



Personal On-line Access to Restricted Information Systems

A Universal PIN is initially set to the student's birth month and day (MMDD format). For example, the initial PIN for a May 7 date of birth would be 0507.

To reset their PIN, students must present a photo ID at the Registrar's Office or at any area campus. To protect student's privacy and records, PINs will not be reset over the phone.

After changing or resetting their PIN, students must use the new PIN for Polaris, the kiosks, TouchTone Grades & Registration, and Direct Access Financial Aid systems.

Accessing the System

You may access Polaris directly by using the secure URL address:

- ◆ <https://polaris.ucf.edu>

In addition, you may access the system through the UCF homepage:

- ◆ www.ucf.edu
- ◆ **Academics & Administration**
- ◆ **Polaris**

The orientation presentation will direct students to use the UCF homepage instructions during their introduction to UCF systems.

If you are unable to access Polaris, contact the Pegasus Help Desk at 823-6207. For registration assistance, call the Registration Help Line at 823-3533 or the Registrar's Office at 823-



<https://polaris.ucf.edu>



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Logging into POLARIS

1. In the **Student ID Number** box, type the student's SSN.
2. Tab to **PIN**.
3. Type the student's initial Universal PIN (birth month and day in the MMDD format).
4. Click **LOGIN**.

If a message box appears with the statement "you are requesting access to a secure document" appears, click **continue**.



If the student has used any UCF system in the past, their PIN has probably been changed. Refer to page 1 for additional Universal PIN information. If you are unable to log into the system due to PIN errors, contact the Registration Help Line at 823-3533 or Registrar's Office at 823-3100.

Forced Universal PIN Change

If the student has never used their initial Universal PIN, Polaris will force a PIN change. This action is a safety measure to protect the student's privacy and access to their on-line records.

In keeping with confidentiality guidelines, ask the student to:

1. In the **Student ID Number** box, type their SSN.
2. Tab to **PIN** and type their initial Universal PIN (MMDD).
3. Tab to **New PIN** and type a new PIN (other than the birth month and date).
4. Tab to **Re-Enter New PIN** and retype the new PIN (for verification).



Students may change their Universal PIN at any time by selecting **PIN Maintenance** on the **Task Selection Menu**.

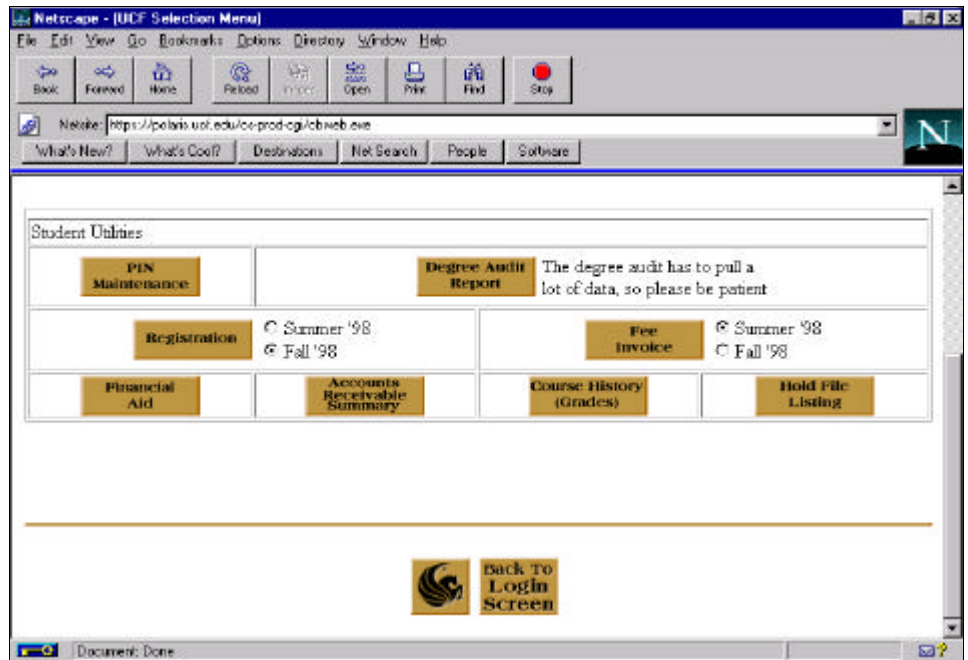
Task Selection Menu

Note the selections available in the **Student Utilities Menu**:

- PIN Maintenance
- Degree Audit Report
- Registration
- Fee Invoice
- Financial Aid
- Accounts Receivable Summary
- Course History (Grades)
- Hold File Listing
- Pegasus (UCF Homepage)
- Back to Login Screen button

To register for courses:

