



## Course Look Up & Online Registration

**TO VIEW THE CLASS SCHEDULE:** Go to [www.daytonastate.edu](http://www.daytonastate.edu) Select **COURSE SEARCH** from **QUICK LINKS** at the top. This screen will appear:

Choose **COLLEGE CREDIT**  
Then **CONTINUE**.

### Daytona State - Online Course Lookup

Please select what program you would like to search:

- College Credit
- Adult Education - Onsite
- Adult Education - Offsite

Please remember to print your Schedule and Fee Statement after each registration to review your bill due date and to verify the start date of your classes. Please remember to reprint your schedule before the start of classes in case there are room changes.

### BASIC SEARCH: Options of TERM, COURSE, CAMPUS, SUBSESSION

#### Daytona State - Online Course Lookup

Please select the term to search:

Enter the specific course prefix/number to search:  example: ENC1101

Select the campus where you would like to attend the class:

Select a subsession to search:

[More Search Options >>](#)

If you want to do a more specific search, click here, see pg2.

**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.**

#### Daytona State - Online Course Lookup

Please select the term to search:

Enter the specific course prefix/number to search:  example: ENC1101

Select the campus where you would like to attend the class:

Select a subsession to search:

[More Search Options >>](#)

- ALL
- Spring A
- Spring B
- Spring Full Term
- Spring Mini Session
- Spring 15 week

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 (?)

CRS #	SEC #	REF #
PSY1012	<input type="text" value="?"/>	<input type="text"/>

Crs No	Title	Sec No	Subsess	Conflict	Days	Class Dates	Class Times	Campus	Bldg	Room	Instructor	Seats Avail	IM	Sec Type	Ref No
PSY1012	Gen Psych	02	PS	N	-M-W---	01/17/2012-05/11/2012	930-1050	Daytona	0330	102	Godbey, Alice L.	14	Lecture		247
PSY1012	Gen Psych	79	PS	N	-M-W---	01/17/2012-05/11/2012	1230-1350	Deland	0004	227	Dose, Elizabeth	0	Lecture		398

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.

## Daytona State - Online Course Lookup

Please select the term to search:

Enter the specific course prefix/number to search:  *example: EN*

Select the campus where you would like to attend the class:

Select a subsession to search:

This is the screen that appears when you select **MORE SEARCH OPTIONS**

[<< Fewer Search Options](#)

Select a program area to search:

Select a department to search:

Select an Instructional Method type to search:

Select a Class Type to search:

I am interested only in sections that begin at or after the time selected:

Select section status to display:

Display late start sections ONLY:

Display ONLY guaranteed courses:

Search for a class by area vs. course number

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.


**Course information for PSY1012 ...**

Course Title: General Psychology

**Course Description:**  
A scientific study of human behavior in relation to our development, motivation, emotion, perception learning and thinking. This course contributes to satisfying the Gordon Rule (State Rule 6A-10.030) writing requirement. FA, SP, SU

Co-Req: ENC1101

Lab Fees: \$5.00

 [MyDaytonaState](#)  
Login to register for this course!

**PSY1012 - General Psychology**

Sec.	Ref.	Class Meeting Information	Location	Instructor	Seats	Instruct. Method
62	339	01/17/2012 - 05/11/2012 --R-- , 08:00 AM - 09:20 AM	Flagler/Palm Cst, Bldg 2, Rm 106	<a href="#">McNeelev, John W.</a>	29	Lecture <a href="#">[section info]</a>
63	344	01/17/2012 - 05/11/2012 --W-- , 06:00 PM - 08:50 PM	Flagler/Palm Cst, Bldg 102, Rm 001	<a href="#">Valdivieso, Yvonne J.</a>	29	Lecture <a href="#">[section info]</a>
64	352	01/17/2012 - 05/11/2012 -M-W-- , 02:00 PM - 03:20 PM	Flagler/Palm Cst, Bldg 2, Rm 106	<a href="#">McNeelev, John W.</a>	59	Lecture <a href="#">[section info]</a>
65	353	01/17/2012 - 05/11/2012 --R-- , 12:30 PM - 01:50 PM	Flagler/Palm Cst, Bldg 2, Rm 106	<a href="#">Godbey, Alice L.</a>	24	Lecture <a href="#">[section info]</a>
V1	427	01/17/2012 - 05/11/2012	Off Campus	<a href="#">Morrison, Ronald W.</a>	15	Online Totally <a href="#">[section info]</a>
V2	443	01/17/2012 - 05/11/2012	Off Campus	<a href="#">McNeelev, John W.</a>	33	Online Totally <a href="#">[section info]</a>
V3	451	01/17/2012 - 05/11/2012	Off Campus	<a href="#">Rogers, Richard W.</a>	35	Online Totally <a href="#">[section info]</a>
V4	454	01/17/2012 - 05/11/2012	Off Campus	<a href="#">Dose, Elizabeth</a>	1	Online Totally <a href="#">[section info]</a>
V5	455	01/17/2012 - 05/11/2012	Off Campus	<a href="#">Osmon, Amy L.</a>	3	Online Totally <a href="#">[section info]</a>
V6	4028	03/19/2012 - 05/11/2012	Off Campus	<a href="#">Morrison, Ronald W.</a>	48	Online Totally <a href="#">[section info]</a>

