College *of* Central Florida
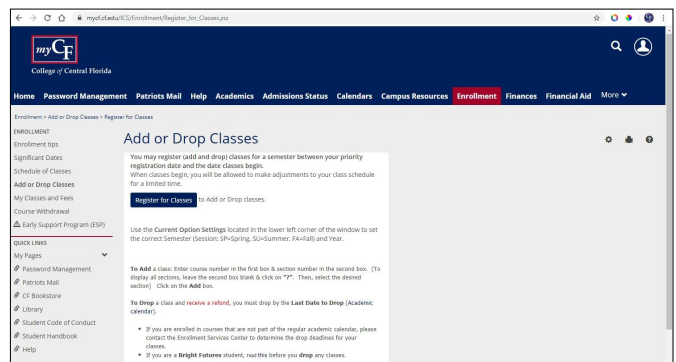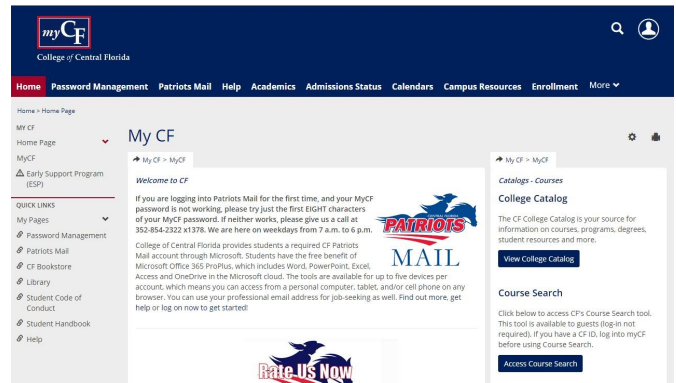
Course Registration Guide

Start Here

The **MyCF portal** is your access to your student records. The portal offers up-to-date information, services to students, and is where you will complete your registration for classes.

Search and Register for Courses

T**o register for your courses, you will need to log in to the MyCF web portal** using your Patriots email address and password. Prior to admission, your CF ID number will be used to log in.

- Once you have logged in, click on the **Enrollment** tab, then select **Add or Drop Classes** in the **Enrollment** column on the left side of the webpage.
- On the next screen you will click the blue **Register for Classes** button, which will guide you to the **Registration Entry** screen.
- Ensure that options are set to the correct **Session** and **Year**, on the bottom left of the screen.
- From the **Registration Entry** screen, enter the desired course number in the **Course Number** field, leave the Section box blank, then click the "?" next to the **Section** box.
- The next screen will display all sections for the course you entered. Review the day of the week, time of day, instructor and campus to determine which section meets your needs.
- Click the bubble next to the section to make your selection. This will bring you back to the **Registration Entry** screen with your course number and section populated in the appropriate boxes.
- Click **Add** to register for the selected course.
- When you refresh the page, you will know the course has been added to your schedule successfully when it appears at the bottom of the **Registration** page.

Once you have finished registering for classes, PRINT your schedule and fee statement (**Enrollment** tab, then click on **My Classes and Fees**). When you have finished, be sure to log out and close your browser.

Registration Tips

- **Course Registration Help.** If you have questions or need help using the registration system, visit the Enrollment Services Center at the campus nearest you.

- **Note Course Locations.** When searching for courses, note the campus where the course is being offered.

- Watch the **Announcements** section throughout the semester for important updates.

- **Keep Information Up to Date.** Once you log in to the portal, select **My Profile** to update your information.

- Stay up to date by viewing the **Academic Calendar** on the Calendar tab.

- **Priority registration** dates (based on the number of *earned* credit hours) are posted on the MyCF web portal and in the college calendar.

- Students may register for a **maximum of 18 credit hours** in fall and spring semesters, and 18 credit hours in summer (nine hours in Summer A and nine in Summer B). Students may request permission to exceed the 18 credit hour registration limit through the petition process.

- Each student, by registering, pledges **acceptance of the rules and regulations** of the college.

Patriots Mail

The College of Central Florida provides students CF Patriots Mail accounts through Microsoft. The student emails are required and are essential for student success.

Current and incoming students are assigned a Patriots Mail account upon admission to the college. An account will be created within 24 hours of successful admission.

Your username for your CF Patriots Mail account will be up to the first seven letters of your last name (or fewer if you have a short name) and some portion of your first name followed by @Patriots.cf.edu. For example, Emily Hendricks would have the email hendrice@Patriots.cf.edu.

Here Are the Details

- Free Office 365.
- 10 GB cloud storage.
- Access for up to five devices.
- Required for CF students.
- MyCF, then Patriots Mail tab.