TO VIEW THE CLASS SCHEDULE: Go to www.daytonastate.edu Select COURSE SEARCH from QUICK LINKS at the top. This screen will appear:

Choose COLLEGE CREDIT
Then 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 - PSY1012 and ALL AVAILABLE sections of General Psychology for that semester and campus will show.

SUBSESSIONS:
“A” is the 1st half of a semester (usually 7 weeks);
“B” is the 2nd half of a semester (usually 7 weeks);
15/16 WEEKS is a full semester. Note the dates of classes when building a schedule.

Course Search is also accessible from your MyDaytonaState

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 complete registration.
Best to search for *Online Classes*

Limit sections to time of day (i.e. evening only)

OPEN will show courses that only have open seats,
FULL shows sections that are offered but have no open seats, and ALL shows both

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 INFO WAS ENTERED CORRECTLY)

If you click on the course PREFIX and Title (i.e. PSY1012—General Psychology above), you will get the course description. This includes a brief outline of the course, lists pre–and co-requisites and lab fees.

**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**

**DAYS**—Days of the week the class meets—abbreviations are one letter—M, T, W, R (Thursday), F, S or - - - - for online classes or open labs

**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.

**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 WITHDRAWAL date for that section.
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. If you have not used MyDaytonaState before, you will need to login and set up your PIN number. 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.

When entering the information, you EITHER enter both the CRS# and SEC# OR enter ONLY the REF#. DO NOT ENTER ALL THREE FIELDS or the registration will not work.

If you know the course number you want but do not know the section or the section you want is full on the “?” and the course availability for that course will appear. Green highlighted sections are open and Red/Pink highlighted sections are full.

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 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.)

Please contact Registration at registrtion@daytonastate.edu or call any of these numbers for registration assistance: Daytona: 386-506-3136; DeLand: 386-785-2011; New Smyrna/Edgewater: 386-423-6302; Flagler/Palm Coast: 386-246-4809; Deltona: 386-789-7310.
PRINTING YOUR SCHEDULE AND PAYING YOUR BILL

After reviewing your course selections, choose **SCHEDULE PAYMENT & FEE INFORMATION.** Verify the session and year. This is your schedule/bill.  *(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 FEE SCHEDULE BELOW**

![Sample Fee Schedule](image)

**TEXTBOOK INFORMATION**

Campus bookstores are located on Daytona and Deland only. Regional campuses have temporary bookstores the first week of classes and only have books for courses offered on that campus (online class books available in Daytona only). You can also go to [www.bkstr.com](http://www.bkstr.com) for more information about required books. The website will help you find the ISBN number for the textbook.