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**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.

SESSION	YEAR
Fall Term	2012
Spring Term	
Summer Term	

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.*

**To ADD:** Enter course and section number, then click Add Course  
**OR**  
 Enter reference number, then click Add Course.

**To DROP:** Mark course to drop, then click Drop Course.

CRS #	SEC #	REF #
ENC1101	65 <input style="float: right;" type="button" value="?"/>	<input type="text"/>
MAT0028	72 <input style="float: right;" type="button" value="?"/>	<input type="text"/>
MAT0028L	C4 <input style="float: right;" type="button" value="?"/>	<input type="text"/>
PSY1012	V7 <input style="float: right;" type="button" value="?"/>	<input type="text"/>
	<input style="float: right;" type="button" value="?"/>	<input type="text"/>
	<input style="float: right;" type="button" value="?"/>	<input type="text"/>

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](http://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](mailto: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

Daytona State College Schedule and Fee Statement Spring Term 2012												
Joe Student 123 Any Place Drive Daytona Beach, FL 32114				ID No: 123456 Res Status: F Phone: 386- 555-1212 Major: ASSOC OF ARTS-GENERAL ED								
Crs	Sec	SS	Hrs	Title	Grdg	Camp	Blgd	Room	Days	Beg	End	Instr
AMH2091	V1	PS	3.0	Survey of African American History	LT	OC			-----	01/17/2012 12:00 AM	05/11/2012 12:00 AM	Duke, Nancy J.
<i>This is an online course. For course access and information go to online.daytonastate.edu. Access to a computer with high speed internet connection is needed.</i>												
MCB1010	64	PS	3.0	Microbiology	LT	0003	0100	001	--T-R--	01/17/2012 1:00 PM	05/11/2012 2:20 PM	Braley, Karen E.
MCB1010L	64	PS	1.0	Microbiology Lab	LT	0003	0002	115	--T----	01/17/2012 2:30 PM	05/11/2012 5:20 PM	Braley, Karen E.
SPN1121	67	PS	3.0	Elementary Spanish II Concentrated	LT	0003	0002	108	-M-W----	01/17/2012 3:30 PM	05/11/2012 4:50 PM	Marzano, Maria T.
SPN1121L	65	PS	1.0	Elementary Spanish II Concentrated Lab	LT	OC			-----	01/17/2012 12:00 AM	05/11/2012 12:00 AM	Open Lab Staff
STA2023	68	PS	3.0	Elementary Statistics	LT	0003	0102	001	--T-R--	01/17/2012 9:30 AM	05/11/2012 10:50 AM	Della Vecchia, Lucio
Total Hours			14.0									
*Full Cost of Enrollment is being assessed for any/all classes flagged with an "M"												
Campus Codes												
0001 - Daytona 0007 - Deltona			0002 - New Smyrna Beach 0008 - ATC				0003 - Palm Coast			0004 - Deland		
SUBSESSION CODES												
Subsession Code: PA Start: 01/17/2012 End: 03/09/2012			Subsession Code: PB Start: 03/19/2012 End: 05/11/2012			Subsession Code: PM Start: 01/03/2012 End: 01/13/2012			Subsession Code: PS Start: 01/17/2012 End: 05/11/2012			
IMPORTANT FINANCIAL INFORMATION												
Transaction Type		Amount		Aid Awarded		Amount						
Tuition & Fees		1820.72		Pell Grant		1,387.00						
Misc Adjustments		0.00										
Payments		0.00										
Refunds		0.00										
Aid Awarded		(1387.00)										
AMOUNT DUE BY 11/21/2011		233.72		Total Aid Awarded		1,387.00						
Please Note: The above statement of Aid Awarded does not reflect the amount of Student Loans offered or awarded to you. To review all of your financial aid information please see your <a href="#">Financial Aid Awards</a> on your FalconNet account. Please remit payment by this date to avoid cancellation of classes.												

## 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.