



1. Portal Registration

- a. Registration Dates
 - i. Seniors/Honors/Hollingsworth Scholars *(93+ earned hours)* – **November 9th at 7:00 a.m.**
 - ii. Juniors *(60+ earned hours)* – **November 12th at 7:00 a.m.**
 - iii. Sophomores *(30+ earned hours)* – **November 16th at 7:00 a.m.**
 - iv. Freshmen *(0-29 earned hours)* – **November 18th at 7:00 a.m.**
- b. **Important: Do not access the Portal from Single Sign On before your designated registration time. You will not be allowed to add courses if you logged in prior to your registration time.**
- c. When you are trying to log in, do not forget the password assigned by Florida Southern College is case sensitive. *Do not use your Caps Lock key!* If you have chosen to change your assigned password, it should be entered.
- d. You do not have to be on a Florida Southern College campus computer to use Portal Registration. You may register anytime of the day or night (as specified times allow), from any location that you have online access.
- e. The Registrar's Office will be available via phone or email from 7:00am-8:00am on registration days (11/9, 11/12, 11/16, 11/18).
- f. The Center for Student Success will be available via phone or email from 7:00am-8:00am on registration days (11/9, 11/12, 11/16, 11/18).
- g. You will not be able to register for courses if you have not been cleared by your advisor.

2. How to Sign the Registration Agreements (Digital version with screen shots is located on the Registrar's Office webpage - Forms and Documents - Advising)

- a. Login to Single Sign On
- b. Click on the Portal app
- c. Scroll down to the area titled "Add/Drop"
- d. Click "Add/Drop Courses"
- e. You will see two different forms to complete:
 - i. Personal Info Update
 - ii. Registration Agreement

*NOTE: If your advisor has not cleared you for registration, then you will not see these forms.

3. Types of Holds

- a. Below are the types of holds you may see on Portal and where to go to solve the issue:
 - i. AR – Business Hold – see Student Accounts, Business Office
 - ii. JD – Accountability Hold – see Office of Accountability, Student Life
 - iii. AD – Admission Hold – see Admission's Office
 - iv. RE – Registration Hold – see Registrar's Office (missing official college transcripts)
 - v. AP – Academic Probation – See the Associate Provost for Student Success

- b. Holds need to be handled prior to registration opening and during normal business hours, Monday-Friday from 8:00am-5:00pm.

4. Searching for Courses on Portal Registration

- a. When searching for a course, it is helpful to put in minimal information. For example, if you enter in the Department and the Course Number, your search will produce all sections of a desired course. If you enter in the Department only, your search will produce all courses available in that department.
- b. If looking for an A or B-term course – Portal Course Search – Course Code – Change drop down to “Ends With” – Type A or B depending on the term you are looking for. This will populate only A or B term courses.

5. How to find your Academic Advisor on Portal

- a. Login to Single Sign On
- b. Click the Portal app
- c. Click on the Students tab
- d. Click “Advising Info” on the left sidebar
- e. Look under the “My Academic Information” header

6. Scheduling Tools

- a. Go to Portal, Student Tab, Scroll Down to Scheduling Tools on the right side.
 - i. Plan Your Schedule - Use this fillable PDF to plan your course schedule!
 - ii. Creating Your Schedule - A video on how to register

7. Grade Forgiveness

- a. If you have previously taken a course and need to repeat that course, **please call (863-680-4127), email (registrar@flsouthern.edu), or visit the Registrar’s Office** to have the course (if available) added to your schedule. *Note: You can only repeat a course once for grade forgiveness.*

8. Full Courses

- a. If a course is closed, you should watch the enrollments on the Portal, and if a space becomes available, you may add it at that time.
- b. Email the instructor for possible approval

9. Pass/Fail

- a. Students, other than first-year students, may take one course per semester as Pass/Fail. For courses taken as Pass/Fail, pass means at least a letter grade of “C”. This option may be used for **elective courses only**. In keeping with the liberal arts tradition, students are encouraged to use this option to explore areas outside college and departmental requirements. Consent of the instructor is required. Please submit the Pass/Fail form to the Registrar’s Office by **January 15, 2027, prior to 5:00 pm**. *Pass/Fail permission cannot be accomplished via the Portal.*

10. Online Courses Policy

- a. Florida Southern College offers a limited number of undergraduate courses using online delivery. Grading policies, academic integrity expectations, payment procedures, and general academic policies apply equally to both online and face-to-face courses, unless explicitly noted otherwise in the course syllabus. *Note: Full-time students in the traditional undergraduate program are limited to two online courses per academic year (fall and spring semesters); however, this policy does not apply to courses offered online in the summer undergraduate*

terms. Full-time students in the traditional undergraduate program may enroll in additional courses offered online in the summer undergraduate terms up to the allowable number of credits (18) for summer matriculation.

11. Honors Program Students

- a. Honors program students are permitted to take 20 credit hours per semester. You will need to contact the Registrar's Office to add any courses over 18 hours as Portal does not allow you to do it yourself. If you would like to take 21 credit hours, you will need to fill out the Request for Overload form located on the Registrar's webpage or in the Registrar's Office.

12. Summer Courses at FSC

- a. For more information about summer courses at FSC, please visit <https://www.flsouthern.edu/summer/home.aspx>