TO VIEW THE CLASS SCHEDULE: Go to www.daytonastate.edu

Select COURSE SEARCH from QUICK

Choose COLLEGE CREDIT and CONTINUE.

BASIC SEARCH: Options of TERM, COURSE, CAMPUS, SUBSESSION

BASIC SEARCH requires that you select a TERM. You have the option to put in the course, the campus and/or sub-session. **EXAMPLE:** You can search classes for Fall - Flagler/Palm Coast Campus and ALL AVAILABLE courses for that semester and campus will show OR you can search Fall - Flagler/Palm Coast Campus – ENC1102 and ALL AVAILABLE sections of Writing with Research for

SUBSESSIONS:

“A” is the 1st half of a semester (7 weeks);

“B” is the 2nd half of a semester (7 weeks);

Course Search is also accessible from your MyDaytonaState portal.

When using Course Registration in FalconNet, you can access the COURSE AVAILABILITY function by clicking on the (?)

When using the (?) option, full and open classes will appear in different colors. Just click on the section number of the desired course and it will be added to your tentative schedule. You will still need to click ADD COURSES to
Once you hit SEARCH after entering the search criteria, you will get a grid (see below).

(IF NO COURSES APPEAR, THEY ARE EITHER FULL OR NOT BEING OFFERED—CHECK THAT INFORMATION WAS ENTERED CORRECTLY)

| SECTION NUMBER—Needed for registration—Designates the specific section—time, days, instructor. |
| CLASS MEETING—IMPORTANT—Session/subsession dates show there—EXAMPLE: Fall A, classes run from August to October. Fall B classes run October to December. Pay attention to the dates listed on the class section. |
| DAYS—Days of the week the class meets—abbreviations are one letter—M, T, W, R (Thursday), F CLASS TIMES—Designated time that course meets—in example, online classes do not have a designated class time. |
| CAMPUS—Location of the course. Off Campus is the code for online classes/BUILDING/ROOM |
| INSTRUCTOR—Click on INSTRUCTOR name to get his/her website with contact information. |
| SEATS AVAILABLE—How many seats are left in that particular section. In the example it shows “0” seats. That means the class is full. These will NOT appear on a search if you select only OPEN under section status, you must select ALL (see above). |
| INSTRUCTIONAL METHOD—How the class is being offered—online, lecture, etc. |
| SECTION INFO—Some classes have specific restrictions or comments. This also will list the last ADD/DROP and last WITHDRAWAL date for that section. It is very important that you check the section information for every class. |
REGISTERING FOR COURSES

Once you have done SEARCH COURSES you will be able to register.

Login to your student account at MyDaytonaState and choose the FalconNet tab. Once you have LOGGED ON, choose REGISTRATION from the menu and then CLASS REGISTRATION. The first screen that appears has important information about your fees. You will need to read it and check the box to continue.

The next screen is the Session Screen. Choose the appropriate session and year then click on ENTER REGISTRATION.

You can now begin to enter your selection of classes. Enter the first course and section number. See the example below. Note if the course has a class and lab (L). You need to enter both the class and lab sections when trying to register for that course. You can input the information for up to six courses. If you need to add additional courses, repeat the process. Once you've added everything you want, click on ADD COURSE.

(You may get a REGISTRATION RESTRICTION if you are selecting a course for which you are not eligible.)

After entering and adding your course selection, scroll down to the bottom of the screen and you will be able to view your personal course schedule. If at this time you want to drop any courses, simply click on the circle in the drop column to the left of the specific course you want to drop. Click on DROP/Withdraw COURSE.

(See www.daytonastate.edu and REGISTRATION AND RECORDS under ENROLLMENT SERVICES for the difference between DROPPING a course and WITHDRAWAL. It is important to know the difference.)
PRINTING YOUR SCHEDULE AND PAYING YOUR FEES

After reviewing your course selections, choose **SCHEDULE & FEE STATEMENT.** Verify the session and year. **This is your schedule/fee statement.** (SEE BELOW FOR SAMPLE)

**Fees AND due date** appear on this page. **If you do not pay your fees by your due date, you will LOSE YOUR COURSES and need to register all over again.** If this occurs, you may not be able to get the same courses and/or sections that you selected the first time. If amount due shows and you believe the fees are incorrect, please check with the Student Accounts Office (386-506-3024) or Financial Aid Office (386-506-3015) to make sure all documents are in order for payment. If you would like to make a credit card payment online, click on **MAKE PAYMENT.** Enter all account information and click on **SUBMIT.**

If you have completed your FAFSA and your aid has not been processed yet, you will need to speak to financial aid before the deadline on your fee statement.

**SAMPLE SCHEDULE/FEE STATEMENT BELOW**

![Schedule/Fee Statement]

**TEXTBOOK INFORMATION**

You can go to [http://www.daytonastate.edu/catalog/stusvcs/bookstore.html](http://www.daytonastate.edu/catalog/stusvcs/bookstore.html) to view the hours of operation for all the campus bookstores. You can also shop the bookstore online at [http://www.DaytonaStateShop.com](http://www.DaytonaStateShop.com). The website will help you find the ISBN number for the textbooks.