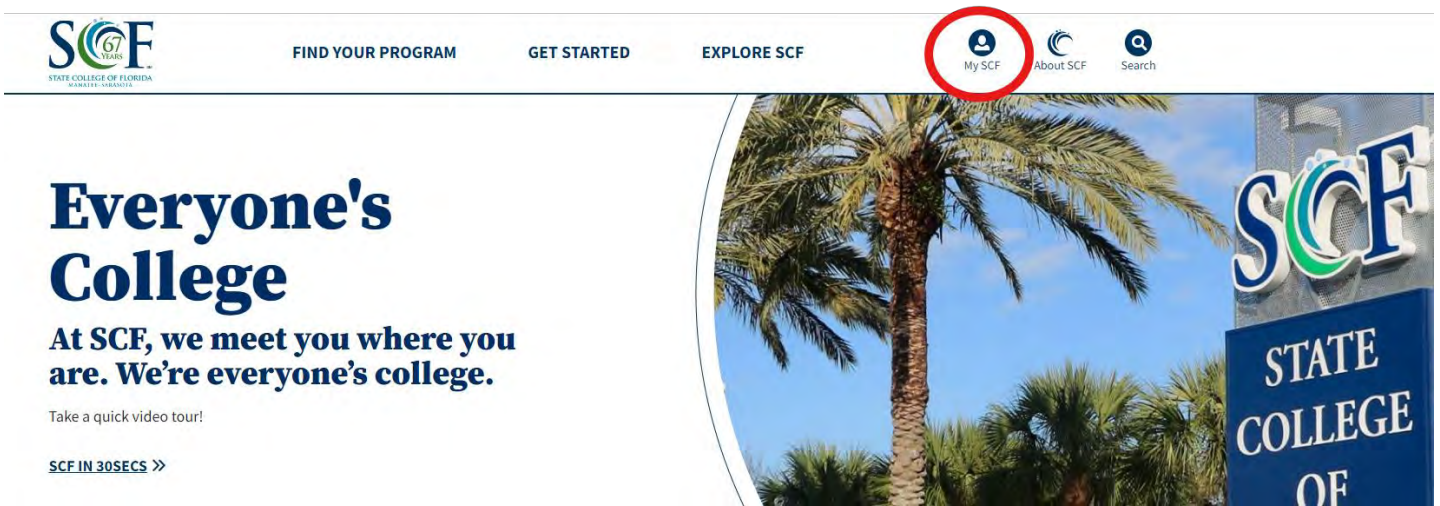




EARLY COLLEGE
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How to Register for classes

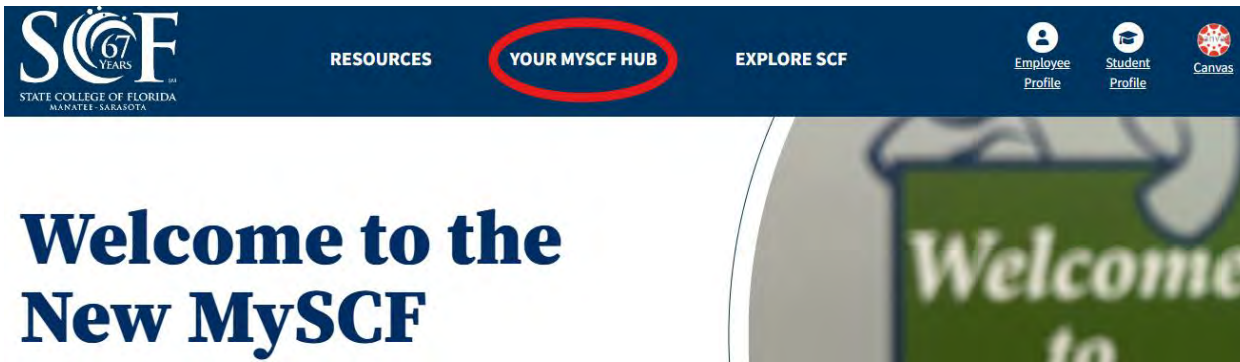
STEP 1: Go to the SCF homepage and click the **MY SCF** button in the upper right corner.



