

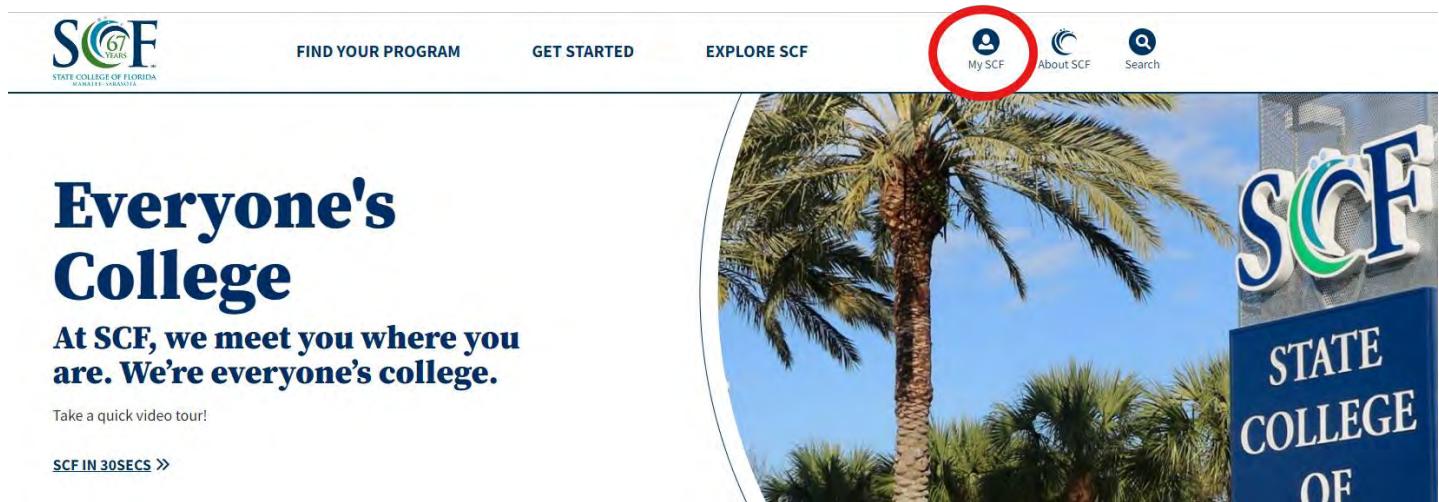


EARLY COLLEGE

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How to Register for classes

STEP 1: Go to the SCF homepage and click the **MY SCF** button in the upper right corner.



The screenshot shows the SCF homepage. At the top, there is a navigation bar with links for "FIND YOUR PROGRAM", "GET STARTED", "EXPLORE SCF", "My SCF" (which is circled in red), "About SCF", and "Search". Below the navigation bar, there is a large image of palm trees and a building with the SCF logo. To the left of the image, there is text that reads "Everyone's College" and "At SCF, we meet you where you are. We're everyone's college." There is also a link to "SCF IN 30SECS >>".

STEP 2: Enter your username and password. Click Login.



