

# REGISTRATION INFORMATION

Registration is the process of identifying, selecting and requesting classes each term. There are usually several choices for the same class, so a student may select the days, times, campus and method of delivery according to personal preference and schedule. The quickest and easiest way to register is via the EFSC [website](#). Visit the [Registration page](#) for instructions.

Prior to registering, students must be admitted to the College, be an active student, and have no registration holds. Holds can be viewed on the Message Center on the myEFSC portal.

## There are three registration periods:

1. **Regular Registration.** This runs from the date online registration begins through fee due date.
2. **Late Registration.** This runs from the day following the first fee due date through the day before classes begin.

Prior to registering, students should check the [Academic Calendar](#) to determine registration dates. Students should also visit an advisor during non-registration periods to discuss academic progress and map out an education plan.

## Meet with an Advisor

All first-time in college students must meet with their assigned advisor. Students are encouraged to consult with their advisor every term to monitor progress. Academic advisors will assist students to develop an educational plan of study, select classes, and address other academic concerns.

Academic advising is available with an on-campus appointment or on a walk-in basis. Log in to the [myEFSC Portal](#) and find the Student Services Appointments section which will have your advisor's name and instructions on how to make an appointment. Advisors are located in the Student Services Center at each campus.

## Class Load

To ensure student success, the College has established the following guidelines.

Class Load	Semester Hours
Maximum Class Load	18
Advisor's Signature Needed	19-21
Collegewide Chair/Dean Approval	22 or more

## Registration Holds

Students' records may have a hold that prevents them from registering for classes. Typical reasons for a hold include outstanding debt, incomplete admission records, missing placement test results, or academic holds. Check with the appropriate department to clear the hold.

## Obtain a Student Photo ID

Students must obtain a Photo Identification Card. These can be obtained through Security at any of the campus security offices. The photo ID card is designed to be carried in the wallet, and also serves as the student's library card. There is no charge for the card. However, there will be a charge for replacement of lost cards. To obtain a Student Photo ID Card, show course registration, along with a photo ID, to the campus security office. Make sure that the name and address on the registration and photo ID are the same.

## Obtain a Parking Permit

Students are required to have a parking permit that can be obtained for a fee by logging in to your myEFSC account. Students may park in the student parking lots only (designated by signs and/or white lines). Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). Fines are assessed for failure to display a valid parking permit. Students must obey all parking and traffic regulations. A 15 mile-per-hour speed limit applies to all EFSC campuses and is strictly enforced. Student records may be placed on hold for unpaid fines.

## Auditing a Class

Students who have been admitted to EFSC and who wish to take classes without receiving credit may request to audit a class. The following guidelines apply:

- Student must have a standard diploma from an accredited high school, State issued GED, or be a homeschool graduate.
- Students must submit a Request to Audit form to the Admissions and Records Office.
- Student may change from audit to credit or credit to audit up until the published last day to drop.
- Fees for audited classes are the same as graded classes.
- Students should confirm their audit status with the instructor at the first class meeting.
- Classes taken on an audit basis will not be counted when calculating eligibility for Veterans benefits, financial assistance, or certification of enrollment by outside agencies.
- Students auditing classes must meet all class prerequisites, including appropriate test scores.
- Students may not audit college developmental classes (SBE Rule 6A-14.0301). Other limited access classes also may not be available for audit.
- Student will receive a grade of "AU" for classes audited. Classes that are audited will not affect the grade point average or academic standing, and will not award credits

- Audited classes count as "attempts" toward full cost tuition. Class tests or examinations are not required of the student auditing a class. However, class attendance is expected.

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. Student must identify the intention to audit a course at the time of registration. A student who has enrolled in a credit course as a credit-seeking student may convert that registration to "audit" status by the last day of the course's published Add/Drop – Week of Financial Responsibility date. A credit course may not be converted to "audit" status if the course is being paid for by a third party. A student who is auditing a course is responsible for paying course tuition and fees as assessed By the published fee due deadlines. Audited classes and classes for credit are assessed the same tuition and fees.

