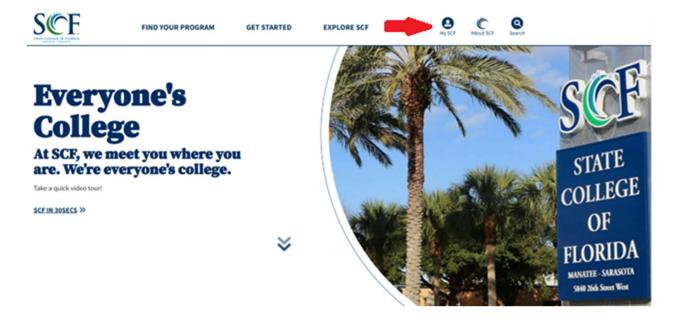


MANATEE-SARASOTA

## **How to Read Your Schedule**

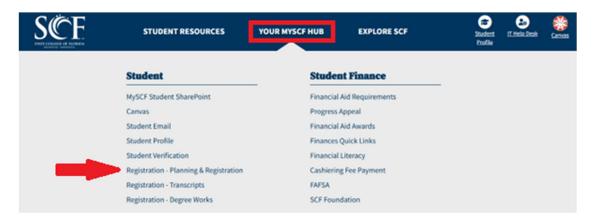
STEP 1: Go to the SCF homepage and click the MY SCF button in the upper right corner.



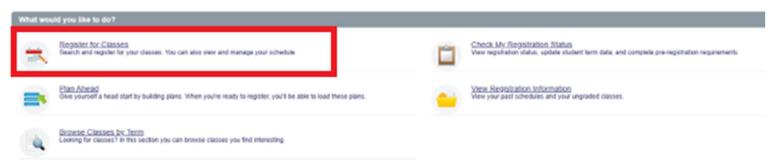
STEP 2: Enter your username and password. Click Login.



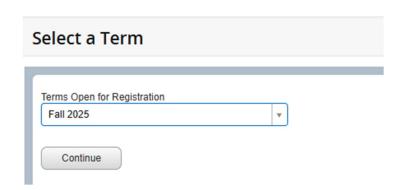
## **STEP 3**: Hover over **YOUR MYSCF HUB** at the top of the page. Under the <u>Student</u> column, select **REGISTRATION - PLANNING & REGISTRATION**.



## STEP 4: Select REGISTER FOR CLASSES.



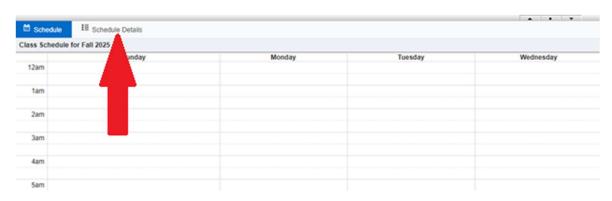
**STEP 5:** Select the correct term in the drop down menu and click CONTINUE.



**STEP 6:** Select **SCHEDULE AND OPTIONS** located near the top of the page. You will see a summary of your schedule.

Title	♥ Details	Hours	CRN	Grade Mode	Level	Date	Status	Message
American Government	POS 1041, B98	3	10967	Credit	Credit	05/14/2025	Registered	Web Reg/Add05/14/2025
ntro to Sys Analysis & Design	CIS 2321, B01	3	10332	Credit	Credit	05/14/2025	Registered	Web Reg/Add05/14/2025
Princ of Marketing	MAR 2011, B02	3	10991	Credit	Credit	07/22/2025	Registered	Web Reg/Add07/22/2025

STEP 7: Below your list of courses, you will see SCHEDULE DETAILS. Click here.



**STEP 8:** Here you will see the details of your courses. <u>Please note the start and end dates</u>. This is how you determine if your course is full term (Part of Term 1) or a different Part of Term. For example: *American Government* and *Intro to Sys Analysis & Design* are both **FULL TERM** because they have a start date of 08/11 and an end date of 12/04. *Princ of Marketing* is a **first 8 week session** course (Part of Term 15) because it has a start date of 08/11 and end date of 10/03. (Any course that does not have a start date of 08/11 and an end date of 12/04 is not full term.)



<sup>\*\*</sup>Please also note the Campus and Class Location for each of your courses. If the Class Location is "None," then the course is online.