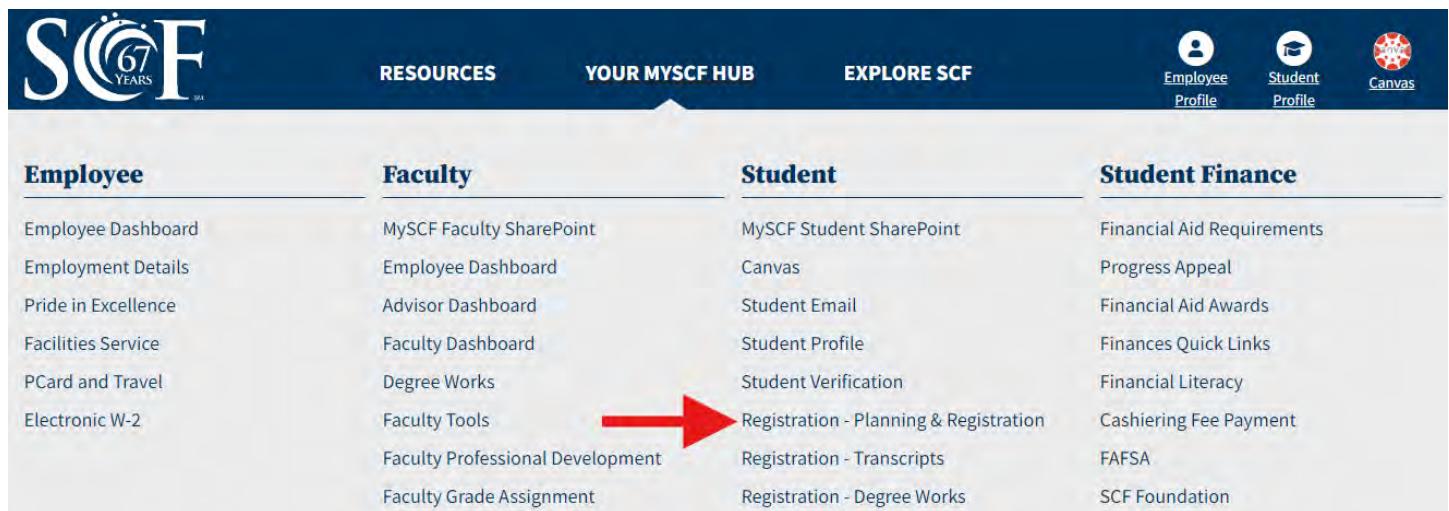
The screenshot shows the SCF Login page. It features a blue header bar with the text "SCF LOGIN". Below the header, there are two input fields: "Username" and "Password", each with a placeholder text "Enter your username" and "Enter your password" respectively. To the right of these fields is the SCF logo and the text "STATE COLLEGE OF FLORIDA MANATEE-SARASOTA". At the bottom of the page, there are two buttons: "Login" and "Forgot Password?". A small disclaimer at the bottom states: "State College of Florida, Manatee-Sarasota does not monitor the content of network traffic except for legal, policy or contractual compliance; in the case of a health or safety emergency, or for the maintenance and technical security of the network. The College reserves the right to restrict the use of its information technology resources and to remove or limit access to information technology resources." At the very bottom, there is a copyright notice: "Copyright © 2021 State College of Florida, Manatee-Sarasota All rights reserved."

STEP 3: Hover over **YOUR MYSCF HUB** at the top of the page.



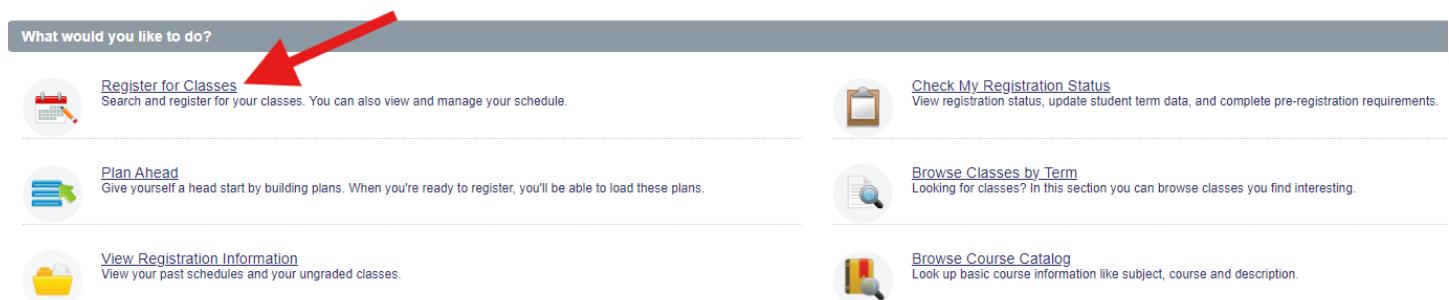
The screenshot shows the MySCF homepage. At the top, there is a navigation bar with the SCF 67 Years logo, a 'RESOURCES' link, a red-outlined 'YOUR MYSCF HUB' link, an 'EXPLORE SCF' link, and three user profile icons for 'Employee Profile', 'Student Profile', and 'Canvas'. The main content area features a large 'Welcome to the New MySCF' banner with a 'Welcome' sign in the background.

STEP 4: Under the Student column, select **REGISTRATION - PLANNING & REGISTRATION**.



