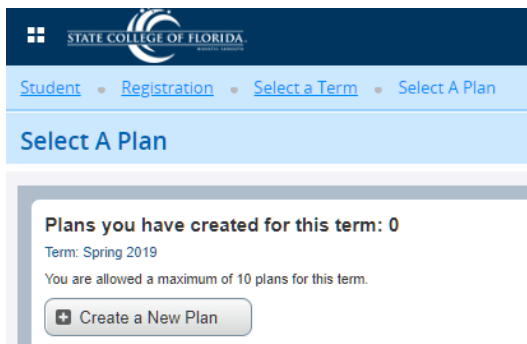
## Plan Ahead

This is a tool that allows students and advisors to plan class schedules in advance of registration. Plans can include courses and/or specific class sections.



As soon as the class schedule is posted, you can select the course sections that fit your schedule. You can also create backup plans. When your registration time ticket opens, you can select your desired plan and register for all classes in the plan. **Seat availability, registration restrictions and holds will be checked at the time you register, not when creating your plans.**

To create a plan, select a term and then choose Create a New Plan. Use the search parameters to find courses that fit your needs and availability. A basic search and an advanced search are available. If you wish to view all courses being offered, you can leave the search fields blank and simply click the search button.



From the search results, you can select Add Course or View Sections.

Student • Registration • Select a Term • Select A Plan • Plan Ahead

**Plan Ahead**

Find Classes

Search Results — 1185 Courses  
Term: Spring 2019 Search Again

Title	Subject Description	Course Number	Hours	Description	
ABE Comprehensive	ABE, Adult Basic Education	0101	1 TO 480	ABE Comprehensive Course...	NOT OFFERED FOR TERM
ABE (applicants only)	ABE, Adult Basic Education	1000	0 TO 20	This is a holding course to re...	NOT OFFERED FOR TERM
ABE Comprehensive	ABE, Adult Basic Education	1004	0 TO 320		NOT OFFERED FOR TERM
Prin of Financial Accounting	ACG, Accounting: General	2021	3	(3) (A.A.) Prerequisites: MAT...	<a href="#">View Sections</a> <a href="#">Add Course</a>
Prin of Managerial Accounting	ACG, Accounting: General	2071	3	(3) (AA) Three hours per we...	<a href="#">View Sections</a> <a href="#">Add Course</a>
Intermediate Accounting I	ACG, Accounting: General	2100	3	(3) (A.S.) Prerequisites: AC...	<a href="#">View Sections</a> <a href="#">Add Course</a>

If you select Add Course, you will need to select a specific section later, which could be helpful for those who aren't sure of their availability at the time the plan is created.

**Plan Ahead**

Find Classes

Search Results — 1185 Courses  
Term: Spring 2019 Search Again

ABE Comprehensive	ABE, Adult Basic Education	1004	0 TO 320		NOT OFFERED FOR TERM
Prin of Financial Accounting	ACG, Accounting: General	2021	3	(3) (A.A.) Prerequisites: MAT...	<a href="#">View Sections</a> <a href="#">Add Course</a>

Schedule | Schedule Details

Class Schedule for Spring 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Spring 2019Untitled Plan

Title	Details	Hours	CRN	Schedule T	Note	Status	Action
Prin of Financial Ac...	ACG 2021	3				Pending	<a href="#">Add</a>

Total Planned Hours: 0

[Save Plan](#)

If you select a section from View Sections, then you can add a specific section to the plan. (Pro tip: if your entire plan consists of specific sections, you can register with one click when registration opens.)

**Plan Ahead**

**Find Classes**

Catalog Search Results    Search Results — 10 Classes  
Term: Spring 2019    Subject and Course Number: ACG2021 ACG, Accounting: General

Title	Subject Description	Course Np	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Prin of Financial Accounting Standard Lecture	ACG, Accou...	2021	01	3	21427	Spr...	Hangartner, Judy (Prim...	S M T W T F S 09:00 AM - 10:23 AM Type: Clas	Brad...	25 of 25 seats r... Restriction!	Add
Prin of Financial Accounting Standard Lecture	ACG, Accou...	2021	02	3	21326	Spr...	Cosgrove, Marina (Pri...	S M T W T F S 09:00 AM - 10:20 AM Type: Clas	Venice	35 of 35 seats r... Restriction!	Add
Prin of Financial Accounting	ACG, Accou...	2021	03	3	21426	Spr...	Webber, Jr, Manilla (Dr	S M T W T F S 09:00 AM - 10:23 AM Type: Clas	Rrad	30 of 30 seats r...	Add

