FLORIDA STATE UNIVERSITY

New Student & Family Programs
Student Orientation
Class Enrollment & Online Resources Presentation
myFSU Portal
https://my.FSU.edu
Permanent FSUID & @myFSU Email Activation

For EMPLID assistance, click here.
Return to myFSU Portal
https://my.FSU.edu

Login with your permanent FSUID & password only.
Financial Aid information (including Awards) can be found here.
Your @myFSU Email
(Official FSU Email – Check Frequently)

To check your @myFSU email, click here.
Blackboard (Academic Course Management)

To access Blackboard, click here.
Your myFSU Portal Homepage

The Student Accounts tab is home to the Account Statement (bill), Disbursement Permission & Tax forms, Make a Payment link, & Payment Deadlines
Registration Guide

On the Current tab click Registration Guide
Florida State University General Bulletin
Fall Registration Guide 2016
(Fall 2017 will be available February 27, 2017)

Registration Information
- Academic Calendar
- Exam Schedule
- Fee Information
- Registration Information (Course Loads)
- Enrollment Appointments

General Information
- University Notices
- University Teaching Award Winners
- University Teaching Award Nomination Form (PDF)

Academic Information
- Courses for Liberal Studies Credit
- Courses for Multicultural Credit
- Service Learning information can be accessed at http://thecenter.fsu.edu/. Click "Servscript" to access forms.

Publication Credits
Kimberly A. Barber, University Registrar
Dianne Skinner, Associate Registrar
## Fall 2015 Academic Calendar

**Note:** Dates and times listed below are subject to change. Please refer to [http://Registrar.fsu.edu/dir_class/fall/acad_cal.htm](http://Registrar.fsu.edu/dir_class/fall/acad_cal.htm) for the most up-to-date information.

**Note:** Panama City Campus students must convert all times listed to Central Time unless already noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 2, 2015</td>
<td>Open enrollment for Fall-only and Annual Health Insurance begins. Open enrollment for the annual dental plan opens.</td>
</tr>
<tr>
<td>Mar. 18–April 24, 2015</td>
<td>Registration for currently enrolled and readmitted degree-seeking students. See “Enrollment Appointments.”</td>
</tr>
<tr>
<td>July 13–Aug. 7, 2015</td>
<td>Registration re-opens for currently enrolled and readmitted degree-seeking students. See “Enrollment Appointments.”</td>
</tr>
<tr>
<td>Aug. 1, 2015</td>
<td>Last day for community college, FSU, and FAMU students to submit Fall 2015 Cooperative Program applications.</td>
</tr>
<tr>
<td>Aug. 19, 2015</td>
<td>Residence Halls open at 9:00 a.m.</td>
</tr>
<tr>
<td>Aug. 22–27, 2015</td>
<td>Drop/Add. (Includes College of Law.) 8:00 a.m.–11:59 p.m.</td>
</tr>
<tr>
<td>Aug. 23, 2015</td>
<td>New Student Convocation, Civic Center, 1:30 p.m.</td>
</tr>
<tr>
<td>Aug. 24, 2015</td>
<td>Classes Begin. Application window opens for Graduation Fall 2015. Apply online through Course Quicklinks at <a href="https://my.fsu.edu">https://my.fsu.edu</a>. Last day to file for change in residency status.</td>
</tr>
<tr>
<td>Aug. 24–27, 2015</td>
<td>Late Registration. ($100.00 late registration fee.)</td>
</tr>
<tr>
<td>Aug. 27, 2015</td>
<td>Fourth Day of Classes. Last day to Drop/Add and have fees adjusted. Last day to cancel enrollment and have fees removed. Last day to add a course without Academic Dean's permission.</td>
</tr>
<tr>
<td>Aug. 28, 2015</td>
<td>Fifth Day of Classes. Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Fee Registration’ in “Registration Information” for instructions); Last day to request VA deferment from VA representative; Last day to submit waivers or billings.</td>
</tr>
<tr>
<td>Aug. 31, 2015</td>
<td>First day of classes for International Programs (IP) Fall Session.</td>
</tr>
<tr>
<td>Sept. 1, 2015</td>
<td>Financial aid available via EFT in FSUCard accounts on or before this day. First day to apply for financial aid deferments and delayed delivery loans. All financial aid students must check their financial aid status at <a href="http://my.fsu.edu">http://my.fsu.edu</a>.</td>
</tr>
<tr>
<td>Sept. 4, 2015</td>
<td>Last day to pay or defer fees for all students, including veterans who are not using a veteran deferment, without a $100.00 late fee. Veterans should contact a VA representative with questions.</td>
</tr>
</tbody>
</table>
Student Foundation Donation