The screenshot shows the 'YOUR MYSCF HUB' page with a grid of links. The 'Student' column contains the following links: 'MySCF Student SharePoint', 'Canvas', 'Student Email', 'Student Profile', 'Student Verification', 'Registration - Planning & Registration' (which is highlighted with a red arrow), 'Registration - Transcripts', and 'Registration - Degree Works'. The 'Faculty' column contains: 'MySCF Faculty SharePoint', 'Employee Dashboard', 'Advisor Dashboard', 'Faculty Dashboard', 'Degree Works', 'Faculty Tools', 'Faculty Professional Development', and 'Faculty Grade Assignment'. The 'Employee' and 'Student Finance' columns also contain various links related to their respective categories.

STEP 5: Select **REGISTER FOR CLASSES**.



The screenshot shows the 'REGISTER FOR CLASSES' page with several options: 'Register for Classes' (with a red arrow pointing to it), 'Check My Registration Status', 'Plan Ahead', 'Browse Classes by Term', 'View Registration Information', and 'Browse Course Catalog'. Each option has a brief description and a small icon.

STEP 6: Select the correct term in the drop down menu and click CONTINUE.

Terms Open for Registration

Select a term... ▾

Continue

In the next steps, you have an option to do a basic search or an advanced search. An advanced search can help you narrow down your search results. We highly recommend that you use the advanced search specifically for the PART OF TERM (term length) and CAMPUS (location of class).

NOTE: Keep in mind that full-term (16-week) classes are recommended for all students. If you take an 8-week class, you will be required to complete 16-weeks' worth of work in only 8-weeks' time. In other words, one 8-week class has the workload of two full-term classes.

Advanced Search

STEP 7: Fill in Subject (1) and Course Number (2). Select OPEN SECTIONS ONLY (3). Click on **advanced search** to narrow down your search results by term length. (*If you wish to run a basic search, skip to **STEP 12** in this document.*)

Browse Classes

Enter Your Search Criteria

Term: Fall 2024

1  Subject

2  Course Number

Keyword

Subject and Course Number

Open Sections Only 3 



Example using ENC1101

Fill in Subject (1) and Course Number (2). Select OPEN SECTIONS ONLY (3). Click on PART OF TERM (4).

1  Subject

2  Course Number

Keyword

Subject and Course Number

Open Sections Only  3

Instructor

Title

Campus

College

Course Number Range to

Credit Hour Range to

4  Part of Term

Instructional Methods

STEP 8: Select desired term length from drop down menu (**Full Term courses are recommended**) and click SEARCH to populate search results.

 Part of Term

Instructional Methods

Meeting Days

Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>

Start Time

End Time



STEP 9: Locate desired course paying close attention to the **CAMPUS** column.

Search Results — 16 Classes																	
Term: Fall 2024 Subject: ENC, English Communication Course Number: 1101 Open Sections Only: True Part of Term: Full Term 08/12/2024 - 12/05/2024																	
Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status							
Written Communication I	ENC, English Com...	1101	B08	3	10448	Fall 2024	Thompson, Karen (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 09:30 AM - 10:50 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B13	3	10270	Fall 2024	Galvan, Lashley (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 08:00 AM - 09:20 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B24	3	10960	Fall 2024	Anson, David (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 08:00 AM - 09:20 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B27	3	10489	Fall 2024	Murray, Marcy (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 08:00 AM - 09:20 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B28	3	10010	Fall 2024	Thompson, Karen (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 11:00 AM - 12:20 PM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B45	3	11352	Fall 2024	Anson, David (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 02:00 PM - 03:20 PM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	2 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B63	3	10087	Fall 2024	Galvan, Lashley (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 09:30 AM - 10:50 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	B93	3	10188	Fall 2024	Moreau, Dana (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 03:30 PM - 04:50 PM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	2 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	L02	3	11025	Fall 2024	Lewis, Jennifer (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 03:30 PM - 04:50 PM Type: Class Building: B	S	M	T	W	T	F	S	Lakewood...	1 of 25 seats remain.
S	M	T	W	T	F	S											
Written Communication I	ENC, English Com...	1101	V01	3	10225	Fall 2024	Auld, Frances (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> - Type: Class Building: None Room: None Section: ecampus	S	M	T	W	T	F	S	ecampus	1 of 20 seats remain.
S	M	T	W	T	F	S											

Page 1 of 2 | 10 Per Page

STEP 10: Once you have located the class you want to sign up for, click the ADD button located on the far right of the class row. This will put that class in a separate section at the bottom of the screen. Please double check that you have selected the correct class (subject, course number, CRN, term, meeting times and campus).

