

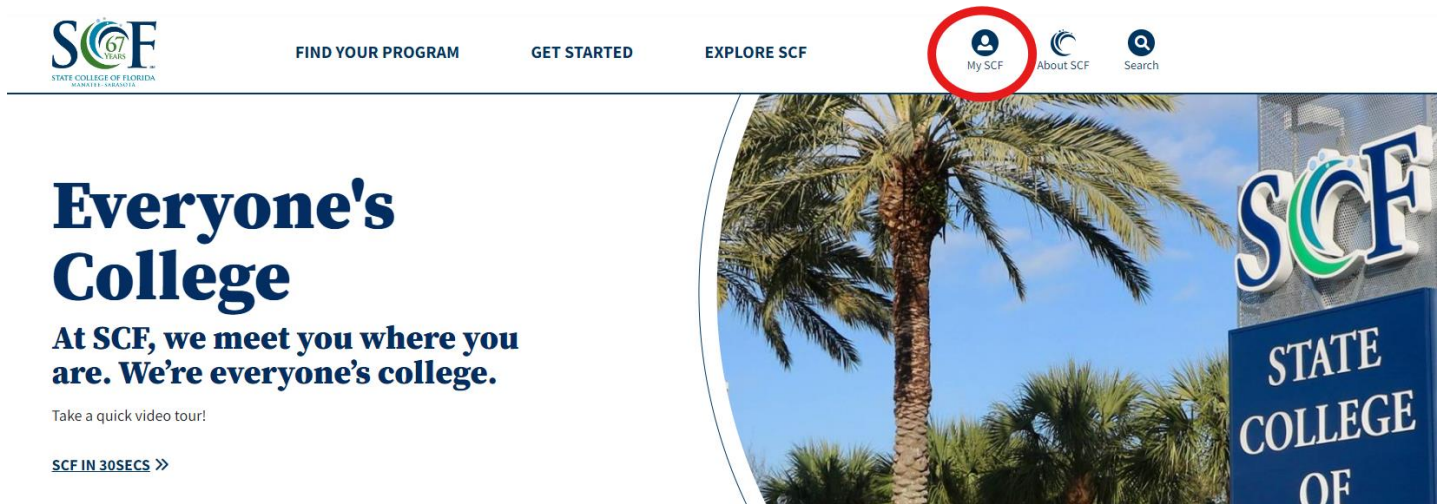


EARLY COLLEGE

5840 26th St. W., Bldg. 5, Rm. 125, Bradenton, FL 34207 • 941-752-5422
8000 S. Tamiami Trail, Bldg. 100, Venice, FL 34293 • 941-408-1300, ext. 65422
EarlyCollege@SCF.edu

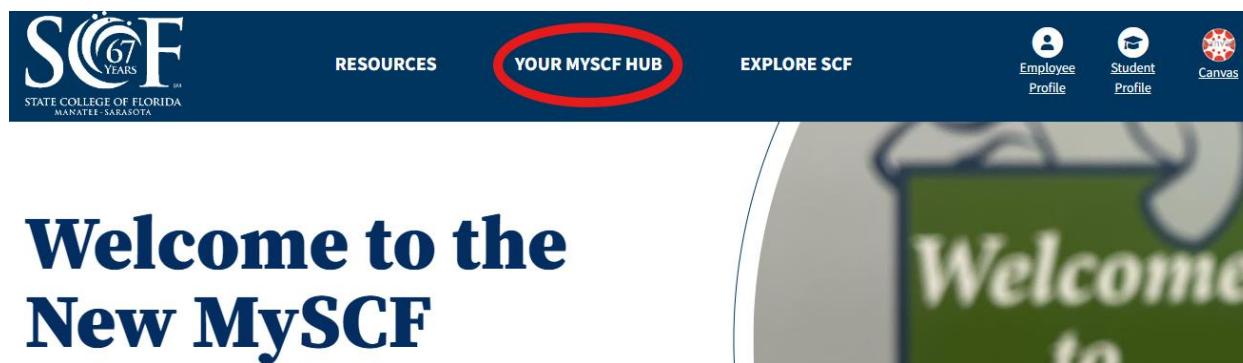
How to Register for classes

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**.