All gifts support the Garnet & Gold Scholar Society

- $10 gift to online fee account
- 3x year: Fall/Spring/Summer
- E-mail acknowledgement
Registration Holds & To Do List Items

Check Holds by expanding the Holds link.
Accessing myFSU Student Center

Click here to begin the class enrollment process
Student Central: Your Student Center
3 Strategies for First Term Enrollment

1. Check for Registration Holds **FIRST**
   - Before searching for classes.
   - Always check at least a week before upcoming enrollment appointments.
   - Time to address issues.

2. Register for a FIG (Freshmen Interest Group) for the **Fall Semester**
   - Pre-packaged cluster of high-demand freshman courses linked by a theme or academic program.
   - Enhances your FSU experience.
   - Advantages:
     - Classes with the same 20-25 students – classes will seem small
     - Meet students with similar interests – establish a study group
     - Form your own smaller community within the larger FSU community
     - Register for multiple, non-conflicting classes at once – make enrollment very efficient
     - **REGISTER FOR A FIG & THEN COMPLETE YOUR SCHEDULE BY ADDING OTHER CLASSES AROUND THE FIG CLASSES.**

1. If Registering for an ENC (English) Class, Add the Class **LAST**
   - Many sections.
   - Allows maximum flexibility!
   - Easier to fit this class around the rest of your schedule.
myFSU Student Center
Class Enrollment

Click “Search for Classes”
Searching for Classes
## Tips & Tricks for Class Search

<table>
<thead>
<tr>
<th>Looking for</th>
<th>Use the Academic Organization Look Up.</th>
</tr>
</thead>
<tbody>
<tr>
<td>all classes offered by a particular department...</td>
<td>Click the magnifying glass to view various academic organizations. In this example, the SSGEO value is selected. This value displays all classes owned by the department of Geography: GEA, GEO and GIS.</td>
</tr>
<tr>
<td>Academic Organization (Acad Dept)</td>
<td>![Search button]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Looking for classes to satisfy a certain requirement...</th>
<th>Use the variety of fields listed below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Area</td>
<td>![Dropdown]</td>
</tr>
<tr>
<td>Multicultural</td>
<td>![Dropdown]</td>
</tr>
<tr>
<td>Upper-Division Writing</td>
<td>![Dropdown]</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>![Dropdown]</td>
</tr>
<tr>
<td>Scholarship in Practice</td>
<td>![Dropdown]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Looking for online classes...</th>
<th>Choose “Physical Location” in the Course Attribute field and “Online” in Course Attribute Value field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Attribute</td>
<td>Physical Location</td>
</tr>
<tr>
<td>Course Attribute Value</td>
<td>Online</td>
</tr>
</tbody>
</table>
# Tips & Tricks for Class Search

<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>know the course prefix and number...</td>
<td>enter them in the <strong>Course Subject</strong> and <strong>Course Number</strong> fields.</td>
</tr>
<tr>
<td></td>
<td><strong>Course Subject</strong> : select subject ENC ENGLISH COMPOSITION</td>
</tr>
<tr>
<td></td>
<td><strong>Course Number</strong> : is exactly 1101</td>
</tr>
<tr>
<td>don't remember the course prefix and number but do remember part or all of the title...</td>
<td>enter it into the <strong>Course Title Keyword</strong> field.</td>
</tr>
<tr>
<td></td>
<td><strong>Course Title Keyword</strong> : life</td>
</tr>
<tr>
<td>Returns:</td>
<td><strong>HUN 3403 - Life Cycle Nutrition</strong></td>
</tr>
<tr>
<td>are looking for classes with seats held for specific populations...</td>
<td>use the <strong>Student Group Look Up</strong>.</td>
</tr>
<tr>
<td></td>
<td>Click the magnifying glass to find your group. In this example, the DL value is selected. This value represents the distance learning student group. Other student groups include CARE, Honors, Living Learning Communities and so on.</td>
</tr>
<tr>
<td></td>
<td><strong>Student Group</strong> : DL</td>
</tr>
</tbody>
</table>
Selecting Classes

Search for Classes

Add to Shopping Cart - Related Class Sections

2013 Fall | Undergraduate | Florida State University

ENC 1101 - FRESH COMP & RHETRC
Lecture selected:  Section 0001
MoWeFr 10:10AM - 11:00AM  Room: TBA

