FSCJ Florida State College at Jacksonville

LOG IN TO myFSCJ OR RESET PASSWORD

1. Go to **my.fscj.edu**.
2. Enter your **FSCJ UserID** or **email**. Click **Continue**.
3. Enter your password. Note: *If you forgot password, click **Forgot Password** and follow steps.*

ENROLL IN CLASSES USING ENROLL BY MY REQUIREMENTS

1. In the Student Center, click on the **Manage Classes and Books** tile.
2. Choose **Enroll by My Requirements**. Scroll through your requirements to the desired area. Note: *You can change the career in which you are enrolling by selecting the "Change" button located to the top left of the screen.*
3. Click on your chosen area to review the courses that may be used to satisfy that requirement. NOTE: *You will want to select an area that is not yet satisfied.*
4. Select a class you want to take. Then select **View Classes**.
5. Select the **term**. Review all class options.
6. Click on the class you wish to take – you should be on Step 1 of 4: **Review Class Selection**. Click Next in the upper right side. NOTE: *If the class has a lab associated with it, you will be automatically enrolled in the lab when you add the lecture.*
7. Step 2 of 4: **Review Class Preferences**. Click **Accept**.
8. Step 3 of 4: Enroll or Add to Cart. Select **Enroll**. Click **Next**.
9. Step 4 of 4: Review and Submit. Click **Submit**.
10. A pop up will ask "Are you sure you want to submit?" Click **Yes**.
11. Next, you can either add another class by clicking **Enroll by My Requirements** again, or, to review your schedule, click on **View My Classes**.

DROP A CLASS

1. In the Student Center, click on the **Manage Classes and Books** tile.
2. On the left-side menu, click on **Drop Classes** and select the correct term if there are options.
3. Step 1 of 2: Select **Classes to Drop**. Select the box next to the class to be dropped. Click **Next**.
4. Step 2 of 2: Review Classes to Drop. Click **Drop Classes**.
5. A pop-up will appear asking "Confirm that the following class(es) are to be dropped." Click **Yes**.
6. Return to My Classes and Books to review your schedule.

NOTE: Discuss dropping classes with an advisor before you drop a class. You can drop a class without penalty during the first week of the class. When you drop a class after the first week, you will receive a grade of "W", which is a drop with penalty.

VIEW YOUR ACADEMIC ADVISEMENT REPORT (DEGREE AUDIT)

1. In the Student Center, click on the **Academic Progress** tile.
2. Click on **Academic Progress** from the left side menu. Each requirement of the program will either state satisfied or not satisfied. Click on each requirement for additional details regarding that requirement. NOTE: *You can change the career you are viewing by selecting the "Change" button located to the top left of the screen.*

NOTE: Satisfied requirements will have a green check. Unsatisfied requirements will have a yellow diamond. It is important to review your academic requirements with an advisor.

MAKE AN ONLINE PAYMENT

1. In the Student Center, go to **Financial Account Tile**.
2. On the left-side menu, Click on **Make a Payment**.
3. This will direct you to the payment website.

NOTE: There is a convenience fee when you pay by credit card.

VIEW YOUR FINANCIAL AID AWARD

1. In the Student Center, go to the **Financial Aid** tile.
2. On left-side menu, Click **Summary**.
3. Click the award you would like to **review**.

NOTE: You can change the financial aid year you are viewing by selecting the "Change" button located to the top left of the screen.

VIEW HOLDS & TO DO LIST ITEMS

1. In the Student Center, click on the **Tasks** tile.
2. Click on either **Holds** or **To-Do List** from the left side menu.
3. Click on a specific item to review the details regarding that Hold or To-Do item.

NOTE: The To-Do List contains items that you need to complete for enrollment, residency, financial aid, etc. As you complete items, the To-Do List will be cleared.

VIEW/PRINT YOUR SCHEDULE

1. In the Student Center, click on the **Manage Classes and Books** tile. Click on **View My Classes** on the left side menu.
2. Select the correct term, if there are options.
3. To print, click **Printable Page**. Click **Print**.

OBTAIN AN ENROLLMENT VERIFICATION

1. In the Student Center, go to the **Academic Records** tile.
2. On the left-side menu, click on **Enrollment Verification**.
3. National Clearing House will open in a new window. NOTE: *Make sure pop-up blockers are off.*
4. Click on **Obtain an Enrollment Certification** after selecting **Current Enrollment** or **All Enrollment**.
5. Form will open in a PDF file, which can be saved or printed.

NOTE: Enrollment verification will be available after the Drop without Penalty date for each session.

UPDATE YOUR PERSONAL INFORMATION

1. In the Student Center, click on the **Profile** tile.
2. Click on the item that you want to update from the left-side menu. **(Contact Details, Addresses, Emergency Contacts)**
3. Click on the information you want to change. **Edit, delete** or **add** new information as necessary.
4. Click **Save**.