CRN	Term	Instructor	Meeting Times	Campus	Status	Hours	Linked Sections	Add	Settings							
21278	Spring ...	Medvesky, Angelique (Prim...	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 11:00 AM - 12:20 PM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	8 of 20 seats remain.	3		Add	
S	M	T	W	T	F	S										
21586	Spring ...	Cobb, Victoria (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 12:30 PM - 01:50 PM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	14 of 25 seats remain.	3		Add	
S	M	T	W	T	F	S										
21241	Spring ...	Thompson, Karen (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr></table> 09:30 AM - 10:50 AM Type: Class Building: B	S	M	T	W	T	F	S	Bradenton	3 of 25 seats remain.	3		Add	
S	M	T	W	T	F	S										

STEP 11: Once you have verified you have the correct class selected, click on the SUBMIT button to register for that class.

Written Communication I	ENC 1101, B14	Web	20614	Registered	None	3
<input checked="checked" type="checkbox"/> Conditional Add and Drop i Submit						

Repeat steps 7 through 11 for the remainder of the classes you wish to take in the upcoming term

Basic Search

STEP 12: Fill out Subject (1), Course Number (2), select OPEN SECTIONS ONLY (3) and click SEARCH (4)

Enter Your Search Criteria

Term: Fall 2024

1  Subject

2  Course Number

Keyword

Subject and Course Number

Open Sections Only 3 

[Search](#) [Clear](#) [Advanced Search](#)

4 

Example using ENC1101

Fill in Subject (1), Course Number (2), select OPEN SECTIONS ONLY (3) and click Search (4)

Enter Your Search Criteria

Term: Fall 2024

1  Subject

2  Course Number

Keyword

Subject and Course Number

Open Sections Only 3 

[Search](#) [Clear](#) [Advanced Search](#)

4 

A list of all the class options for ENC1101 will populate.

Search Results — 19 Classes																
Term: Fall 2024		Subject: ENC, English Communication	Course Number: 1101	Open Sections Only: True												
Title	Subject Description	Course Numbr	Section	Hours	CRN	Term	Instructor	Meeting Times				Campus	Status			
Written Communication I	ENC, English Com...	1101	B08	3	10448	Fall 2024	Thompson, Karen (Primary)	S	M	T	W	F	S	09:30 AM - 10:50 AM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B13	3	10270	Fall 2024	Gatian, Lashier (Primary)	S	M	T	W	F	S	08:00 AM - 09:20 AM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B24	3	10960	Fall 2024	Asion, David (Primary)	S	M	T	W	F	S	08:00 AM - 09:20 AM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B27	3	10489	Fall 2024	Mutay, Macy (Primary)	S	M	T	W	F	S	08:00 AM - 09:20 AM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B28	3	10610	Fall 2024	Thompson, Karen (Primary)	S	M	T	W	F	S	11:00 AM - 12:20 PM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B45	3	11352	Fall 2024	Asion, David (Primary)	S	M	T	W	F	S	02:00 PM - 03:20 PM	Type: Class Building: Blk: Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B63	3	10087	Fall 2024	Gatian, Lashier (Primary)	S	M	T	W	F	S	09:30 AM - 10:50 AM	Type: Class Building: Blk: Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B93	3	10188	Fall 2024	Moraru, Dana (Primary)	S	M	T	W	F	S	03:30 PM - 04:50 PM	Type: Class Building: Blk: Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L02	3	11025	Fall 2024	Lewis, Jennifer (Primary)	S	M	T	W	F	S	03:30 PM - 04:50 PM	Type: Class Building: Blk: Lakewood Ranch	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L04	3	10730	Fall 2024	Lewis, Jennifer (Primary)	S	M	T	W	F	S	09:00 AM - 11:50 AM	Type: Class Building: Blk: Lakewood Ranch	1 of 20 seats remain.