A student auditing a course is required to adhere to the course requirements as established by the professor in the specific course being audited. An audited course is posted on the student's transcript. However, students auditing a course receive no credit for the course. An audit course is not counted or used when calculating GPA, academic standing, graduation requirements, veteran's benefits, other financial aid eligibility, or for certifying enrollment for outside agencies. **A course declared for audit cannot be converted to a course for credit at a later date;** however, the course may be subsequently repeated for credit as long as the repeat does not violate the College's Forgiveness Policy or other College regulations.

## Dropping a Class for Non-Payment

Students are responsible for dropping classes that they do not plan to attend. If students decide not to attend their class(es) they **should not assume** that non-payment will result in their being "dropped" from the class(es). It is the students' responsibility to review their account to ensure they are dropped from the class(es).

Not attending a course in which the student is still registered may result in him or her getting withdrawn by the instructor. Students are financially liable for all courses appearing on their schedule beyond the last day to drop. Students are responsible for any charges on their account, even if they did not attend, and outstanding charges will be sent to a collection agency to recover monies owed to the College.

## Dropping vs Withdrawing from a Class

The difference between dropping a class and withdrawing from a class is based on the time of the semester at which the student takes action:

- **Drop:** If a student drops a class by the published deadline, the class will not be included on the transcript and fees adjusted appropriately. After the published *last day to drop and have fees adjusted*, a student must withdraw from the class following required procedures.
- **Withdraw:** If a student decides not to participate in a course **after** the published drop deadline, it is considered a withdrawal. The class **will be** included on the transcript as a class attempt and the student will be responsible for all associated class fees. All withdrawals are calculated to determine financial aid eligibility.

**Please note:** If a student must drop or withdraw from a class, the same methods as registration can be used, and must be done by the published last day to drop or withdraw from a class. "Walking away" from a class, without officially dropping or withdrawing, will adversely affect the student's transcript and/or academic standing. Students should

meet with a student advisor and financial aid (if applicable) to determine possible implications of withdrawing.

## Enrollment Certification

Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications for students. Current term enrollment will not be certified until after the published last day to drop. Classes that are dropped, withdrawn, audited, or are non-credit classes do not count in credit hours toward enrollment verification. Students may obtain an enrollment certificate through Titan Web.

The College certifies student enrollment according to the following:

Status	Credit Hours
FT (Full Time)	12 or more credit hours
QT (Quarter Time)	9-11 credit hours
HT (Half Time)	6-8 credit hours
LT (Less than half)	under 6 credits

Students enrolled in Clock Hour Programs will be certified as follows:

Status	Credit Hours
FT (Full Time)	300 or more hours per week
QT (Quarter Time)	225-299 hours per week
HT (Half Time)	150-224 hours per week
LT (Less than half)	1-149 hours per week

## Late Class Additions

A request to add a class after the published last day to add is by appeal only, with approval of the collegewide chair and dean. After the fee due date has passed, the student is responsible for payment of the course **on the day of registration**.

Student should be aware that:

- Financial aid may be impacted.
- They are responsible for meeting instructor requirements for all classes.
- Adding a class late, even during add/drop, does not preclude students from completing assignments and attendance required beginning the first day of class.
- They are financially liable for all courses appearing on their schedule beyond the last day to drop.

## Pay Fees

- Fees will be assessed to the student upon registration for classes. The student's portion of fees must be paid by the deadline

established in the [Academic Calendar](#). Students are responsible for dropping classes they do not plan to take. Check the [Academic Calendar](#) for Important Term Dates including Fee Due Deadlines. Visit the [EFSC](#) website for convenient payment options.

- See "How to Pay" in the Student Tuition, Fees and Refunds section.

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## Late Registration Fee

A one-time per term late registration fee of \$50 will be assessed to students who register for classes during the Late Registration period and afterwards including add/drop week.

