myFSCJ
Quick Reference Guide

How to Login
To login, visit my.fscj.edu. Enter your User ID (EMPLID-this number can be found on the back of your student ID card) and password. To reset your password, select “Student Help” and follow the instructions.
Within myFSCJ, click on the “Students” tab, click “My Academics” and then select “Student Center.”

Click on the links for step-by-step instructions on how to do the following:

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Need help with myFSCJ? Contact the Help Desk at (904) 632-3151 or submit a Help Desk ticket at help.fscj.edu.
Enroll in Classes

1. Within the Student Center, under the Academics header, click Enroll. (Note: You can only register yourself using this Enroll link. You will not be able to enroll through the Academic Advisement Report.)

2. Select the term if there are options and click Continue. If not, click Search.

3. Scroll down through your requirements to the area that you want.

4. Click Show Detail to see the available courses. (Note: This only includes classes that are currently offered. You may not see all of the options that are on your Academic Advisement Report.)

5. Click on the particular course that you need to display the available sections. (Note: A class with a blue star as the status is in your Planner, but still must be completed.)
Find the class section that you want and click Select.

Click Next to add the class to your shopping cart. *(Note: if the class has a lab associated with it, you will be automatically enrolled in the lab when you add the lecture.)*

Click Proceed To Step 2 of 3. Review the classes and click Finish Enrolling.
Drop a Class

1. Within the Student Center, under the Academics header, click on the dropdown box and select Enrollment: Drop. Click the Go button (double arrow).

2. Select the correct term if there are options and click Continue.

3. Check the boxes next to the classes to be dropped.

4. Click Drop Selected Classes.

5. Review the changes and click Finish Dropping. (Note: You can drop a class without penalty during the first week of the class. When you drop a class after that point, you will receive a grade of a W, which is a drop with penalty.)
Within the Student Center, under the Academics header, click on the dropdown box and select Academic Requirements. Click the Go button (double arrow).

For each requirement, click on the course titles to view the course details. Be sure to click View All at the bottom of the list if there are more than 10 options for a given degree requirement. (Note: Requirements that you have satisfied will be collapsed. If there is a blue star next to a course, that course is in your Academic Planner, but still needs to be completed.)

**My Academic Requirements**

This report last generated on 02/08/2021 12:44 p.m.

- **[collapse All](#)**
- **[expand All](#)**
- **[view report as PDF](#)**

- **[Taken](#)**
- **[Inprogress](#)**
- **[Planned](#)**

***Important Program Notes***

These Academic Requirements reflect the type of Career, Academic Program, and specific Academic Plan you are enrolled in as your primary plan at this time. Specific academic requirements are in effect based on the Plan and the Requirement Term. You have five years to complete all coursework under the terms of the Catalog in which you are assigned. If you do not graduate within the five years, you will be required to complete the degree under the catalog in effect, which may impact your requirements for graduation. For additional information, please see the College Catalog. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

This Report displays your progress toward completion and graduation; it is not an official document. Florida State College at Jacksonville recommends that you review your progress regularly with an advisor and reminds you that it is your responsibility to ensure all requirements noted below have been satisfied in order to graduate. If any of your courses are repeated courses, your GPA will not be accurate during enrollment in that course, only once the final grade posts. Additionally, student records holds need to be resolved prior to graduation. (RG8062)

- **Student Placement Test Scores (RG9656)**
- **College Readiness Placement Requirements (RG8121)**
- **MAT Course Options (RGB8940)**
View Academic Plan (Program of Study)

1. Within the Student Center, under the Academics header, click My Academics. Here you will see a list of all of the programs and plans in which you have enrolled.

2. Identify your current academic plan by clicking View my advisement report. Your current plan will be listed in the fourth section heading (Example: Provisional Access M - Converged Communications).

3. Alternatively, on the My Academics page, you can click Transcript: View Unofficial. Your plan will be listed at the top of your transcript.

Need help with myFSCJ? Contact the Help Desk at (904) 632-3151 or submit a Help Desk ticket at help.fscj.edu.
Change Academic Plan
(Program Plan Change)

1. Complete the **Program Plan Change form** in its entirety and submit it as an attachment through the FSCJ Help Desk at [help.fscj.edu](http://help.fscj.edu).

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Register for Classes Outside Academic Plan

You must see an Academic Advisor in order to register for classes that are outside of your academic plan. You can either make an appointment by calling (904) 646-2300 or emailing advising@fscj.edu or walk-in at any of the Campus Student Success Centers. An advisor will guide you through course selection, Enrollment Assistance Form completion and class enrollment.
**View Grades**

1. Within the Student Center, under the Academics header, click on the dropdown box and select Grades. Click the Go button (double arrow).

2. Select the term. *(Note: If you want to look at a different term, click Change Term.)*

3. Click Continue to view term grades and GPA.

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### Class Grades - Spring 2021

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2353</td>
<td>CREATIVITY I</td>
<td>3.00</td>
<td>Traditional A-F</td>
<td>A</td>
<td>12.00</td>
</tr>
</tbody>
</table>

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Accept Student Financial Agreement

1. In the Student Center, go to the To Do List area on the right and click Financial Agreement and review the information.

