

# How do I register for classes?

1. Log onto <https://my.ucf.edu> and go to “Student Self Service.”
2. Click into your “Enrollment Appointment” box to view the day and time you can begin enrollment. Refer to the UCF Academic Calendar (<http://calendar.ucf.edu/>) for dates and times these will become available.
3. Click on “My Academics” in the “Student Center” and select “View my advisement report.” Select the program that you are currently pursuing and print out a copy of your GPS Report to see what courses you need to fulfill your degree’s requirements.
4. Click on “Student Records” under “Student Self Service.” Click on “Course Catalog and Schedule” and view the schedule for the Spring 2024 semester and see when the courses you need are offered. Select “Graduate” for your career and click the option “For Open Classes Only.” Be certain to write down the class number (which is a five digit code) for registration purposes later. If you are searching for a Variable Credit Hour Course, i.e., Independent Study, Directed Research, Internship (for MSDF students only), Thesis, Doctoral Research, or Dissertation uncheck the open course button. These courses require a [dynamic form](#) and all sections will appear as closed. Our office will register you for these sections during standard business hours.  
Take your GPS Report to your Academic Adviser so you can plan your academic schedule. Non-thesis students should refer to their Graduate Program Director for course suggestions.
6. On your enrollment appointment day and time, register for your chosen class(es) via your MyUCF Portal.
  - In the upper left-hand corner, click on Student Self Service.
  - To enroll in classes, click on “Enroll.”
  - Select the Term for which you want to enroll. Click on the green “Continue” button.
  - Enter the five-digit Class Number in the box provided. Click on “Next.”
  - You will see the course (or courses) in which you are trying to enroll. Click on the green button that says “Proceed to Step 2 of 3.”
  - At step 2, “Confirm classes,” click on “Finish Enrolling” if you are ready to enroll in classes.
  - You will see a status message for class enrollment that says you were either successful in registering for the course or that there was an error.
  - If a registration error occurred, look at the “Message Column” for information describing what kept your registration from being completed.**
  - If there were not any errors, click the “My Class Schedule” tab to see your schedule. To add additional courses, click on the “add” tab.
7. If you are finished registering, print your Fee Invoice for the term. **Tuition and fees are due January 19, 2024**

Once registered, you can continue to adjust your schedule online throughout the first week of classes for each term. Don’t forget to consult your advisor when making changes to your schedule.

If you have any questions about registration and scheduling for classes, be sure to contact your academic advisor. Unless previously assigned a different faculty advisor, your program’s graduate director will serve as your initial advisor.

**To access 0V91 sections, you must set up an off-campus proctor for tests. Please visit <https://tinyurl.com/vvystmca>. If you have additional questions about these courses, please contact [cove@ucf.edu](mailto:cove@ucf.edu) or (407) 823-0917.**

**Add Period:** the time in which you can add courses to your schedule.

**Add Ends January 12, 2024 at 11:59 PM**

**Swap Period:** the time in which you can add/drop courses to your schedule without a financial penalty.

**Swap Ends January 12, 2024 at 11:59 PM**

**Early Registration:** Began March 2023 and Ends January 7, 2024 at 11:59 PM

**Drop Period:** the time in which you can drop courses to your schedule without a financial penalty.

**Drop Ends January 12, 2024 at 11:59 PM**

**Late Registration:** the first week of classes. Students not registered for **any classes** prior to this period will be assessed a \$100 late fee.

**Begins: January 8, 2024 at 12 AM**  
**Ends: January 12, 2024 at 11:59 PM**

★ CECS Registration Forms are located at: <https://tinyurl.com/438m2bvs> ★

If you have registration difficulties, please contact us at [cecsgradregistration@ucf.edu](mailto:cecsgradregistration@ucf.edu)