## Administrative Withdrawal or Withdrawal for Non-Activity

Regular class participation is required at Eastern Florida State College. Students are expected to attend all classes and actively participate and complete all assigned course work for all courses for which they are registered. In order to obtain credit for a course, a student must demonstrate continued academic participation as defined in the [Satisfactory Academic Participation](#) definition and earn an overall passing score on assignments used to meet the competencies of the course. Students may elect to withdraw from a course by the published withdrawal deadline, but they will not be withdrawn by their instructor outside of Census Reporting or the Disruptive Student Behavior policy.

Students may receive a failing grade based on lack of satisfactory academic participation as outlined in the Satisfactory Academic Participation definition. If a student fails based on that definition, they may continue to submit assignments and receive feedback until the conclusion of the course; however, no grades will be assigned to those assignments.

Students who are reported as never attending or participating based on the Satisfactory Academic Participation definition during the Census reporting period will be withdrawn from the class by the Office of the Registrar. Financial Aid and Veterans benefits will be adjusted or rescinded accordingly.

Additionally, a student may be administratively withdrawn without permission for non-compliance with Florida statutes and rules or EFSC policies and procedures related to student behavior and conduct. An administrative withdrawal from a course will result in a final grade of "W" if it is the student's first or second attempt at the course; all other attempts will result in a grade of F.

### Withdrawing from a Class

Requests for a course withdrawal **must be submitted on or before 11:59 p.m.** on the withdrawal deadline published in the [online Academic Calendar](#).

1. If you have no registration holds, you can submit your request online. This is the quickest, easiest way to withdraw. See "[How to Withdraw Online](#)" web page.
2. If you are unable to withdraw online, you must use the [course withdrawal form](#). Legibly complete the form, obtain all necessary signatures, sign, date and submit the form through the published withdrawal date using the following procedures:

- a. In person at any campus [Advising Department](#)
- b. Via Student Dropbox: [login to myEFSC](#) and click on Student Dropbox, select Advising, and upload the completed, scanned form
- c. Via [email](#) (legible copy of photo ID required with the completed, scanned form)
- d. Via US Mail to Office of the Registrar, EFSC Cocoa Campus, Bldg. 2, Rm 202, 1519 Clearlake Rd, Cocoa, FL 32922 (legible copy of photo ID required with the completed form)

Dual enrolled students must complete the [Dual Enrollment/Early Admission Course Withdrawal Form](#).

Once withdrawn from a class, student **may not** continue to attend the class for the remainder of the term.

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### Before you withdraw from a course, you should be aware that class withdrawals:

- Will increase the cost of your education
- May affect your financial aid status, including the requirement to repay a portion of federal aid
- May affect your veteran's educational benefits, including the requirement to repay VA tuition payments
- May affect your transfer grade point average. Some transfer institutions have different rules for transferring withdrawals.
- May result in your having to pay, per State statute, the full cost tuition to retake the course
- May affect your anticipated graduation date
- May result in your being denied admission to limited access programs
- May affect your immigration status if you are attending EFSC on a non-immigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship
- May affect your time status for enrollment verifications, such as insurance or loan deferment

### Also consider:

- Talking with your professor to discuss your progress in the course.
- [Visiting a Student Advisor](#) to discuss how a withdrawal will affect your career and education plans.
- Contact your campus [Financial Aid Office](#) or [Military & Veterans Service Center](#) to review the status of your financial aid and/or veteran's benefits.

### Withdrawing from a First or Second Attempt in a Course

**On or Before the Withdrawal Deadline:** During a first or second attempt in the same course at EFSC, if a student withdraws, they will receive a final grade of 'W' - Withdrawn and the withdrawal will count as an attempt at that course. Student will not receive credit for the course, and the 'W' will not be calculated in the grade point average at EFSC; however, the enrollment will count in total attempts in the specific class. Please note that federal financial aid will only pay for ONE repetition of a previously passed class.