**Schedule**    Schedule Details

Class Schedule for Spring 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Panels

**Spring 2019Untitled Plan**

Title	Details	Hours	CRN	Schedule T	Note	Status	Action
Prin of Financial Acc...	ACG 2021, ...	3	21427	Standa...		Pending	Add
Prin of Financial Acc...	ACG 2021	3				Pending	Add

Total Planned Hours: 0

Save Plan

After you create a plan, name and save it by clicking on the Save Plan button. If you have chosen specific sections, they will appear on the schedule. You can edit or delete an existing plan. **IMPORTANT:** Creating a plan **DOES NOT REGISTER YOU FOR CLASSES!**

**Schedule**    Schedule Details

Class Schedule for Spring 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am		ACG2021 Planned		ACG2021 Planned			
10am							

Panels

**My Spring 2019 Plan**    Preferred

Title	Details	Hours	CRN	Schedule T	Note	Status	Action
Prin of Financial Acc...	ACG 2021, ...	3	21427	Standa...		Planned	None
Prin of Financial Acc...	ACG 2021	3				Planned	None

Total Planned Hours: 0

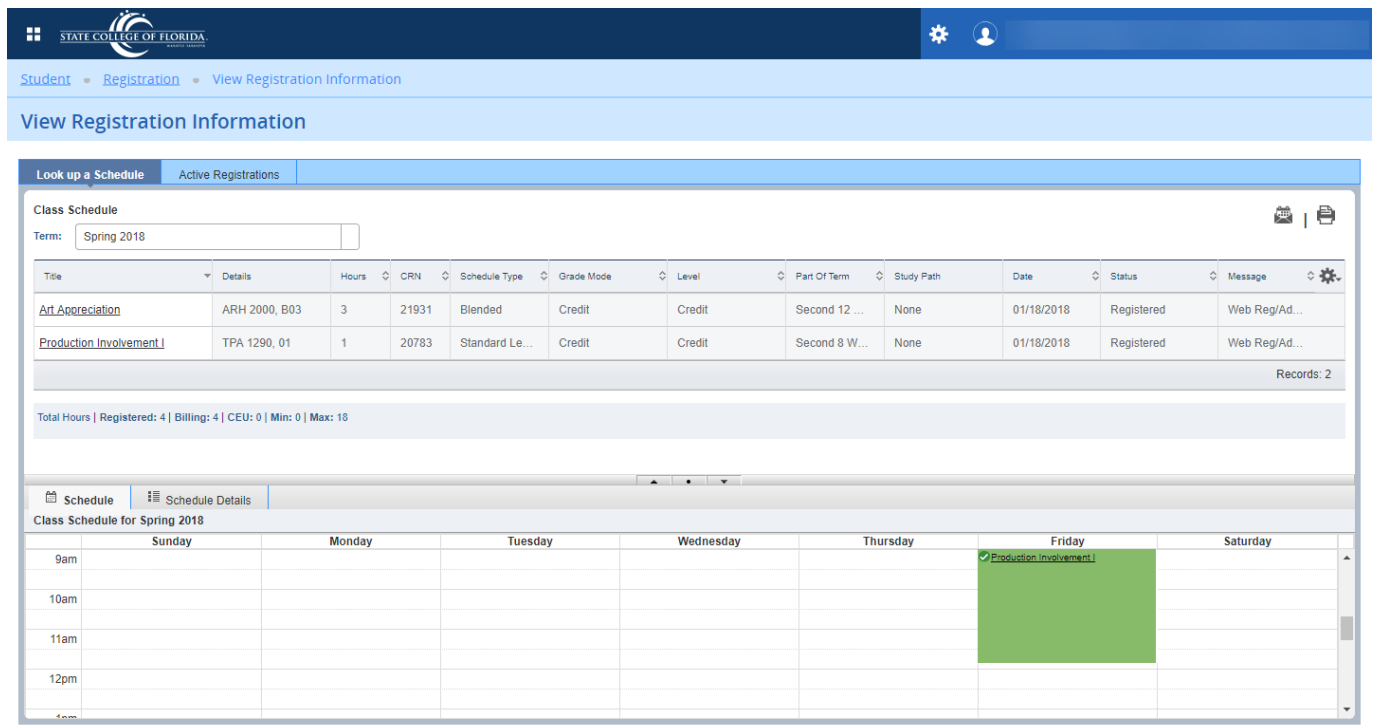
Save Plan

## View Registration Information (students only)

You can use this link to review your class schedule in various formats. The default page displays the class schedule for a term in list and calendar formats. The Schedule Details tab (in the calendar format pane) displays more detailed information about each class, including start and end dates, meeting days/times, classroom and instructor(s).

