

How to Register

FSCJ Continuing Workforce Education Classes

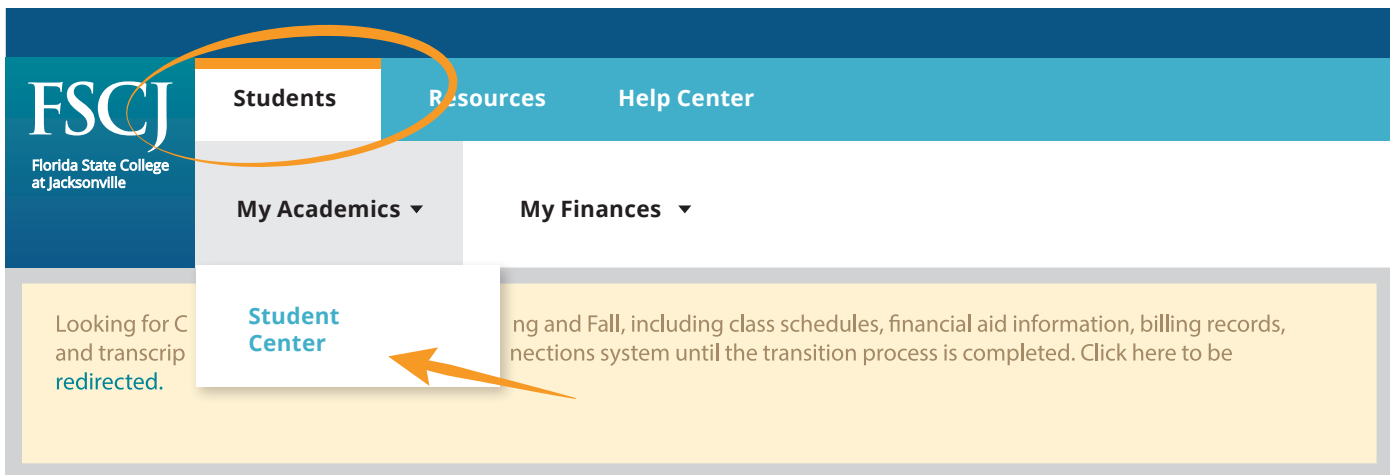
Step 1: APPLY TO FSCJ

- Type the following web address in your mobile browser: apply.fscj.edu
- Choose **CREATE AN APPLICATION ACCOUNT**
- Scroll to last option **Continuing Education Courses** (CWE)
- Enter your personal information (and Term) and choose **Create an Account**
- Choose **START APPLICATION**
- Fill in information with an asterisk and **Go to Next Step**
- Answer Safety Questions
- Submit your application!

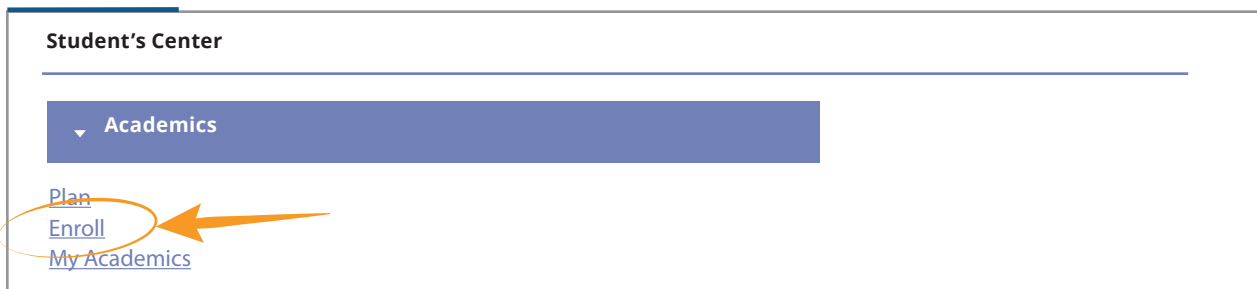
If you are unable to log in to myFSCJ, please contact the Help Desk at (904) 632-3151.