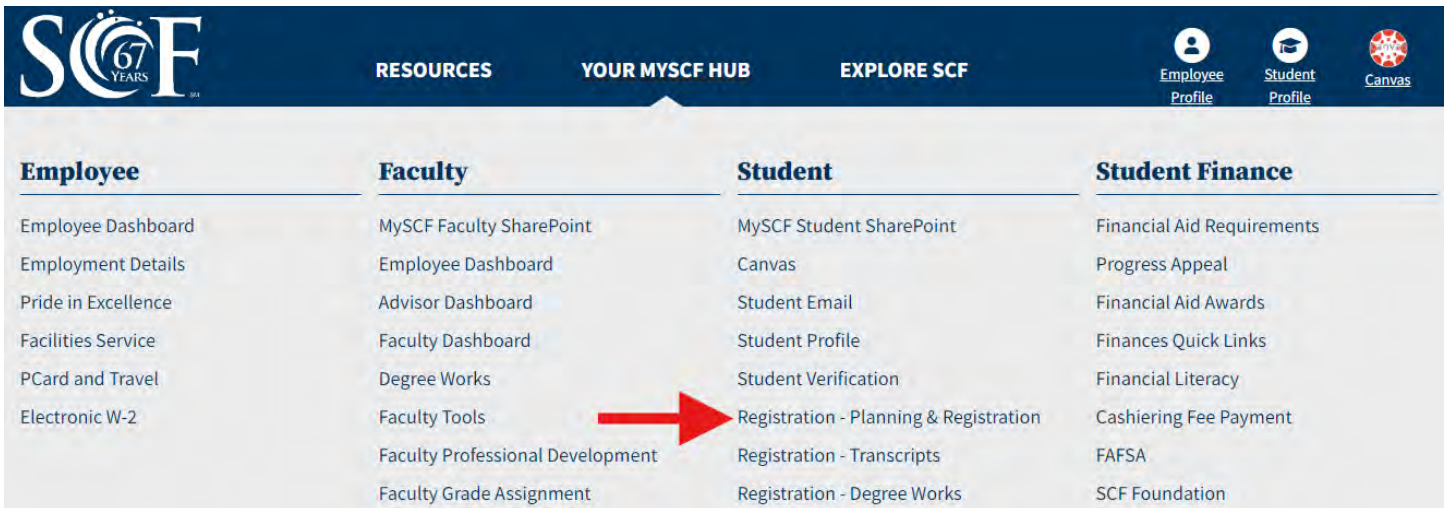
STEP 2: Enter your username and password. Click Login.



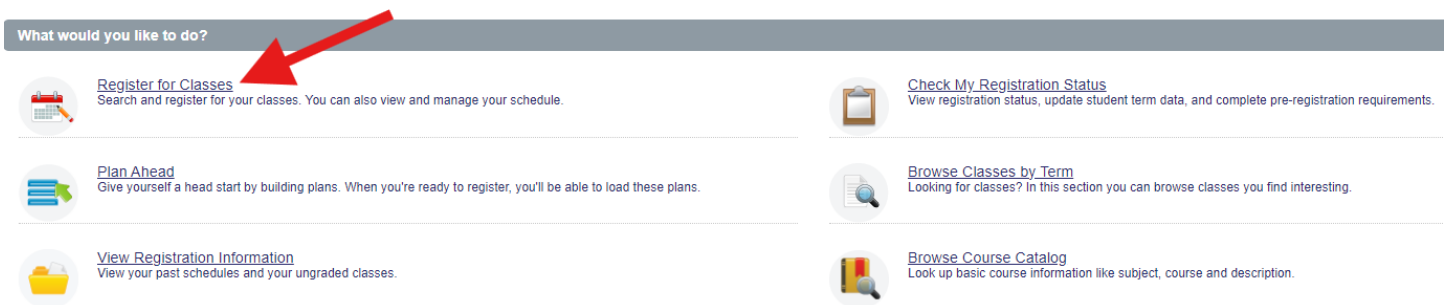
STEP 3: Hover over **YOUR MYSCF HUB** at the top of the page.