When selecting your desired course from this list, please pay close attention to the CAMPUS column. All locations (Bradenton, Lakewood Ranch, Venice and ecampus) will be displayed.

Search Results — 19 Classes										
Term: Fall 2024 Subject: ENC, English Communication Course Number: 1101 Open Sections Only: True										
Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Written Communication I	ENC, English Com...	1101	B08	3	10448	Fall 2024	Thompson, Karen (Primary)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B13	3	10270	Fall 2024	Galvan, Lashley (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B24	3	10960	Fall 2024	Anson, David (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B27	3	10489	Fall 2024	Murray, Marcy (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B28	3	10010	Fall 2024	Thompson, Karen (Primary)	S M T W T F S 11:00 AM - 12:20 PM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B45	3	11352	Fall 2024	Anson, David (Primary)	S M T W T F S 02:00 PM - 03:20 PM Type: Class Building: Bic	Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B63	3	10087	Fall 2024	Galvan, Lashley (Primary)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B93	3	10188	Fall 2024	Moreau, Dana (Primary)	S M T W T F S 03:30 PM - 04:50 PM Type: Class Building: Bic	Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L02	3	11025	Fall 2024	Lewis, Jennifer (Primary)	S M T W T F S 03:30 PM - 04:50 PM Type: Class Building: Bic	Lakewood	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L04	3	10730	Fall 2024	Lewis, Jennifer (Primary)	S M T W T F S 09:00 AM - 11:50 AM Type: Class Building: Bic	Lakewood	1 of 20 seats remain.

Also, pay close attention to the term length. To find the term length in a basic search, hover over the MEETING TIMES (days of the week) of desired course and verify the START DATE and END DATE.

Search Results — 19 Classes										
Term: Fall 2024 Subject: ENC, English Communication Course Number: 1101 Open Sections Only: True										
Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Written Communication I	ENC, English Com...	1101	B08	3	10448	Fall 2024	Thompson, Karen (Primary)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B13	3	10270	Fall 2024	Galvan, Lashley (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B24	3	10960	Fall 2024	Anson, David (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B27	3	10489	Fall 2024	Murray, Marcy (Primary)	S M T W T F S 08:00 AM - 09:20 AM Type: Class Building: Bic	Bradenton	1 of 25 seats remain.

In this example, the first class in the search starts on 08/12/2024 and ends on 12/05/2024, so this is a full-term class. Classes are offered in 16-week, 12-week, 8-week, and 5-week formats.

NOTE: Keep in mind that full-term (16-week) classes are recommended for all students. If you take an 8-week class, you will be required to complete 16-weeks' worth of work in only 8-weeks' time. In other words, one 8-week class has the workload of two full-term classes.

STEP 10: Once you have located the class you want to sign up for, click the ADD button located on the far right of the class row. This will put that class in a separate section at the bottom of the screen. Please double check that you have selected the correct class (subject, course number, CRN, term, meeting times and campus).

											Search Again				
CRN	Term	Instructor	Meeting Times	Campus	Status	Hours	Linked Sections	Add	More Options						
21278	Spring ...	Medvesky, Angelique (Prim...	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 11:00 AM - 12:20 PM Type: Class Bui	S	M	T	W	F	S	Bradent...	8 of 20 seats remain.	3		Add	
S	M	T	W	F	S										
21586	Spring ...	Cobb, Victoria (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 12:30 PM - 01:50 PM Type: Class Bui	S	M	T	W	F	S	Bradent...	14 of 25 seats rem...	3		Add	
S	M	T	W	F	S										
21241	Spring ...	Thompson, Karen (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 09:30 AM - 10:50 AM Type: Class Bui	S	M	T	W	F	S	Bradent...	3 of 25 seats remain.	3		Add	
S	M	T	W	F	S										

STEP 11: Once you have verified you have the correct class selected, click on the SUBMIT button to register for that class.

Written Communication I	ENC 1101, B14	Web	20614	Registered	<input style="border: 1px solid #4CAF50; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px;" type="button" value="None"/>	3
<input style="margin-right: 5px;" type="checkbox"/> Conditional Add and Drop i <input style="border: 1px solid #4CAF50; border-radius: 5px; background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="Submit"/> 						

Repeat steps 7 through 11 for the remainder of the classes you wish to take in the upcoming term