myFSCJ
Quick Reference Guide

To Login to myFSCJ or Reset Your Password
1. Go to fscj.edu.
2. Click on Login To.
3. Select myFSCJ.
4. Enter your User ID (EMPLID or Connections ID) and password.
5. Choose Student Help to reset your password.

To Navigate to the Student Center
1. In myFSCJ, click on the Students tab.
2. Click My Academics.
3. Click Student Center.

TO ENROLL IN CLASSES
1. In the Student Center, go to the Academics area and click Enroll.
2. Select the term if there are options and click Continue. If not...
3. Click Search.
4. Scroll down through your requirements to the area that you want.
5. Click Show Detail to see the available courses. (Note: This list only includes courses that are currently offered, so you may not see all of the options to satisfy a particular requirement that you would see on your Academic Advisement Report.)
6. Click on the hyperlink of the course that you need in order to display the available class sections. (Note: if there is a blue star in the status column next to a course, it means that the course is in your Academic Planner, but it still needs to be completed.)
7. Find the class section that you want and click Select.
8. Click Next to add the class to your shopping cart. (Note: if the class has a lab associated with it, you will automatically be enrolled in the lab when you add the lecture.)
9. Click Proceed To Step 2 of 3
10. Review the classes and click Finish Enrolling.

TO DROP A CLASS
1. In the Student Center, go to the Academics drop-down box and select Enrollment: Drop.
2. Click the Go button (double arrow).
3. Select the correct term if there are options and click Continue.
4. Check the boxes next to the classes to be dropped.
5. Click Drop Selected Classes.
6. Review the changes and click Finish Dropping.
Note: You can drop a class without penalty during the first week of the class. When you drop a class after that point, you will receive a grade of a W, which is a drop with penalty.

TO VIEW YOUR ACADEMIC ADVISEMENT REPORT (DEGREE AUDIT)
1. In the Student Center, go to the Academics drop-down box and select Academic Requirements.
2. Click the Go button (double arrow).
3. For each requirement, click on the course titles to learn more course details. Be sure to click View All at the bottom of the course list, if there are more than 10 options for a given degree requirement.
   Note: Requirements that you have satisfied will be collapsed. If there is a blue star next to a course, that course is in your Academic Planner, but still needs to be completed.

TO VIEW/PRINT YOUR SCHEDULE
1. In the Student Center, go to the Academics drop-down box and select Class Schedule.
2. Click the Go button (double arrow).
3. Select the correct term if there are options and click Continue.
4. Click on the section number hyperlink to view more class details including textbook information.
5. To print, click Printer-Friendly Version.
   Note: When you first access your schedule, you will see all of the classes that you have added and dropped. To show only the classes in which you are enrolled, uncheck the boxes for Show Dropped Classes and Show Waitlisted Classes and click filter.

TO VIEW/PRINT YOUR UNOFFICIAL TRANSCRIPT
1. In the Academics Section click the drop down box and select Transcript: View Unofficial.
2. Click the Go button (the double arrow).
3. In the Report Type drop down select Unofficial Transcript.
4. Click View Report (give it a few minutes to process).
5. If you have previously viewed your unofficial transcript, you will see those transcripts listed here.
6. Click View Report next to the transcript that you want to view.
7. Be sure that your pop-up blocker is off so that the transcript will display.

TO UPDATE YOUR PERSONAL INFORMATION
1. In the Student Center, scroll down to the Personal Information section.
2. Select the item that you want update from the drop-down box (Addresses, Email Addresses, Phone Numbers).
3. Click the Go button (double arrow).
4. Edit, delete or add new information as necessary.
5. Click Save.
   Note: When you select an option in Step 2, you’ll be able to access additional tabs to update emergency contacts and demographic information. The “Add A New Name” function is not enabled.

TO VIEW HOLDS & TO DO LIST ITEMS
1. In the Student Center, the Holds and To Do Lists are listed on the right.
2. In the Holds box, click Details for more information.
3. In the To Do List Box, click More for more information.
   Note: The To Do List contains items that you need to complete for enrollment, residency, financial aid, etc. As you complete them, the To Do List will be cleared.

Need Help with myFSCJ? Contact the Help Desk at (904) 632-3151 or submit a Help Desk ticket at help.fscj.edu.

