

Log in to myFSCJ

1. Go to my.fscj.edu.
 2. Enter your **FSCJ User ID** or **FSCJ email**, click **Continue**.
 3. Enter your password and sign in.
- Forgot your password? Click **Forgot Password** to reset it.

Check Your Student Email – It's Important!

1. Log in to myFSCJ.
2. Click the **Envelope (Email) Icon** near the top right corner.
3. Sign in using your student email:
userid@students.fscj.edu and your myFSCJ password.

Complete your Tasks!

1. Log in to my.fscj.edu and select the **Tasks** tile.
2. Review your **To Do List** and **Holds** for items that need your attention, such as:
 - a. Completing **Residency** (to qualify for lower tuition cost).
 - b. Sign up for **Orientation!**

Accept Terms & Conditions

1. In myFSCJ open the **Tasks** tile.
2. Select **To-Do List**.
3. Choose the **AY20XX Terms and Conditions** link and review the information.
4. Check the **Accept** and click **Save**.
5. In the upper-right corner, click **Next**, then **Finish**.

See What Classes You Still Need!

1. In myFSCJ, Click **Academic Progress & My Advisor**.
2. Review your **Academic Progress** to see how close you are to graduation. Each requirement will show:
 - a. **Satisfied** or **Not Satisfied**. Satisfied – You've completed this requirement. Not Satisfied – You still need to complete one or more course.
 - b. A progress bar shows how much of that requirement you've already completed. If it's full, you're done!
3. How to read it quickly:
 - a. If a main section says **Not Satisfied**, it means that at least one course or requirement is still missing.
 - b. Subcategories (like Math Category A or B) tell you exactly which area still needs a class.
 - c. A green progress bar at 100% means that you're done with that requirement.
 - d. A white progress bar at 0% or blue progress bar means you still need to take a course in that area.
4. What to do next?
 - a. Follow the steps to **Register for Classes!**
 - b. Not sure what to take? [Book an advising appointment.](#)

Update Your Contact Information

1. In myFSCJ, open the **Profile** tile.
2. Choose the information you want to update from the menu (**Contact Details, Addresses, Emergency Contacts**).
3. **Add, Edit,** or **Delete** your information as needed.
4. Click **Save**.

View Your Schedule

1. Click **Manage Classes and Books** in myFSCJ.
2. Choose **View My Classes**.
3. Select the **Term** (if prompted).
4. Click **Printable Page** to Print.

Register for Classes

1. In myFSCJ, click **Manage Classes and Books**.
 2. Choose **Enroll by My Requirements**.
 3. Click on a requirement that is **Not Satisfied** (look for the gold diamonds!)
 4. Choose a course and select **View Classes**.
 5. Locate the **Semester** then review your class options.
 6. Select class you want to take (the line will change color).
 7. Click **Next** → **Enroll** → **Next** → **Submit**.
- Tip:** if a class has a lab, the system adds it automatically.
8. Want to add another class? Click **Enroll by My Requirements** again!

Drop a Class

1. Go to myFSCJ go to **Manage Classes and Books**.
 2. Select **Drop Classes**.
 3. Choose the class and click **Next**.
 4. Click **Drop Classes**, then **Yes** to confirm.
- Tip:** We recommend you speak with an Advisor or Navigator before dropping.
Dropping in the first week = no penalty. Withdrawing after the first week = "W" on your transcript and Financial Aid may be affected.

Need Proof of Your Enrollment?

1. Log in to myFSCJ and click on **Academic Records**.
 2. Click **Enrollment Verification**.
 3. The **National Clearing House** will open in a new window. If nothing happens, allow pop-ups on your browser.
 4. Choose **Current Enrollment** or **All Enrollment**.
 5. Select **Obtain an Enrollment Certificate**.
 6. Print or save the Certificate.
 7. Your enrollment verification will open as a PDF that you can save or print.
- Tip:** Enrollment verifications are available after the drop without penalty deadline each session.

When Can You Enroll?

1. Open **Manage Classes and Books** in myFSCJ.
2. Select **Enrollment Dates**.
3. Choose the term and click **Continue** to view your enrollment dates.

Explore a Different Program

1. Open the **Academic Records Tile** in myFSCJ.
 2. Select **View What-If Report** from the left menu.
 3. Click **Create New Report**.
 4. Choose the type of program you want to explore:
 5. Clock = Career Certificate
 6. College Credit = Associate Degree or Technical Certificate
 7. Select the **Catalog Year** (the term you plan to start the new program).
 8. Choose the **Academic Program** and **Area of Study** you're interested in.
 9. Click **Submit Request**.
- Tip:** If you don't see the program you want, change from Financial Aid Eligible to Non- Financial Aid Eligible to view additional options.