**After the Withdrawal Deadline:** A student is not permitted to withdraw after the withdrawal deadline. Students with documented, extenuating circumstances may submit an appeal following the student appeals

process for consideration of a late withdrawal. Student must submit the completed [course withdrawal form](#) and [student appeal form](#), and supporting documentation. Appeals will not be accepted during the final week of class.

## Withdrawing from a Third Attempt in a Course

See "[Maximum Attempts per Course](#)." Per Florida Statute, students may have only three attempts per class at EFSC, including the original grade, repeat grades, and withdrawals.

The online withdrawal process will allow the student to withdraw from a third attempt. However, students will receive an email in their student account notifying them that they will receive a final grade of "F" in the course.

### Upon the third attempt:

- Student will be charged full cost tuition
- Student will receive a letter grade
- If a student withdraws or is withdrawn due to non-attendance during Census Reporting or by instructor through Student Success Check, the "W" grade will be changed to a grade of "F".

## Total Withdrawal from the College

Students who completely withdraw from all EFSC courses will be flagged with an enrollment status of Total Withdrawal. This may affect financial aid and tuition and fees owed to the College. Before you file the withdrawal form, it is advisable to speak with a Student Advisor to explore your options and receive important information.

### What to do when you are ready to return:

- To reinstate to the college within one year, student must see a Student Advisor to have their status changed.
- Inactive status: Students who do not complete a course for three consecutive terms must complete the online [Admissions Application for readmission](#) and provide updated documentation.

## Transient Student from EFSC

EFSC students may request approval to take a course at another Florida state college or university, non-public Florida institution or non-Florida institution on a term-by-term basis, by completing and submitting a transient student request. A separate application must be completed and submitted for each institution, but students may request approval for up to four courses on one application. A separate request must be submitted for each term transient status is sought. Transient admissions is for one semester only, after which courses completed at the other institution are transferred back to EFSC.

- To request transient status at another Florida state school, go to [FloridaShines](#). Click on "Succeed in College" then "Take a course at another school" then click on "Apply or Check Application Status Now." Enter your EFSC ID and PIN, select EFSC as your Home Institution and the school you want to attend as the Transient Institution and submit your request.
- To request transient status at non-public Florida institution or non-Florida institution not participating in Florida Shines, contact the [Office of the Registrar](#).

Transient student status will only be approved if each of these requirements has been met:

- Be in good standing with a minimum EFSC GPA of a 2.0 or higher.
- Be a degree-seeking student
- Have completed at least 15 college credits at EFSC. If this is your first semester, you must wait until grades are posted and you have a GPA, before you apply to be a transient. Bachelor degree seeking students must have completed at least 15 college credits (3000 – 4000 level courses) at EFSC.
- Cannot be a transient during your first term at EFSC. You have to have an academic record with Eastern Florida to qualify for transient status.
- Have completed all required developmental education courses
- Have met the EFSC pre-requisite(s) for the requested course(s)
- Requested course(s) that are required for the degree
- Requested courses have been approved in advanced by the Office of the Registrar to take at the other institution
- Not have previously completed the requested course with a grade of "C" or better
- Have no applicable holds, e.g. accounts receivable, outstanding transcript(s)
- Students in Limited Access Programs will require collegewide academic discipline chair approval before consideration

Students will be approved to take only those courses that they would be eligible to take at Eastern Florida State College (e.g., student who has not completed developmental math would not be approved to take [MAC 1105](#) College Algebra at EFSC or another institution.)

Courses taken by EFSC students as "transient" at another institution will transfer back with the earned grade and will count in student's grade point average at EFSC. It is the student's responsibility to request an official transcript be sent from the transient institution to EFSC at the end of the course term. If a transcript is not received, transient coursework cannot be processed and a hold for the transcript will be placed on the student's account preventing release of documents, future registration and graduation.

## Admissions and Registration Terminology

**Accreditation** - Certification by an official review board that specific requirements have been met, such as institutional accreditation by the Southern Association of Colleges and Schools.

**Associate in Arts (AA)** – Two-year degree that is designed for transfer.

**Associate in Science (AS)** – Two-year technical degree that contains 15-18 credit hours of transferable general education.

