FLCC Registration Form

This paper form is available for students who have an account with FLCC, and who are experiencing issues with the MyFLCC registration process. We encourage all students to register through MyFLCC for the quickest registration process (<u>https://my.flcc.edu/Student</u>). This form will be reviewed and processed, typically within 3 business days - please read the following, before submitting this form:

- If you have not taken a course with FLCC before, please review the instructions here: <u>https://www.flcc.edu/register/</u>.
- If you have an account but have not completed the Financial Responsibility Agreement or the Prior Disciplinary Dismissal Agreement yet, please complete those in MyFLCC before submitting this form (forms will be returned unprocessed, if these are not completed first).
- Proof of prerequisites must be on file, or accompany this request.



Last Name:

REGISTRATION FORM/MyFLCC WORKSHEET

FOR CURRENTLY ENROLLED/RETURNING STUDENTS

First: ______ Middle: _____ FLCC Id: _____

Semester:	Year:
🛛 Fall	
□ Spring	
□ Summer	
□ Winter	

Subject	Course			Credit	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Prefix		Section	Course Title	Hours	8:00 - 8:50	8:00 - 9:20	8:00 - 8:50	8:00 - 9:20	8:00 - 8:50
					9:00 - 9:50	1	9:00 - 9:50	-	9:00 - 9:50
						9:30 - 10:50		9:30 - 10:50	-
					10:00 - 10:50	-	10:00 - 10:50	-	10:00 - 10:50
					11:00 - 11:50	11:00 - 12:20	11:00 - 11:50	11:00 - 12:20	11:00 - 11:50
					12:00 - 12:50	-	12:00 - 12:50	-	12:00 - 12:50
						12:30 - 2:00		12:30 - 2:00	-
					1 00 1 70	College Hour		College Hour	
					1:00 - 1:50		1:00 - 1:50		1:00 - 1:50
					2:00 - 2:50	2:00 - 3:20	2:00 - 2:50	2:00 - 3:20	2:00 - 2:50
					3:00 - 3:50		3:00 - 3:50		3:00 - 3:50
						3:30 - 4:50		3:30 - 4:50	-
					4:00 - 4:50		4:00 - 4:50		4:00 - 4:50
			Total Credits:						
					Evening	Evening	Evening	Evening	Evening

Steps to Successful Registration

- 1. Meet with your academic advisor (your advisor will clear you for registration, so make sure to meet with them first).
- Check your Student Email account (<u>http://mail.fingerlakes.edu</u>) to determine the first day you're eligible to register based on your completed credit hours to date.
- 3. Register on that day, or soon thereafter, for the best selection of courses that meet your needs.
- 4. Complete the registration process online using MyFLCC, or in-person at the One Stop Center, Geneva Campus Center, Newark Campus Center, or Victor Campus Center.
- 5. Make sure you have filed your FAFSA (Free Application for Federal Student Aid) for the upcoming year to ensure your Financial Aid will be in place to cover your tuition.
- 6. To avoid losing your class schedule, pay your bill by the due date and/or make sure your financial aid is in place to cover your tuition.

MyFLCC/Online Registration Instructions

- 1. If you have not already done so, obtain your MyFLCC login and password at http://my.flcc.edu/student.
- 2. After meeting with your advisor, place the courses you're approved to take in the "Preferred Courses" section on MyFLCC (your advisor will clear you for registration, so make sure to meet with them first).
- 3. Beginning at 12:00 a.m./midnight on the first day you're eligible to register, login to MyFLCC and register for classes using: *Student Planning, and then Plan and Schedule*.
- 4. Confirm you're registered by using the "Plan and Schedule" feature on MyFLCC.
- 5. Need help? Refer to the MyFLCC instructions at <u>http://www.flcc.edu/registrar</u> or contact the One Stop at (585) 785-1000/onestop@flcc.edu.

One Stop Center 3325 Marvin Sands Drive Canandaigua, NY 14424-8395 (585)785-1000 Fax (585)785-1735 Email: onestop@flcc.edu

Form updated 08/10/22

STUDENT SIGNATURE (required):

FLCC has a Student Code of Conduct Policy that outlines the rights and responsibilities of students, behaviors prohibited on or off campus and possible sanctions. I understand the policy pertains to me while I am enrolled at FLCC and can read the Policy at http://www.flcc.edu/offices/judicial or request a copy from the Office of Community Standards. I certify that I have met all stated prerequisites for the course(s) listed above. I acknowledge that my tuition and fees will be paid by the tuition due date and that I am liable for any collection fees as a result of my failure to pay, including, without limitation, collection agency costs and fees, court costs and fees, attorney costs and fees. If I decide not to attend FLCC, I will submit a 'Complete Official from all classes' form on www.flcc.edu/OneStop prior to published deadlines, and I realize that non-attendance in class will not relieve my financial responsibility. I understand that FLCC may use an automated calling system and a pre-recorded message to contact me by phone regarding my affiliation with the college. I have reviewed and understand the college's refund policies, which can be found at http://www.flcc.edu/offices/bursar/refunds.cfm. By signing this form, I acknowledge that I can read and understand the statements and policies as set in the FLCC catalog.

Student Signature

Date

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.