SCF STATE COLLEGE OF FLORIDA MANATEE - SARASOTA			
RESOURCES YOUR MYSCF HUB EXPLORE SCF			
Employee Faculty Student Student Finance			
Employee Dashboard	MySCF Faculty SharePoint	MySCF Student SharePoint	Financial Aid Requirements
Employment Details	Employee Dashboard	Canvas	Progress Appeal
Pride in Excellence	Advisor Dashboard	Student Email	Financial Aid Awards
Facilities Service	Faculty Dashboard	Student Profile	Finances Quick Links
PCard and Travel	Degree Works	Student Verification	Financial Literacy
Electronic W-2	Faculty Tools	Registration - Planning & Registration	Cashiering Fee Payment
	Faculty Professional Development	Registration - Transcripts	FAFSA
	Faculty Grade Assignment	Registration - Degree Works	SCF Foundation

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

What would you like to do?

[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

[Check My Registration Status](#)
View registration status, update student term data, and complete pre-registration requirements.

[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[Browse Classes by Term](#)
Looking for classes? In this section you can browse classes you find interesting.

[View Registration Information](#)
View your past schedules and your ungraded classes.

[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

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

 [Clear](#) [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	Moreau, 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...	Lakewoo...	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 S...	ecampus	1 of 20 seats remain.

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).

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

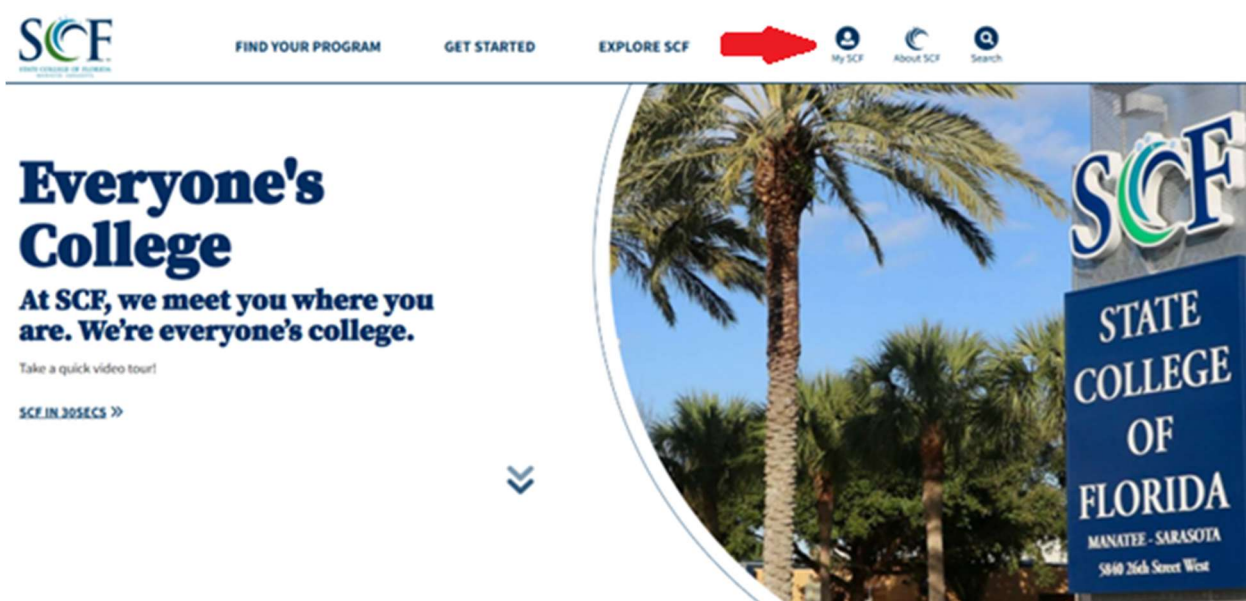
Repeat steps 7 through 11 for the remainder of the classes you wish to take in the upcoming term



EARLY COLLEGE
941-752-5422
EarlyCollege@SCF.edu

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.