Open  Closed

CANCEL  NEXT

go to ...
Selecting Classes

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2013 Fall | Undergraduate | Florida State University

ENC 1101 - FRESH COMP & RHETRC

Class Preferences

<table>
<thead>
<tr>
<th>Class</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101-0001</td>
<td>Open</td>
</tr>
</tbody>
</table>

Permission Nbr

Grading
Letter Graded

Units
3.00

Requirement Designation
LS English, Writing Rqmnt

Enrollment Information

- LS English, Writing Rqmnt
- Tallahassee, FL-MAIN

Section | Component | Days & Times | Room | Instructor | Start/End Date
0001 | Lecture | MoWeFr 10:10AM - 11:00AM | TBA | James Sickinger | 08/26/2013 - 12/13/2013

CANCEL | NEXT

Search | Plan | Enroll | My Academics
Class Added to Shopping Cart

ENC 1101 has been added to your Shopping Cart.

ENC 1101 - Freshman Composition and Rhetoric

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>View All Sections</th>
<th>First</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001-LEC(3886)</td>
<td></td>
<td></td>
<td>1-3 of 54</td>
<td></td>
</tr>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
<td>Meeting Dates</td>
<td></td>
</tr>
<tr>
<td>MoTuesFri 10:10AM - 11:00AM</td>
<td>TBA</td>
<td>James Sickinger</td>
<td>08/26/2013 - 12/13/2013</td>
<td></td>
</tr>
<tr>
<td>0002-LEC(3888)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
<td>Meeting Dates</td>
<td></td>
</tr>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>James Sickinger</td>
<td>08/26/2013 - 12/13/2013</td>
<td></td>
</tr>
<tr>
<td>0004-LEC(3889)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
<td>Meeting Dates</td>
<td></td>
</tr>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>
Enroll from Shopping Cart Step 1
Confirm Classes Steps 2 & 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

3. View results

View the following status report for enrollment confirmations and errors:

 successes: enrolled errors: unable to add class

Class Message Status
ARH 2000 You are required to take this requirement designation for this class. The requirement designation option has been set to yes.
Viewing Your Class Schedule

Under the Enroll tab select My Class Schedule
Viewing Your Class Schedule

Select Weekly Calendar View
Viewing Your Course Schedule
### Recognizing & Understanding Recitations & Labs

**Recitation:** Required course meeting in a smaller setting at a different time/day. Usually where you will review homework, focus on questions, and take exams.

**Lab:** Noted on course search with an L after the course number (ex. CHM-1020L). Found in Class Search after the lecture sections of the same class or found by adding the L to number in search criteria.
Drop a Class

Click the drop tab
Swapping Classes from Your Shopping Cart

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Use one of the three options located in the With This Class area to provide the class you're substituting. Search for a class, select a chosen class from the shopping cart, or enter the Class Nbr if you know it.

From this drop-box, select the class on your schedule that you want to swap for another class.

Select from your schedule

Dancer Zztest

2013 Fall | Undergraduate | Florida State University
Swapping Classes from Your Shopping Cart

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

3. View results

View the following status report for enrollment confirmations and errors:

- Success: enrolled
- Error: unable to add class

ARH 2000

Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.
Instructor / Course Evaluations
Student Perception of Courses & Instructors

• Do NOT use Rate My Professors (biases, skewed data, not reliable)
• SPCI is a State of Florida University specific assessment tool for rating instructor performance.
• Required at the end of each class and completed by almost all students, more actuate picture of instructional style and all student feedback.

To access Instructor/Course Evaluation Data, expand the “Resources” quick links on the left side of your myFSU Portal homepage & click “Instructor Evaluations”.

Expand “Resources” quick links & click “Instructor Evaluations”
Registration Windows

• Students starting classes in Summer C will have until Thursday, June 30th to register for summer classes. Fall registration will open on July 9th and close midnight on September 1st.

• Students starting classes in the Fall will have until September 1st to register.
Need Assistance or Have Questions

myFSU Student Central: sc.my.fsu.edu
How To Information, Training Tips, & Frequently Asked Questions

Technical Issues/Trouble Logging In: www.servicecenter.fsu.edu
850/644-HELP

University Registrar: www.registrar.fsu.edu
850/644-1050

Undergraduate Studies: undergrad.fsu.edu
850/644-2451

New Student & Family Programs: www.dos.fsu.edu/nsfp
850/644-2785

Or click on the “question mark” icon on the top right of your myFSU homepage