Step 2: HOW TO REGISTER FOR CWE COURSES

- In the **Students** section, select **My Academics**, then **Student Center**.



- Under the Academic section, select **Enroll**.



- Click **Search**, Select **Classes to Add**. Some students may see the screen below first; choose **Continuing Workforce Education**.

Plan | **Enroll** | My Academics

my class schedule | add | drop | term information

Add Classes

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2021	College Credit	FSCJ1
<input checked="" type="radio"/> Fall 2021	Continuing Workforce Education	FSCJ1

CONTINUE

If you do not see Continuing Workforce Education as an option or the correct term, please call (904) 357-8910.

- Enter the **Subject** and **Course Number** (i.e., **CCE** as the subject and **0615** as the course number). You may also enter the **Class Nbr** provided in the Continuing Workforce Education catalog (i.e., **6360**).

Add Classes

1 2 3

Enter Search Criteria

Search for Classes

FSCJ1 | Fall 2021

Select at least 2 search criteria. Select Search to view you search results.

Filter Class Search Results

Course Career: Continuing Workforce Education

Subject: select subject CCE

Course Number: is exactly 0615

Show Open Classes Only

Campus: [dropdown]

Session: [dropdown]

Filter Class Search Results

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Meeting Start Time: greater than or equal to [input]

Meeting End Time: less than or equal to [input]

Mode of Instruction: [dropdown]

Course Keyword: [dropdown]

Instructor Last Name: begins with [input]

Class Nbr: 6360

CANCEL SEARCH

The **Search** feature within myFSCJ is designed to show you all of the classes that are being offered during the selected term.

- Click **Select** for the course(s) that best fits your schedule and click **Next** to add to your shopping cart.

My Class Schedule

You are not registered for classes in this term.

Shopping Cart

Your shopping cart is empty.

● Open ■ Closed ▲ Wait List

CCE 0615 sections for Fall 2021

Section	Campus	Location	Status	
1-LEC(6360)	Downtown Campus	Downtown Campus	●	select

Days	Start	End	Rooms	Instructor	Dates
We	11:00AM	12:20PM	ATC BLDG A ROOM 2079	Janice Doe	08/28/2018-12/09/2018

TIS 0161 sections for Fall 2021

Section	Campus	Location	Status	
12-LEC(6361)	Online	Online - All Activities Online	●	select

- Click the green **Proceed to Step 2 of 3** button.

Add Classes 1 | 2 | 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CCE 0165 has been added to your Shopping Cart.

Fall 2021 | Continuing Workforce Education | FSCJ1

● Open ■ Closed ▲ Wait List

Add to Cart:
Find Classes

[search](#)

Fall 2021 Shopping cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	CCE 0165 (6360)	WE 11 a.m. to 12:20 p.m.	Downtown Campus	Janice Doe		●

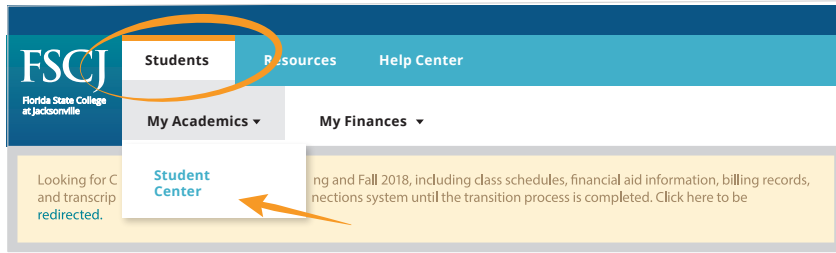
[PROCEED TO STEP 2 OF 3](#)

- Click on the **Finish Enrolling** button.

Class	Description	Days/Times	Room	Instructor	Units	Status
CCE 0165 (6360)	Microsoft Excel	We 11 a.m. to 12:20 p.m.	Dtwn Campus	Janice Doe		●

CANCEL
PREVIOUS
FINISH ENROLLING

- Click on **Student Center** to return to the main page.



- Click on **Make a Payment or Print a Receipt**; the cost of the class(es) will show in the finance box for payment.