Click on a class title to access full class details, including the course description, textbook information, registration restrictions and additional section fees.

Note that these views of a class schedule only reflect actively registered classes.



The screenshot shows the 'View Registration Information' page for a student. At the top, there is a navigation bar with 'Student', 'Registration', and 'View Registration Information' links. Below this is a header for 'View Registration Information'. The main content area has two tabs: 'Look up a Schedule' and 'Active Registrations'. Under 'Look up a Schedule', there is a 'Class Schedule' section with a 'Term' dropdown set to 'Spring 2018'. Below this is a table of classes:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
<a href="#">Art Appreciation</a>	ARH 2000, B03	3	21931	Blended	Credit	Credit	Second 12 ...	None	01/18/2018	Registered	Web Reg/Ad...
<a href="#">Production Involvement I</a>	TPA 1290, 01	1	20783	Standard Le...	Credit	Credit	Second 8 W...	None	01/18/2018	Registered	Web Reg/Ad...

Records: 2

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Below the table is a calendar view for 'Class Schedule for Spring 2018'. The calendar shows days from Sunday to Saturday and times from 9am to 1pm. A green block is visible on Friday at 9am, labeled 'Production Involvement I'.



## Register for Classes

The default view in Register for Classes contains three sections. The top pane allows you to search for classes, and the bottom panes show your class schedule summary – in a calendar format on the left and as a list on the right. As you add classes from the top pane, they are added to the schedule summary in pending status (like a shopping cart). You can see how the class would fit into your schedule before registering for the class. You can also drop classes from here.

## Add Classes

If you already know the Course Registration Numbers (CRNs) for your desired classes, you can click the Enter CRNs tab in the top pane and then click Add to Summary. If registration plans have been created, you can click the Plans tab in the top pane to add sections to their summary from a plan.

After adding a class to the summary, it will first display in a pending status. Classes in pending status have not yet been checked to see if the class meets the prerequisite(s) or other class restrictions.

**To register for a pending class, you must click the Submit button in the lower-right corner.** The system will check to see if you meet the class requirements. If you do not wish to register in a pending class, you must change the Action to drop and then click Submit. All pending classes will automatically be dropped from the Summary when you log out of registration.

If you click Submit and registration is successful, a Save Successful message will display in the upper-right corner with no error messages, and the status will change to “Registered” in the summary.

If the registration is not successful, error messages will display in the upper-right corner, and the status will change to Errors Preventing Registration in the summary.

When errors exist, the Action automatically changes to “Remove,” and clicking the Submit button will remove the class from the summary.

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Summer 2018

Subject

Course Number

Keyword

[Advanced Search](#)

Class Schedule for Summer 2018								Summary						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule Ty	Status	Action
12pm		US History 1877 to Present	US History 1877 to Present	US History 1877 to Present	US History 1877 to Present			US History 1877 to Pr...	AMH 1020, 01	3	30099	Standar...	Registered	None
1pm				US History 1877 to Present										
2pm														
3pm														
								Total Hours   Registered: 3   Billing: 3   CEU: 0   Min: 0   Max: 999,999,999						

## Drop Classes

To drop a registered class, click in the Action column for the class you wish to drop and select the drop option (Drop/Delete) and click the Submit button in the lower-right corner. Upon successfully dropping the class, a "Save Successful" message will appear in the upper-right corner, and the status will change to "Deleted" (for Drop/Delete) in the summary.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Class Schedule for Summer 2018								Summary						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule Ty	Status	Action
12pm		US History 1877 to Present	US History 1877 to Present	US History 1877 to Present	US History 1877 to Present			US History 1877 to Pr...	AMH 1020, 01	3	30099	Standar...	Registered	Web Drop with Pro...
1pm								US History to 1877	AMH 1010,...	3	30623	Blended	Registered	None
2pm														
3pm														
4pm														
5pm														
6pm				US History to 1877										
7pm														
8pm														
9pm														
								Total Hours   Registered: 0   Billing: 0   CEU: 0   Min: 0   Max: 999,999,999						