Last updated: 8/2/17
TO VIEW YOUR ACADEMIC PLAN (PROGRAM OF STUDY)

1. In the Student Center, go to the Academics area and click My Academics. Here you will see a list of all of the programs and plans in which you have enrolled.
2. Identify your current academic plan by clicking View my Advisement Report. Your current plan will be listed in the 4th section heading (Example: Associate in Arts Degree 1108).
3. Alternatively, on the My Academics page, you can click View my Unofficial Transcript. Your plan will be listed at the top of your transcript.

TO CHANGE YOUR ACADEMIC PLAN (PROGRAM OF STUDY)

1. In the Student Center, go to the Academics area and click Change My Program Plan.
2. You will see your current academic program plans. Click the Change My Program Plan button.
3. Enter the term you would like the program plan change to be effective in the term box.
4. Click the Select New Program Objective button.
5. Enter the plan number for the program plan you would like to change to. If you do not know the plan number you can use the look up (click on the magnifying glass).
6. Click the Submit button.
7. On the confirmation page click the OK button to process your program plan change.

TO EXPLORE PROGRAM OPTIONS (WHAT-IF REPORT)

1. In the Student Center, go to the Academics drop-down box and select What-if Report.
2. Click the Go button (double arrow).
4. In the Career Scenario section, click the Career drop-down box and choose the career that you want. (Note: For a workforce program, choose Clock. For an associate’s degree program, choose College Credit.)
5. In the Catalog Year drop-down select the term that you want to start the new program.
6. In the Program Scenario section, select the Academic Program and Area of Study that you want. (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 find the area of study.)
7. Click Submit Request.

TO VIEW GRADES

1. In the Student Center, go to the Academics drop-down box and select Grades.
2. Click the Go button (double arrow).
3. Select the term.
4. Click Continue to view term grades and GPA. (Note: If you want to look at a different term, click Change Term.)

TO ACCEPT STUDENT FINANCIAL AGREEMENT

1. In the Student Center, go to the To Do List area on the right and click Financial Agreement.
2. In the task details, click the Financial Agreement link and review the information.
3. Check the I Agree box and click Save.
4. In the task details, click Complete, then click Finish.

REGISTRATION FOR CLASSES OUTSIDE OF YOUR ACADEMIC PLAN

1. On the myFSCJ landing page, go to the Need Help Registering section to the right.
2. Click on the Enrollment Assistance Form.
3. Type directly into the form to complete it.
4. Click the Class Search link on the form and search for the class that you want.
5. On the Enrollment Assistance Form, input the Class Details. (NOTE: Class section number is also referred to as “class number.”)
6. On the Class Search screen, determine if the course has co- or pre-requisites by clicking on the class number and reading the Enrollment Requirements.
7. If you have met the enrollment requirements, click Yes on the Enrollment Assistance Form.
8. In the Comments box, clearly explain why you need to add the class.
9. Print and sign the form.
10. Then scan and email it to advising@fscj.edu.
11. An advisor will process the form and enroll you in the class.

TO VIEW ENROLLMENT DATES

1. In the Student Center, go to the Enrollment Dates on the right and click Open Enrollment Dates.
2. Select the term and click Continue for open enrollment dates.

TO VIEW YOUR FINANCIAL AID AWARD

1. In the Student Center, scroll down to the Finances area.
3. Click the Aid Year that you want to view.

TO ACCEPT/DECLINE/ADJUST LOANS

1. In the Student Center, scroll down to the Finances area.
3. Select award loan award type.

TO MAKE AN ONLINE PAYMENT

1. Log into myFSCJ and scroll down on the main page to the Finances Quick Look area to review your charges.
2. Scroll up and click on the My Finances tab and then click Student Center.
3. In the Finances area, click Make a Payment or Print a Receipt.
4. This will direct you to the payment website. (NOTE: There is a convenience fee when you pay by credit card.)

TO SET UP A DEFERMENT PAYMENT PLAN

1. Log into myFSCJ and scroll down on the main page to the Finances Quick Look area to review your charges.
2. Scroll up and click on the My Finances tab and then click Student Center.
3. In the Finances area, click enroll in ecashier payment plan. The Account Summary will display all outstanding charges.
4. Click on Payment Plan, which will direct you to Nelnet’s website to set up the payment plan. (NOTE: Nelnet’s system times out after 10 minutes.)

Need Help with myFSCJ? Contact the Help Desk at (904) 632-3151 or submit a Help Desk ticket at help.fscj.edu.

Last updated: 8/2/17