

WEB REGISTRATION INFORMATION

1.) You do not have to be on a Florida Southern College campus computer in order to use Web Registration. You may register anytime of the day or night (as specified times allow), as well as from any location that you have online access.

2.) When trying to log in, don't forget that the password assigned by Florida Southern College is case sensitive. *Do not use your Caps Lock key!* If you have chosen to change your assigned password, it should be entered as you originally indicated.

3.) Once you have logged into the portal: Click the **Students** tab, on the right hand side in the Course Schedules area click **Course Search**, select the proper term (very important example: 2015-2016 Adult Undergraduate Summer 3A) from the drop down menu under **Term**; and then click on the **Search** button located on the bottom of the page. This will give you a listing of all courses offered for this term.

4.) When searching for a course, we have found that it is helpful to put in minimal information. For example, if you enter in the Department and the Course Number, your search will produce all sections of desired course. Also, if you simply enter in the Department only, your search will produce all courses available in the desired department.

5.) Once you have determined which courses(s) you would like to take Click in the square button to **Add**, located to the left of the course information. This does NOT add the course to your schedule until you have clicked on the **Add Courses** button located at the bottom of the page.

6.) If a course is closed, you should watch the enrollments on the web, and if a space becomes available, you may add it at that point.

7.) If you have previously taken or withdrawn from a course and need to repeat that course again, **you will need to contact the Registrar's Office** (863-680-4127) to have the course added to your schedule.

8.) If you are interested in taking a course on an audit basis, you must either visit or call the Registrar's Office (863-680-4127).

Use your check sheets to ensure that you are completing the requirements needed for graduation. It is always a good idea to schedule a grad check with the Registrar's Office at least two terms prior to graduation. They can be reached by phone at 863-680-4127.

If you have any questions or concerns please contact your advisors:

Bachelor of Science in Business or Accounting: Ms. Emily Staib estaib@flsouthern.edu 863-680-4463

Bachelor of Science in Interpersonal and Organizational Communications: Dr. Cara Mackie cmackie@flsouthern.edu 863-680-3863

Master of Business Administration (MBA): Dr. Chuck DuVal cduval@flsouthern.edu 863-680-4283

Master of Accountancy (MAcc): Dr. Lynn Clements lclements@flsouthern.edu 863-680-4288

Bachelor of Science or Arts in Elementary Education, Master of Arts in Teaching (MAT), Master of Education (MEd) in Collaborative Teaching and Learning, and Master of Education (MEd) in Educational Leadership: Mrs. Brooke Veal bveal@flsouthern.edu 863-680-5004

Doctorate in Educational Leadership (EdD): Dr. Steve Petrie spetrie@flsouthern.edu 863-680-5023

RN-to-BSN: Dr. Paige McCraney pmccraney@flsouthern.edu 863-616-6496

Master of Science in Nursing (MSN) and Post-Masters Certificate in Nursing: Dr. Beverley Brown bbrown@flsouthern.edu 863-680-3882