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



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



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


Search Clear > Advanced Search

* ↑

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

Monday

Tuesday

Wednesday


Thursday

Friday

Saturday

Start Time

End Time

 [Advanced Search](#)

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)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Building: B...	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: B...	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: B...	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: B...	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: B...	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: B...	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: B...	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B93	3	10188	Fall 2024	Morreau, Dana (Primary)	S M T W T F S 03:30 PM - 04:50 PM Type: Class Building: B...	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: B...	Lakewood...	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	V01	3	10225	Fall 2024	Auld, Frances (Primary)	S M T W T F S - Type: Class Building: None Room: None	ecampus	1 of 20 seats remain.

Page 1 of 2 Per Page 10

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
21278	Spring ...	Medvesky, Angelique (Prim...	S M T W T F S 11:00 AM - 12:20 PM Type: Class Bui	Bradent...	8 of 20 seats remain.	3		Add
21586	Spring ...	Cobb, Victoria (Primary)	S M T W T F S 12:30 PM - 01:50 PM Type: Class Bui	Bradent...	14 of 25 seats rem...	3		Add
21241	Spring ...	Thompson, Karen (Primary)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Bui	Bradent...	3 of 25 seats remain.	3		Add

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

Conditional Add and Drop **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

[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

[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, Karan (Primary)	S M W T F S 09:30 AM - 10:50 AM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B13	3	10270	Fall 2024	Galvan, Leslie (Primary)	S M W T F S 08:00 AM - 09:20 AM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B24	3	10960	Fall 2024	Anton, David (Primary)	S M W T F S 08:00 AM - 09:20 AM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B27	3	10489	Fall 2024	Murray, Marcy (Primary)	S M W T F S 08:00 AM - 09:20 AM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B28	3	10010	Fall 2024	Thompson, Karan (Primary)	S M W T F S 11:00 AM - 12:20 PM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B45	3	11352	Fall 2024	Anton, David (Primary)	S M W T F S 02:00 PM - 03:20 PM Type: Class Building: Bk Bradenton	Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B53	3	10987	Fall 2024	Galvan, Leslie (Primary)	S M W T F S 09:30 AM - 10:50 AM Type: Class Building: Bk Bradenton	Bradenton	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	B93	3	10188	Fall 2024	Morabu, Dana (Primary)	S M W T F S 03:30 PM - 04:50 PM Type: Class Building: Bk Bradenton	Bradenton	2 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L02	3	11025	Fall 2024	Leiss, Jennifer (Primary)	S M W T F S 03:30 PM - 04:50 PM Type: Class Building: Bk Lakewood	Lakewood	1 of 25 seats remain.
Written Communication I	ENC, English Com...	1101	L04	3	10730	Fall 2024	Leiss, Jennifer (Primary)	S M W T F S 09:00 AM - 11:50 AM Type: Class Building: Bk Lakewood	Lakewood	1 of 25 seats remain.

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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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	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: Bk	Lakewood...	1 of 20 seats remain.

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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: Bldg 18, Professional Devel Ct Room: 00103 Start Date: 08/12/2024 End Date: 12/05/2024	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: Bk	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: Bk	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: Bk	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
21278	Spring ...	Medvesky, Angelique (Prim...	S M T W T F S 11:00 AM - 12:20 PM Type: Class Bui	Bradent...	8 of 20 seats remain.	3		Add
21586	Spring ...	Cobb, Victoria (Primary)	S M T W T F S 12:30 PM - 01:50 PM Type: Class Bui	Bradent...	14 of 25 seats rem...	3		Add
21241	Spring ...	Thompson, Karen (Primary)	S M T W T F S 09:30 AM - 10:50 AM Type: Class Bui	Bradent...	3 of 25 seats remain.	3		Add

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

Conditional Add and Drop **Submit**

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