EXPLORE PROGRAM OPTIONS (WHAT-IF REPORT)

1. In the Student Center, go to the **Academics Record** tile.
2. On left side menu, **View What-If Report** selection.
3. Click **Create New** Report.
4. In the Career Scenario section, click the Career drop-

down box and choose your desired career. NOTE: *For a Career Certificate program, choose Clock. For an associate degree program, choose College Credit*

5. In the Catalog Year drop-down, select the term you'd like to start the new program.
6. In the Program Scenario section, select the Academic Program and Area of Study in which you're interested. NOTE: *If you do not see the Area of Study that you want when you select a financial aid eligible program, change the program to non-financial aid eligible to see additional Areas of Study*
7. Click **Submit Request**.

CHANGE YOUR ACADEMIC PROGRAM PLAN

1. Meet with an Academic Advisor to discuss options for changing your Academic Program Plan.
2. Submit a **Program Plan Change** request, which can be accessed through the **Academic Progress & My Advisor** tile. Click on **Change My Program Plan**.
3. Select the **Start Term, Academic Program**, and **Academic Plan**. *NOTE: Academic Program Plans must be changed prior to the first day of classes. Program Plan change requests that are received after classes begin will be processed for the next term.*
4. Select **Submit**. *Note: The request will go to the Assigned Advisor for review. The request will go directly to Student Records if an Assigned Advisor is not assigned.*

VIEW/PRINT YOUR UNOFFICIAL TRANSCRIPT

1. In the Student Center, click on the **Academic Records** tile.
2. Click on **View Unofficial Transcript** on the left side menu.
3. For Report Type: Select **Unofficial Transcript**. Click **Submit**. NOTE: *Be sure that your pop-up blocker is off so that the transcript will display.*
4. You can **download, save** or **print** the PDF view of your unofficial transcript by selecting the appropriate option on your device.

VIEW GRADES

1. In the Student Center, go to the **Academic Records** tile.
2. On the left side menu, Click **View Grades**.
3. Select the term.
NOTE: *If you want to look at a different term, click Change in the upper left-hand corner.*

VIEW ENROLLMENT DATES

1. In the Student Center, go to the **Manage Classes and Books** tile.
2. On left-side menu, click on **Enrollment Dates**.
3. Select the term and click **Continue** for open enrollment dates.

ACCEPT TERMS AND CONDITIONS AGREEMENT

1. In the Student Center, go to the **Task** tile. Click on **To-Do List**.
2. In the task details, click the **AY20XX Terms and Conditions** link and review the information.
3. Check the **I Agree box** and click **Save**.
4. In the upper-right corner, click **Next**, then click **Finish**.

SET UP A DEFERMENT PAYMENT PLAN

1. In the Student Center, go to the **Financial Account** Tile.
2. Click on **Enroll in Payment Plan** (it will redirect you to Online **campuscommerce.com**). NOTE: *Make sure pop-up blockers are off*.
3. Create an Account.
NOTE: *Nelnet's system times out after 10 minutes.*

ACCEPT/DECLINE/ADJUST LOANS

1. In the Student Center, go to the **Financial Aid** tile.
2. On left side menu, Click on **Accept/Decline**.
3. Select **loan award type, accept** and **submit**.

ENROLL IN CLASSES USING CLASS SEARCH AND ENROLL

1. In the Student Center, click on the **Manage Classes and Books** tile.
2. Choose **Class Search and Enroll** from the left-side menu.
3. Select a **Term**.
4. Under Search for Classes, enter either a specific course (i.e. ENC 1101) or a course title (i.e. English I) and hit enter. When entering a course, please include a space in between the course subject (i.e. ENC) and course number (i.e. 1101).
   If you do not include the space, no results will be found for your search.
5. Next, find the class you are looking for and click on that class to view class options. NOTE: *You can also use the filters on the left-side menu to narrow down your search results (i.e. location, campus, academic session, or class days/times).*
6. Click on the class you wish to take. You should be on Step 1 of 4: Review Class Selection. Click **Next**. NOTE: *If the class has a lab associated with it, you will be automatically enrolled in the lab when you add the lecture.*
7. Step 2 of 4: Review Class Preferences. Click **Accept**.
8. Step 3 of 4: Enroll or Add to Cart. Be sure to select **Enroll**. Click **Next**.
9. Step 4 of 4: Review and Submit. Click **Submit**.
10. A pop-up will appear asking "Are you sure you want to submit?" Click **Yes**.
11. Next, you can either add another class by clicking **Class Search and Enroll** again, or to review your schedule, click on **View My Classes**.

NOTE: *If you are a degree-seeking student, it's best to use Enroll by My Requirements, or have an academic degree plan from an advisor that you are following when searching for classes so that you ensure you are taking courses you need for your degree, and that will be covered by financial aid if you are receiving financial aid. The Class Search and Enroll option is the preferred option for Non-degree seeking students who cannot use Enroll by My Requirements because they are not in a specific degree program.*

BOOK AUTHORIZATION

Book authorizations are available two weeks before the term begins and are available until approximately two weeks after the start of the term.

1. In the Student Center, click on the **Manage Classes and Books** tile.
2. Choose **View My Classes/Schedule** from the left-side menu.
3. Select a **Book Authorization Details**. Select **Calculate**
Book authorizations are calculated at $60 per credit hour for a maximum of $720 per term. If you do not use the full $60 per credit hour you will receive a refund for any remaining amount once financial aid is disbursed.