Change Your Program

1. We recommend you meet with an advisor first to discuss your change and the impact a program change may have.
2. Open **Academic Progress & My Advisor** in [myFSCJ](#) and select **Program Plan Change Request**.
3. Choose your **Start Term** → **Academic Program** → **Academic Plan**.
4. Click **Submit**.

Tips: Program changes must be submitted before the end of the first week of the semester. Program changes take about 2 weeks to process. To check on the status of the request, you can click on **View My Submission** in the **Academic Progress & My Advisor** tile.

How to Book an Appointment

1. If you have an assigned Advisor, go to [myFSCJ](#).
2. Click on **MyGradPlan**.
3. Select **Appointments** and follow the prompts to Schedule an **Appointment**.

Find Your Online Class

4. Go to [myFSCJ](#).
5. Click on **Canvas**.
6. Select your **Course**.
7. Click on the **Menu** to view course materials or modules.

Explore Your Course Syllabus (Canvas)

1. Go to [myFSCJ](#).
2. Click on **Canvas**.
3. Select your **Course**.
4. Click on the **Menu** to view the Syllabus.

Locate a Course Syllabus (Website)

1. Visit the [Simple Syllabus](#) page on the FSCJ website.
2. Select the class's term.
3. Click on **Prefix** and enter course prefix. Example: ENC 1101, the prefix is ENC.
4. Select the course number, Example 1101. Or you can search by instructor's name.

View Your Grades

1. Visit the [myFSCJ Academic Records](#) tile.
2. Select **View Grades**.
3. Choose the semester to view your grades.

Check Your Unofficial Transcripts

1. Open **Academic Records** in [myFSCJ](#).
2. Select **View Unofficial Transcripts**.
3. Choose **Unofficial Transcript** as the report type.
4. Click **Submit**.

Request an Official Transcript

1. Go to fscj.edu/transcripts.
2. Click the Parchment logo.
3. Sign in or create a Parchment account.
4. Follow the prompts to verify your identity and place order.
5. Choose how you want your transcript delivered and submit your request.

Tip: Official transcripts cost \$5.00 each. Electronic and mailed delivery options are available.

View Your Financial Aid Award

1. Open the **Financial Aid** tile in [myFSCJ](#).
2. Select **Summary**.
3. Choose the award you want to review.

Tip: Select **Change** to view a different **Financial Aid** year.

Manage Your Loans

1. Open the **Financial Aid** tile in [myFSCJ](#).
2. Select **Accept/Decline**.
3. Choose your loan.
4. Accept, decline or adjust the loan amount.
5. Click **Submit**.

Tip: The first time you receive a loan at FSCJ, you will need to complete a Master Promissory Note and Entrance Counseling at studentaid.gov.

View Your Book Authorization

1. In [myFSCJ](#), open **Manage Classes and Books**.
2. Select **View My Classes/Schedule**.
3. Choose **Book Authorization Details**.
4. Click **Calculate** to view your available book authorization.

Tip: Book authorizations are available about two weeks before classes begin through about two weeks after the start of the term.

Note: eligible students receive up to \$60 per credit hour, a maximum of \$720 per term. Any unused book authorization will be refunded after the college completes the refund process.

Set Up Your Payment Plan

1. Open the [myFSCJ Financial Account](#) tile.
2. Select **Enroll in Payment Plan**.
3. You will be redirected to campuscommerce.com.
4. Sign in or create an Account.

Tip: If nothing happens, allow pop-ups on your browser.

Note: Nelnet times out after 10 minutes.

Choose Your Refund Method

1. In [myFSCJ](#), open the **Financial Account** tile.
2. Select **Set Up Refund Preference**.
3. You will be redirected to [BankMobile](#).
4. Confirm your address and choose your refund preference.

Tip: If nothing happens, allow pop-ups on your browser.

Pay Your Bill

1. Log into [myFSCJ](#) and select the **Financial Account** tile.
2. Click on **Make a Payment**.
3. Follow the prompts to complete your payment.

Note: There is a convenience fee when you pay by credit

Search & Enroll in Classes

1. Open **Manage Classes and Books** in [myFSCJ](#).
2. Select **Class Search and Enroll**.
3. Choose the **Term**.
4. Search by **Course Prefix** and **Number** (example: ENC 1101) or use the filters.
5. Select your class.
6. Click **Next** → **Submit**.
7. Look for the confirmation message to make sure you're enrolled.

Tip: Use the filters to search by campus, online classes, instructor, or available seats.

Submit a Help Desk Ticket

1. Log into help.fscj.edu and select **Submit a Ticket**.
2. Select the appropriate area (ex. Student Records- Student Records Other or Financial Aid).
3. Follow the prompts to submit your request.

Looking for something you can't find? [Ask Rayzor!](#)