2. Check the I Agree box and click Save.

3. After saving, click Next at the top of the page to proceed.

4. In the task details, click Complete, then click Finish.

Access and use the Florida State College at Jacksonville Student Portal is subject to the following terms and conditions (Agreement) as well as all applicable laws and policies of the College and the State of Florida. By accessing and using this system, you agree to be bound by this Agreement.

PAYMENT OF FEES/PROMISE TO PAY

By registering for courses at Florida State College at Jacksonville, I accept responsibility for payment by the due date of all tuition, fees and other associated costs assessed to my account. I fully accept this debt as my personal financial responsibility.

Some students’ costs such as dual enrollment students, apprenticeship students and those with tuition waivers are exempt from the payment of tuition, fees and related costs assessed to my student account.

Regardless, if I am or become a student for which tuition, costs and fees are duly chargeable, then by registering for courses at Florida State College at Jacksonville, I agree to pay the amounts as they become due.
Within the Student Center, under the Academics header, click on the dropdown box and select Class Schedule. Click the Go button (double arrow).

Select the correct term if there are options and click Continue. (Note: When you first access your schedule, you will see all of the classes that you have added and dropped. To show only the classes in which you are enrolled, uncheck the boxes for Show Dropped Classes and Show Waitlisted Classes and click filter.)

Click on the section number to view more class details including textbook information.

To print, click Printer-Friendly Version.
View/Print Unofficial Transcript

1. Within the Student Center, under the Academics header, click on the dropdown box and select Transcript: View Unofficial. Click the Go button (the double arrow).

2. In the Report Type dropdown select Unofficial Transcript. Click View Report (give it a few minutes to process).

3. If you have previously viewed your unofficial transcript, you will see those transcripts listed here.

4. Click View Report next to the transcript that you want to view. (Important: Be sure that your pop-up blocker is off so that the transcript will download.)

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Description</th>
<th>Institution</th>
<th>User ID</th>
<th>Future Release Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2021</td>
<td>Unofficial Transcript</td>
<td>FSCJ1</td>
<td>00001234</td>
<td>Immediate Processing</td>
<td>03/02/2021</td>
</tr>
</tbody>
</table>
Update Personal Information

1. In the Student Center, scroll down to the Personal Information section.
2. Select the item that you want to update from the dropdown box (Addresses, Email Addresses, Phone Numbers). Click the Go button (double arrow).
3. Edit, delete or add new information as necessary.
4. Click Save. (Note: When you select an option in Step 2, you’ll be able to access additional tabs to update emergency contacts and demographic information. The “Add A New Name” function is not enabled.)

View Holds and To Do List Items

1. In the Student Center, the Holds and To Do Lists are listed on the right.
2. In the Holds box, click Details for more information.
3. In the To Do List Box, click More for more information. (Note: The To Do List contains items that you need to complete for enrollment, residency, financial aid, etc. As you complete them, the To Do List will be cleared.)
Explore Program Options (What-If Report)

1. Within the Student Center, under the Academics header, click on the dropdown box and select What-If Report. Click the Go button (double arrow).
Explore Program Options (What-If Report) (Continued)

2 Click Create New Report.

3 In the Career Scenario section, click the Career dropdown box and choose the career that you want. *(Note: For a workforce program, choose Clock. For an associate degree program, choose College Credit.)*

4 In the Catalog Year dropdown, select the term that you want to start the new program.

5 In the Program Scenario section, select the Academic Program and Area of Study that you want. *(Note: If you do not see the area of study that you want when you select a financial aid eligible program, change the program to non-financial aid eligible to find the area of study.)*

6 Click Submit Request.

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What-If Report

Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

Career Scenario

Select a career for which you want the change to take place.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Career</th>
<th>Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSCJ</td>
<td>College Credit</td>
<td>Spring 2021</td>
</tr>
</tbody>
</table>

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Area of Study</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>Converged Communications</td>
<td>n/a</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>Digital Media/Multimedia</td>
<td>n/a</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Scenario

Select the “browse course catalog” button and then select courses for inclusion in your course what-if scenario.

browse course catalog

What-if Course List

Course

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View Enrollment Dates

1. In the Student Center, go to the Enrollment Dates on the right and click Open Enrollment Dates.

2. Select the term and click Continue for open enrollment dates.

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fall 2021</td>
<td>College Credit</td>
<td>FSCJ1</td>
</tr>
<tr>
<td>☐ Fall 2021</td>
<td>Professional Development</td>
<td>FSCJ1</td>
</tr>
</tbody>
</table>

CONTINUE
View Financial Aid Award

1. In the Student Center, scroll down to the Finances area.
3. Click the Aid Year that you want to view.
Accept/Decline/Adjust Loans

1. In the Student Center, scroll down to the Finances area.
3. Select award loan award type.
Make an Online Payment

1. In the Student Center, scroll down to the Finances area to review your charges.
2. Click Make a Payment or Print a Receipt.

3. This will direct you to the payment website. *(Note: There is a convenience fee when you pay by credit card.)*
Set Up Deferment Payment Plan

1. In the Student Center, scroll down to the Finances area to review your charges.
2. Click enroll in ecashier payment plan. The Account Summary will display all outstanding charges.
3. Click on Payment Plan, which will direct you to Flywire’s website to set up the payment plan.