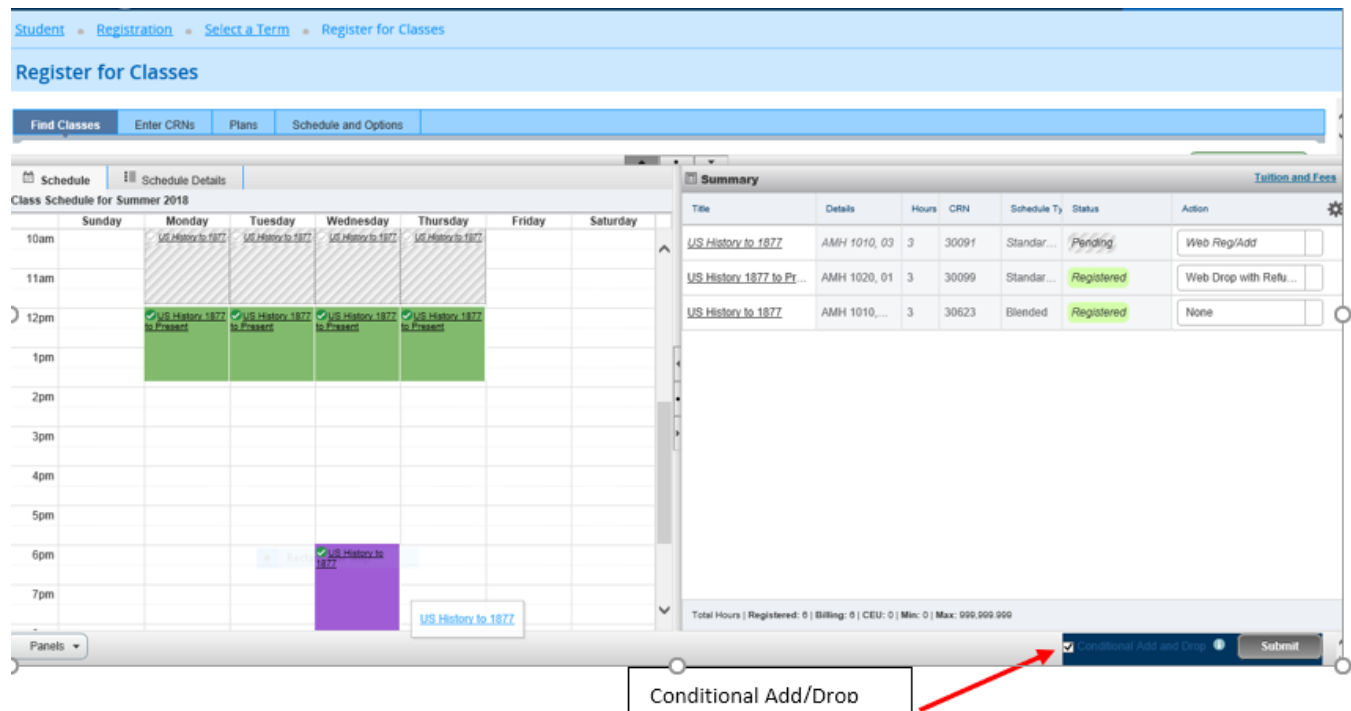
Conditional Add and Drop



## Conditional Add and Drop

Students who wish to drop a class only on the condition that they can successfully register in another class should check the box next to Conditional Add and Drop (next to the Submit button in the lower-right of the class summary box).

1. The class for which the student desires to register must be in the summary box with a pending status and Action of Web Reg/Add.
2. The class the student wants to conditionally drop should have an Action of Web Drop with Refund/Delete.
3. Check the Conditional Add and Drop box.
4. Click Submit.