**Advanced Technical Certificate (ATC)** – Earned after completion of an A.S./A.A.S. degree.

**Applied Technology Diploma (ATD)** – A course of study that is part of an Associate in Science (A.S.), is less than 60 credit hours, is approximately 50% technical components and leads to employment in a specific career field.

**Bachelor of Applied Science (BAS), Bachelor of Science (BS), Bachelor of Science in Nursing (BSN)** - Four-year degrees designed to accommodate the unique demands for entry and advancement within specific workforce sectors.

**Clock Hour** – The type of credit assigned to courses or course equivalent learning that is part of an organized and specified vocational degree or certificate program.

**College Credit** – The type of credit assigned to courses or course equivalent learning that is part of an organized and specified college degree and/or program. At EFSC, CC level courses comprise the AA, AS,

CCC, ATC and ATD, and UG level courses comprise the upper level of the BAS degree.

**College Credit Certificate (CCC)**– Short-term career education program which is part of an AS degree.

**Career and Technical Certificate (CTC)**– Job preparatory programs through which a student receives a vocational certificate upon completion of instruction. A C.T.C. consists of a series of clock hour courses that prepare students for entry level employment in specific career fields.

**Certificate of Completion (CER)** - A certificate that certifies Educator Preparation Institute (EPI) completion for alternative path to becoming a Florida PreK-12 classroom teacher.

**Common Placement Test** – One of state approved standardized test (ACT/SAT/PERT/Next Generation) that are approved for placement purposes required for admission of non-exempt student into college credit programs per SBE Rule 6A-10.0315 Common Placement Testing and Instruction. EFSC administers the Postsecondary Educational Readiness Test (PERT) or ACCUPLACER Next Generation Exam for placement purposes. The assessment measures college readiness in Reading, Writing and Mathematics.

**Credit** – A unit of measure assigned to courses or course equivalent learning.

**Credit by Examination** – The award of credit based on the demonstration of learning as assessed on an examination.

**Cut Scores** – A term referring to scores that mark a cutoff point; for example, a student whose score on a placement test falls below the cutoff point (cut score) must take prerequisite instruction.

**Developmental Education** – Instruction to remedy deficiencies in knowledge and skills necessary upon entry into a degree or certificate program.

**Dual Enrollment** – Enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.

**Early Admission** – A form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

**First-Time-in-College** – A student attending college for the first time with no credit toward a degree or formal award from any other institution who is enrolled in a course in an instructional area that leads to a degree or certificate.

**Free Application for Federal Student Aid (FAFSA)** – Official document used by every college and university to determine eligibility for Federal Student Aid.

**General Education** – Basic liberal education in communications, mathematics, natural sciences, social sciences, and humanities. A component of the Associate in Arts degree.

**myEFSC** - Is the main resource for information about all your student records, academic information, and financial aid details. TitanWeb, Canvas, myGPS, and your college email can all be accessed through the myEFSC portal.

**Message Center** – An online checklist in the myEFSC Student Portal used to review outstanding requirements.

**Native Student** – A student who started as a freshman and remained in the same institution, as opposed to a transfer student.

**Resident for Tuition Purposes** – A student who meets the requirements of residency for tuition purposes as defined in s.1009.21, Florida Statutes, and 6A-10.044, Florida Administrative Code.

**Rule** – A state agency statement of general applicability that implements, interprets, or prescribes law or describes the organization,

procedure, or practice requirements of a state agency, such as a State Board of Education rule.

**Semester Hours (also called credit hours)** – The number of credits assigned to a specific course.

**Statute** – A law enacted by the legislature. Usually designated as F.S.

**Student Document Dropbox** – An online repository used to submit student documents and forms. College and high school transcripts submitted through the Dropbox will not be honored as official.

**Test of Adult Basic Education (TABE)** – Test of basic skills given to students within the first six weeks of entry into a career and technical education program. The requirements for the TABE are outlined State Board of Education Rule 6A-10.040.