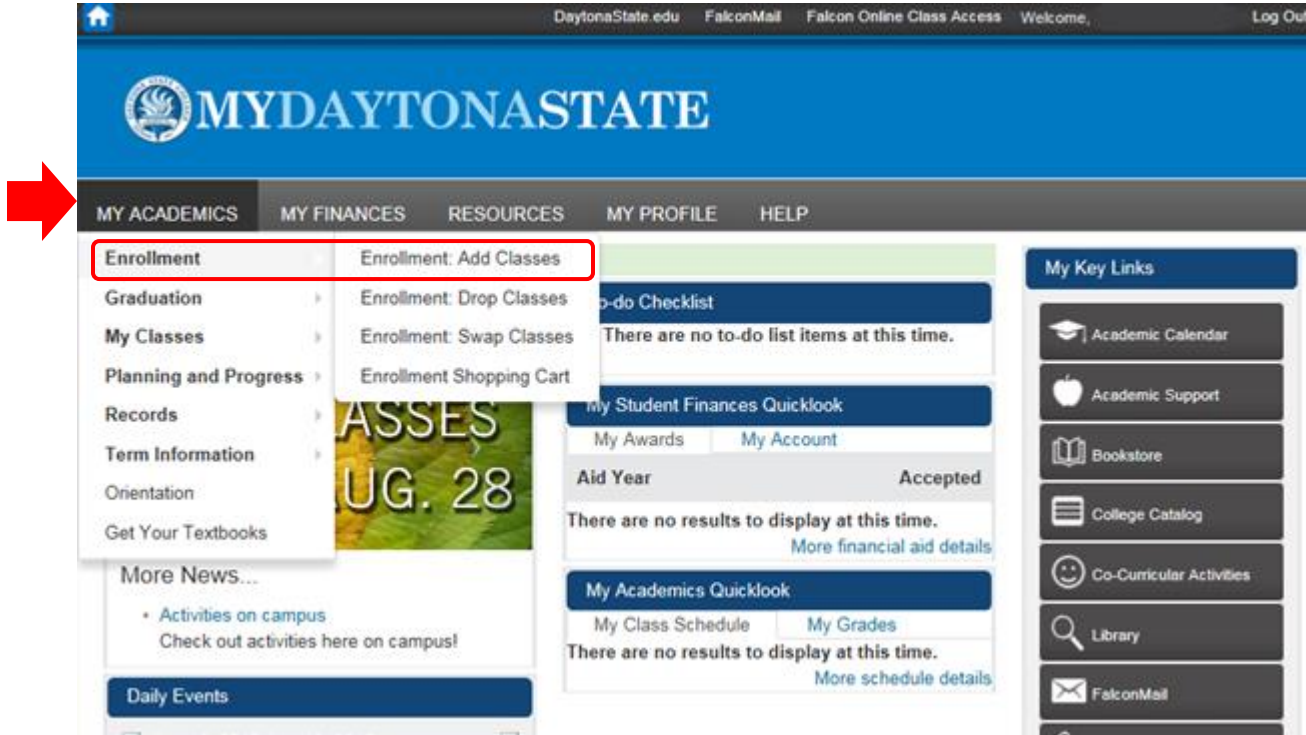




How to Enroll in Classes

1) Select **My Academics>Enrollment>Enrollment: Add Classes** from the drop down menu on the My.DaytonaState.edu portal. **NOTE:** [Video Tutorial is Available](#)





2) Select 'My Requirements' then select 'Search'.

Plan Enroll My Academics
my class schedule add drop swap term information

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2017 | College Credit Programs | Daytona State College

[change term](#)

Open Closed Wait List

Add to Cart:

Fall 2017 Shopping Cart

Find Classes

Your enrollment shopping cart is empty.

My Requirements

My Planner

[search](#)





3) Select a class you have *not* taken or have *not yet* successfully completed from any of the 'Not Satisfied' areas.

[Return to 1. Select classes to add](#)

Select Display Option: Hide Requirement Details Show Requirement Details

Taken
 In Progress
 Planned

Associate of Arts Degree (AA) 2015-2016 Not Satisfied

Statewide Foreign Language Requirement Not Satisfied

- ▶ Spanish show detail fall 2017
- ▶ American Sign Language show detail fall 2017
- ▶ French show detail fall 2017
- ▶ German show detail fall 2017
- ▶ Italian show detail fall 2017
- ▶ Portuguese show detail fall 2017
- ▶ FLGF2999 - Language requirement met through testing show detail fall 2017

SLS1122 Not Satisfied

- ▶ Student must take SLS1122 show detail fall 2017

Communication Core - 3 courses (9 credits) required Not Satisfied

▼ Take ENC1101, ENC1102, and SPC2608 hide detail fall 2017

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ENC1101	Introduction to Composition	3.00	Fall 2014	C	<input checked="" type="checkbox"/>
ENC1102	Writing with Research	3.00	Fall, Spring, Summer		
SPC2608	Oral Communications/Research/P	3.00	Fall, Spring, Summer		

View All | 1-3 of 3



Select a class.

In this example, the student is selecting to enroll into ENC1102.