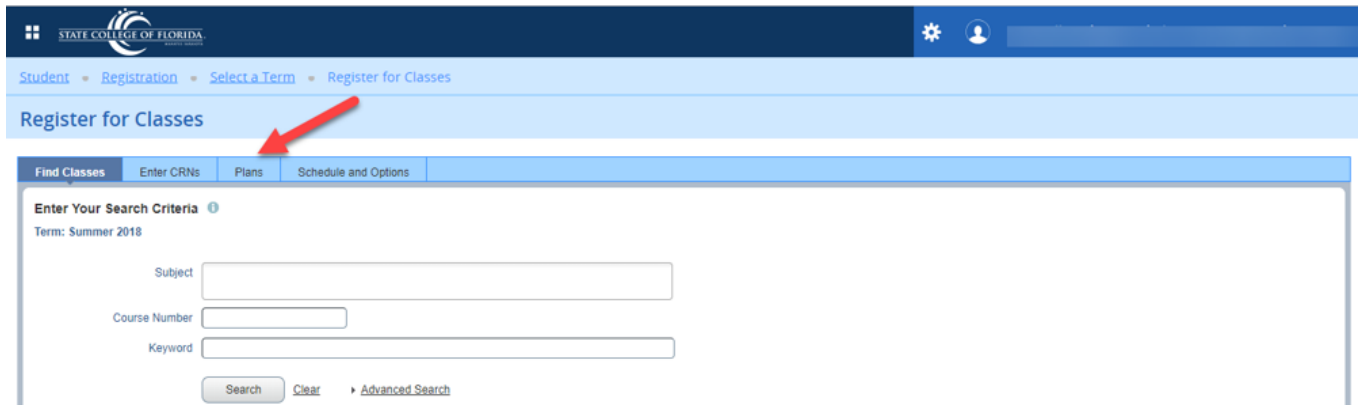
The screenshot shows the 'Register for Classes' interface. On the left is a 'Class Schedule for Summer 2018' grid. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule Ty, Status, and Action. The summary table contains three rows of class information. At the bottom right of the summary panel, there is a 'Submit' button and a checkbox labeled 'Conditional Add/Drop', which is highlighted by a red arrow and a box.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
US History to 1877	AMH 1010, 03	3	30091	Standar...	Pending	Web Reg/Add
US History 1877 to Pr...	AMH 1020, 01	3	30099	Standar...	Registered	Web Drop with Refu...
US History to 1877	AMH 1010, ...	3	30623	Blended	Registered	None

## Register from a Plan

Once your registration time ticket opens for the semester, you can use your plan to register for the entire schedule or only particular classes.

Select the Plans tab on the Register for Classes screen. If you created multiple plans, you'll need to select the desired one for registration. You can use the Add All button to place all the classes on the plan in your summary panel, then click Submit to complete your registration. When Submit is clicked, seat availability, registration restrictions and holds will be checked. Any sections that don't pass those checks will receive an error message. Sections that do pass the checks will have their status changed from pending to registered.



Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

**Enter Your Search Criteria**

Term: Summer 2018

Subject

Course Number

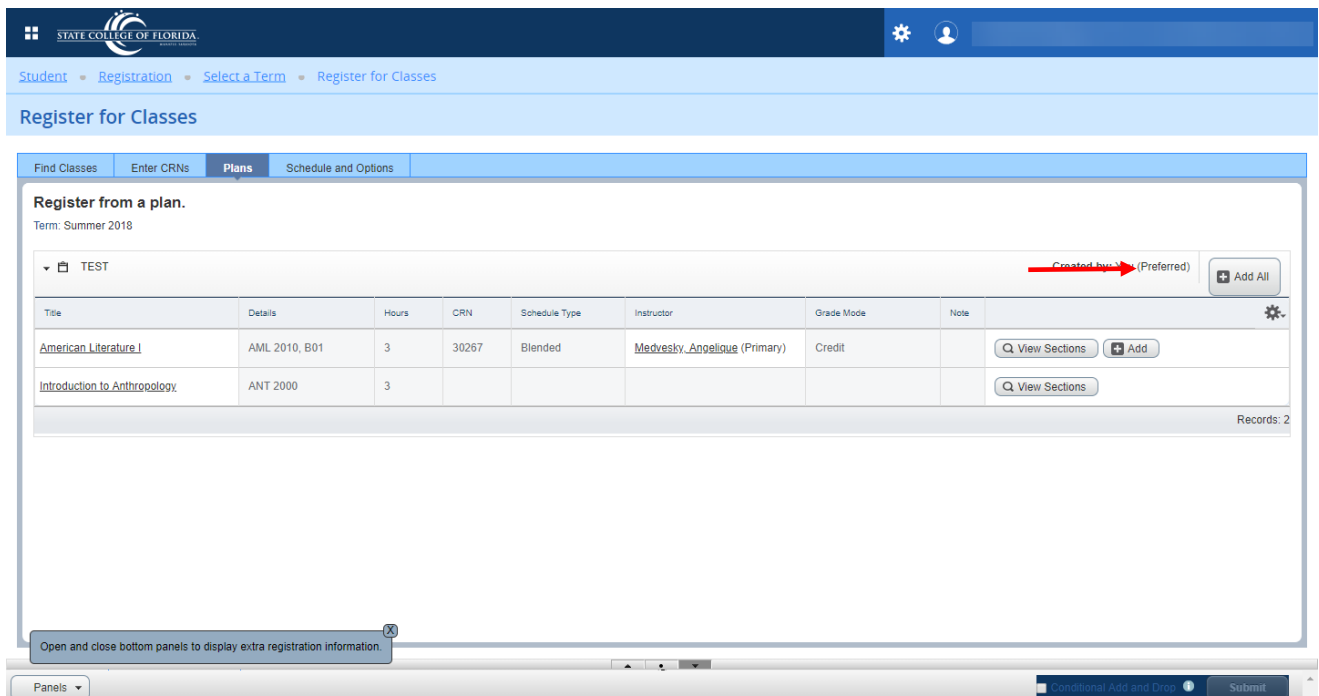
Keyword

[Advanced Search](#)

You can also check the seat availability of a section before trying to register by clicking on View Sections for the specific CRN. All sections will be displayed with indication in the status column whether the section is full or open. If the CRN on your plan is full, you can choose a different open section by choosing the Add button beside that CRN at that time and the open CRN will be added to your summary panel to attempt registration.

Remove any sections with errors from your summary registration panel and look for different sections or courses that will fit your schedule needs.

Click Submit to save registration for any pending classes on your summary panel. **You are not officially registered with a seat in the class until the status column says Registered.**



Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

**Register from a plan.**

Term: Summer 2018

TEST Created by: (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
American Literature I	AML 2010, B01	3	30267	Blended	Medvesky, Angelloue (Primary)	Credit	<input type="button" value="View Sections"/> <input type="button" value="Add"/>
Introduction to Anthropology	ANT 2000	3					<input type="button" value="View Sections"/>

Records: 2

## Tuition and Fees

To view your tuition and fees, click the link at the top-right corner of the registration summary window.

**Register for Classes**

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results — 1550 Classes** Search Again  
Term: Fall 2018

US History to 1877 Web	AMH, Am...	1010	W11	3	102...	Fall...	Smallwood, Michael...	S M T W T F S	- Type: Class Building: N	eca...	25 of 25 seat...	Add
US History to 1877 Web	AMH, Am...	1010	WB7	3	11069	Fall...	Paton, John (Primar...	S M T W T F S	- Type: Class Building: N	eca...	24 of 25 seat...	Add
US History to 1877 Web	AMH, Am...	1010	WB9	3	101...	Fall...	Smallwood, Michael...	S M T W T F S	- Type: Class Building: N	eca...	24 of 25 seat...	Add

**Schedule** | Schedule Details | **Summary** Tuition and Fees

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Open and close bottom panels to display extra registration information.

Summary Table:

Title	Details	Hours	CRN	Schedule T	Status	Action
US History to 1877	AMH 1010,...	3	11069	Web	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop | Submit

The tuition and fees window contains a link to your student account, where you can review your account status and make payments.

**Tuition and Fees for Fall 2018**

The total here does not represent everything you owe. Please see your [account information](#) for a detailed view of your account.

Code	Description	Amount	(USD)
86FE	Access Fee		\$40.00
TR01	Tuition - A&P		\$236.52
TR08	Financial Aid Fee		\$11.82
TR09	Student Activity & Svc Fee		\$23.64
TR10	Student Capital Improv. Fee		\$23.64
TR18	Technology Fee		\$11.82
<b>Total:</b>			<b>\$347.44</b>

**Total Credit Hours: 3**

Close

## Browse Course Catalog and Browse Classes by Term

These selections are available for general information regarding the SCF course repository (catalog) and the sections of those courses that are offered in a selected term. No registration is allowed from these options.