SCF LOGIN

Username
Enter your username

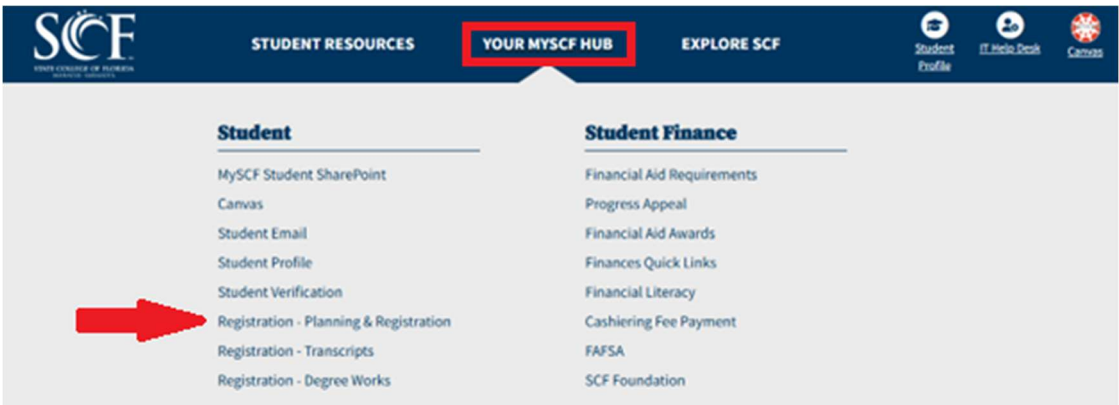
Password
Enter your password

Login **Forgot Password?**

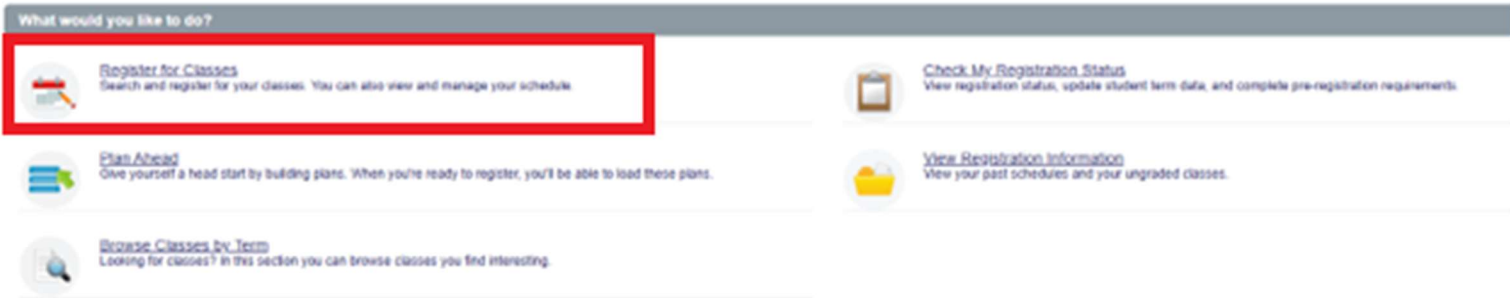
State College of Florida, Manatee-Sarasota does not monitor the content of network traffic except for legal, policy or contractual compliance; in the case of a health or safety emergency; or for the maintenance and technical security of the network. The College reserves the right to restrict the use of its information technology resources and to remove or limit access to information technology resources.

Copyright©2025 State College of Florida, Manatee-Sarasota All rights reserved.

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

Select a Term

Terms Open for Registration

Fall 2025

Continue

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

Summary 

Term: Fall 2025

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
Intro 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

Records: 3

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

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

[Schedule](#) [Schedule Details](#)

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday
12am				
1am				
2am				
3am				
4am				
5am				

STEP 8: Here you will see the details of your courses. Please note the start and end dates. 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.)

[Schedule](#) [Schedule Details](#)

Class Schedule for Fall 2025

▼ American Government POS, Political Science 1041 Section B98 Class Begin: 08/11/2025 Class End: 12/04/2025 Message: Web Reg/Add Hours: 3 Level: Credit Campus: Lakewood Ranch Schedule Type: Hybrid Instructional Method: Hybrid Face to Face/Online Grade Mode: Credit 08/11/2025 -- 12/04/2025 07:00 PM - 08:50 PM Type: Class Location: Lakewood Ranch Building: Bldg 7131, Ctr for Innov/Tech Room: 00140 Instructor: Morgan, Michelle (Primary) CRN: 10967
▶ Intro to Sys Analysis & Design CIS, Computer Sci & Info Sys 2321 Section B01 Class Begin: 08/11/2025 Class End: 12/04/2025 08/11/2025 -- 12/04/2025 - Type: Class Location: None Building: None Room: None Instructor: Melichar, Susan (Primary) CRN: 10332
▶ Princ of Marketing MAR, Marketing 2011 Section B02 Class Begin: 08/11/2025 Class End: 10/03/2025 08/11/2025 -- 10/03/2025 - Type: Class Location: None Building: None Room: None Instructor: Smith, Jamie (Primary) CRN: 10991

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