4) Select an open section.

Open
 Closed
 Wait List

ENC 1102 sections for Fall 2017

Section	Location	Session	Status	
102F-LEC (1157)	Daytona Beach	1	▲	<input type="button" value="select"/>
Days	Start	End	Room	Instructor
Tu	5:30PM	8:20PM	Daytona Baker (B 500) 217	Reginald Williams
				08/28/2017 - 12/15/2017
Section	Location	Session	Status	
104F-LEC (1143)	Daytona Beach	1	●	<input type="button" value="select"/>
Days	Start	End	Room	Instructor
TuTh	11:00AM	12:20PM	Daytona Baker (B 500) 220	Sandra Offiah-Hawkins
				08/28/2017 - 12/15/2017
Section	Location	Session	Status	
106F-LEC (1145)	Daytona Beach	1	▲	<input type="button" value="select"/>
Days	Start	End	Room	Instructor
MoWe	11:00AM	12:20PM	Daytona Baker (B 500) 209	James Newell
				08/28/2017 - 12/15/2017
Section	Location	Session	Status	
108F-LEC (1147)	Daytona Beach	1	●	<input type="button" value="select"/>
Days	Start	End	Room	Instructor
TuTh	12:30PM	1:50PM	Daytona Baker (B 500) 220	Sandra Offiah-Hawkins
				08/28/2017 - 12/15/2017
Section	Location	Session	Status	
110F-LEC (1149)	Daytona Beach	1	●	<input type="button" value="select"/>
Days	Start	End	Room	Instructor
TuTh	2:00PM	3:20PM	Daytona Baker (B 500) 220	Sandra Offiah-Hawkins
				08/28/2017 - 12/15/2017

 1-5 of 45

Status symbol that indicates whether the class is Open, Closed (full), or if there's a Waitlist option for a class that is currently closed/full.

Select an Open section.
In this example, the student selected the class that meets on Tue & Thu from 11am-12:20pm during the semester dates of 8/28/17 thru 12/15/17.

Select **View All** or scroll one page at a time to view availability for all campus locations (in alphabetical order) and online classes.



5) Select 'Next' to continue.

Plan	Enroll	My Academics
my class schedule	add	drop
		swap
		term information

Add Classes

1. Select classes to add - Enrollment Preferences

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ENC 1102 - Writing with Research

Class Preferences

ENC 1102-104F	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Grading	Graded
Career	College Credit Programs		Units	3.00

If you would like to be placed onto a Wait List for a class that is currently full and has a waitlist option, select this box.

Enrollment Information

- Prerequisite: ENC1101

CANCEL NEXT

Select NEXT to continue.

Section	Component	Days & Times	Room	Instructor	Start/End Date
104F	Lecture	TuTh 11:00AM - 12:20PM	Daytona Baker (B 500) 220	Sandra Offiah-Hawkins	08/28/2017 - 12/15/2017



6) Select 'Search' if you would like to add more classes to your Shopping Cart. When you are finished adding classes to your cart, select the 'Proceed to Step 2 of 3' button.

Plan | Enroll | My Academics
my class schedule || add || drop || swap || term information

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ENC 1102 has been added to your Shopping Cart.

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change term

● Open ■ Closed ▲ Wait List

Add to Cart: Find Classes

My Requirements
 My Planner

search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENC 1102-104F (1143)	TuTh 11:00AM - 12:20PM	Daytona Baker (B 500) 220	S. Offiah-Hawkins	3.00	●

If you would like to add more classes to your Shopping Cart, select 'Search'

Otherwise, select 'Proceed to Step 2 of 3' to enroll into classes

PROCEED TO STEP 2 OF 3



7) Read the terms then check the box and select 'I agree to submit changes' if you agree to the terms.

By clicking on the "I agree to submit changes" button below, I am entering into a legal and binding contract with Daytona State College governed by the laws of the State or Florida and applicable federal regulations and I hereby acknowledge that I have read, understand, and agree to the terms and conditions of this Agreement.

I agree to submit changes

8) Confirm classes then select the 'Finish Enrolling' button.

Plan Enroll My Academics

my class schedule add drop swap term information

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2017 | College Credit Programs | Daytona State College

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENC 1102-104F (1143)	Writing with Research (Lecture)	TuTh 11:00AM - 12:20PM	Daytona Baker (B 500) 220	S. Offiah-Hawkins	3.00	●

CANCEL PREVIOUS FINISH ENROLLING





9) View the Results page to see your selections. The 'Success' message indicates you are now enrolled in classes.

Plan		Enroll		My Academics	
my class schedule	add	drop	swap	term information	

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2017 | College Credit Programs | Daytona State College

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
ENC 1102	Success: This class has been added to your schedule.	✔

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

The 'success' message indicates you are now enrolled into the class(es).
*Please Note: to secure your enrollment, payment must be received by the bill due date.

- Classes that were added to your schedule successfully display with a green check mark and a success message. The Enroll process is now complete. You can add another class or view your class schedule.
- Classes that were not added to your schedule display with a red 'X' and an error message. Review any error messages for an explanation of why a class was not added to your schedule.