



GUIDE TO THE DUAL ENROLLMENT REGISTRATION PROCESS

UNDERSTANDING DIFFERENT COURSE TYPES

When selecting your classes from the **Class Schedule Search**, make sure the “Course Type” works with your high school schedule. Check the time the class meets. See explanations below:

- If a “Live Online” course does not have a specific day listed, and the time shows as 12:00 AM-12:01 AM, the class can be done online at any time, just like a traditional “Online” course.
- If a “Live Online” course has specific day(s) and time(s) listed, the instructor could choose to deliver content “live” in Canvas or Microsoft Teams at the designated time. You would be expected to log in at the scheduled time.
- A class listed as “Face-to-Face” meets weekly, in person, at specific times, on an EFSC campus.
- A class listed as “Hybrid” is a combination of a weekly face-to-face meeting with an online component. If you select a hybrid class, make sure the meeting times do not conflict with your high school schedule.

COMPLETING THE REGISTRATION FORM IN 7 EASY STEPS

1. Inform your high school counselor that you would like to register for EFSC classes. Your counselor will email the **EFSC Dual Enrollment Registration Form** to you as an attachment.
2. Fill in requested student information at the top of the Registration Form if this section is blank.
3. Go to the **Student Section** at the bottom of the Registration Form and list the EFSC courses you would like to take:
 - (1) Use the [Class Schedule Search](#) to find when sections of your selected courses are available and the 5-digit Course Registration Number (CRN) of each section.
 - (2) Select 16-week courses; however, you may take a 12-week course in the spring term if this is your best option. Be sure you select a course type that will work with your high school schedule.
 - (3) Enter the Course Registration Number (CRN), Course Subject & Number, Section, Course Title, Days and Time.
 - (4) Identify alternate courses in case a selected class is not available.
4. You and your parent/guardian must sign the **Student Section** of the form. Names may be typed into the document. Include your *EFSC student ID number* (B number) and phone number. **Forms without signatures will not be processed!**

5. Click the **Finished** button to save the document as a PDF, name the file, and send it to your counselor for review and approval.
6. Your counselor will complete the **High School Counselor Section** of the form and specify the number of courses you may take. The counselor will either list the approved courses or provide broad direction, such as *“any AA general education course”*, to allow for maximum registration flexibility. The counselor will sign and email the **EFSC Dual Enrollment Registration Form** back to you; if changes or adjustments are recommended, click on the **Edit** button, and make any necessary corrections on the form. Be sure to click the **Finished** button again to resave the document.
7. **CONGRATULATIONS! YOU ARE NOW READY TO SUBMIT YOUR COMPLETED FORM TO THE STUDENT DOCUMENT DROP BOX TO BE REGISTERED!** Follow the steps below:
 - (1) Log in to myEFSC (For assistance, view the Student Online Quick Reference Guide at <https://www.easternflorida.edu/admissions/documents/online-reference-guide.pdf>)
 - (2) Scroll down to the Student Document Dropbox section.
 - (3) Click “Choose File” and this will prompt a window to access the file location on your computer.
 - (4) Navigate to the file on your computer, select it, and click “Open”.
 - (5) Under “Send To” click the drop-down arrow for “---Select Office---” and choose “Advising.”
- (5) Click “Upload” and your file will be sent to the Advising team for review.

FINALIZING THE REGISTRATION PROCESS

Check your EFSC student Titan email! After your Registration Form has been processed by advising, notification will be sent to your **Titan email account**. If a selected or alternative course is not available, or if information is missing from your Registration Form, an EFSC advisor will contact you. **It is important that you check your Titan email or voicemail for further instructions from an advisor.** As your documents are processed, an advisor might also leave a comment in the **Student Document Dropbox**, so be sure to check there for messages about additional action you may need to take.

Print your Schedule! You may print a copy of your schedule by logging in to myEFSC. Select EFSC Titan Web> Student Services> Registration> Student Detail Schedule or Student Schedule by Day and Time.

Schedule Change? If you need to change your schedule for any reason after you have been registered, contact your counselor or EFSC advisor for instructions on the correct process.