1. Click the appropriate **term** button (i.e., Fall '98).
2. Click **Registration**.

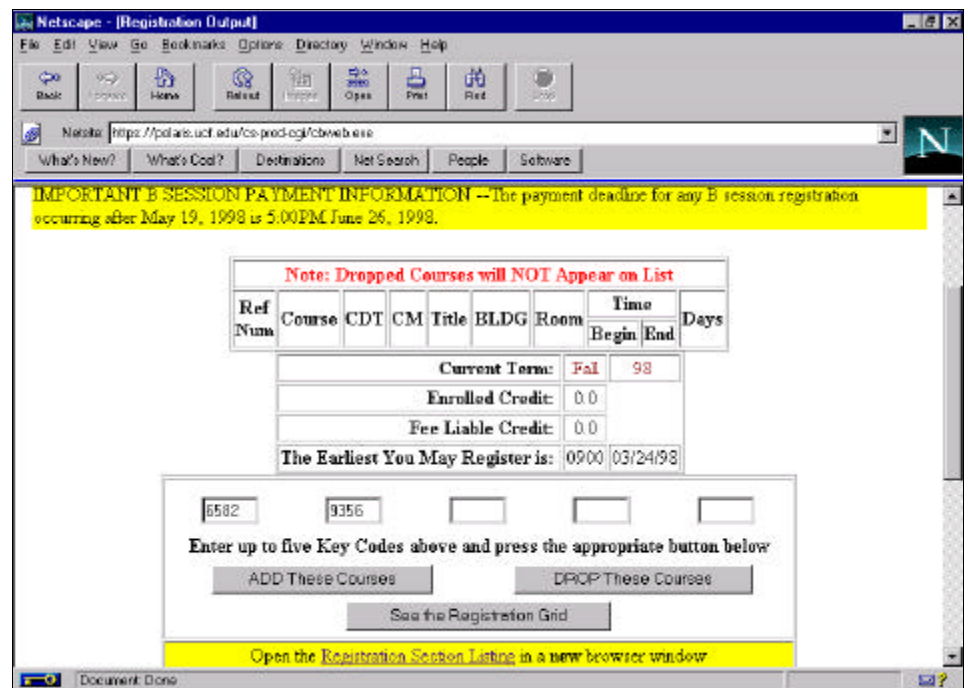


Registration - Adding Courses

Note the announcement boxes, class schedule information, and instructions. Prior to registering, note the student's registration appointment time and day.

To register:

1. Click the **course request box** and type the key code. To register for multiple courses, tab to the next course request box. Up to five key codes may be entered at one time.
2. Click **ADD These Courses**.
3. The system will process the request and return to the class schedule screen.
4. The course information and message "**REGISTRATION COMPLETED**" will be displayed.



Registration Completed

Note the “**REGISTRATION COMPLETED**” message and class schedule information:

- Reference Number (Key Code)
- Course
- Credits
- Campus Location Code
- Title
- Building & Room
- Time Begin & End
- Days
- Current Term
- Enrolled Credit
- Fee Liable Credit

Note: Dropped Courses will NOT Appear on List

| Ref Num | Course | CDT | CM | Title | BLDG | Room | Time Begin | Time End | Days |
|---------|---------------|------|----|----------|------|------|------------|----------|------|
| 6582 | PSE 3002 0081 | 03.0 | 13 | PHYSIO P | DB34 | 0313 | 1800 | 2045 | W |
| 9356 | CCJ 4651 0054 | 03.0 | 14 | DRUGS & | DTAC | 0206 | 1800 | 2045 | R |

Current Term: Fall 98
 Enrolled Credit: 6.0
 Fee Liable Credit: 6.0
 The Earliest You May Register is: 0900 03/24/98
 Messages: **REGISTRATION COMPLETED**

Enter up to five Key Codes above and press the appropriate button below
 ADD These Courses DROP These Courses
 See the Registration Grid

Registration - Dropping Courses

To drop a course:

1. Click the **course request box** and type the key code. To drop multiple courses, tab to the next course request box. Up to five key codes may be entered at one time.
2. Click **DROP These Courses**.
3. After clicking **DROP These Courses**, the system will drop the courses from the student's record. These dropped courses will disappear from the class schedule list (see note).
4. “**REGISTRATION COMPLETED**” will be displayed

Note: Dropped Courses will NOT Appear on List

| Ref Num | Course | CDT | CM | Title | BLDG | Room | Time Begin | Time End | Days |
|---------|---------------|------|----|---------|------|------|------------|----------|------|
| 9356 | CCJ 4651 0054 | 03.0 | 14 | DRUGS & | DTAC | 0206 | 1800 | 2045 | R |

Current Term: Fall 98
 Enrolled Credit: 3.0
 Fee Liable Credit: 3.0
 The Earliest You May Register is: 0900 03/24/98
 Messages: **REGISTRATION COMPLETED**

Enter up to five Key Codes above and press the appropriate button below
 ADD These Courses DROP These Courses
 See the Registration Grid



The messages “**DROP COURSE ERROR**” and “**REGISTRATION NOT COMPLETED**” will be displayed if you do not enter the key code prior to selecting Drop These Courses.

Registration Message - Closed Classes

Two messages are displayed:

1. The class schedule contains the message ****CLOSED****.
2. The message box displays **"REGISTRATION NOT COMPLETED"**.

| Note: Dropped Courses will NOT Appear on List | | | | | | | | | | |
|---|---------------|------|----|----------|------|------|-----------------------|----------|------|--|
| Ref Num | Course | CDT | CM | Title | BLDG | Room | Time | | Days | |
| | | | | | | | Begin | End | | |
| 5659 | SPN 1120 0008 | 00.0 | 01 | **CLOSED | | | See alternate courses | | | |
| Current Term: | | | | | | | Fal | 98 | | |
| Enrolled Credit: | | | | | | | 0.0 | | | |
| Fee Liable Credit: | | | | | | | 0.0 | | | |
| The Earliest You May Register is: | | | | | | | 0900 | 03/24/98 | | |
| Messages: ERROR - REGISTRATION NOT COMPLETED | | | | | | | | | | |



Click **"See alternate courses"** to search for an open section of the closed course. From the alternate course listing:

1. Select an **alternate course** by clicking the field prior to the key code.
2. Click **"Attempt to Register for Selected Class"**.
3. The system will process the request and return to the class schedule screen.
4. The course information and message **"REGISTRATION COMPLETED"** will be displayed.

| Alternate Courses For: 5659-11SPN 1120 | | | | | | | | | |
|--|-----------|----|-----|------|------|-------|------|-------|------------|
| | Key Codes | CM | CRD | BLDG | Room | Time | | Days | Seats Open |
| | | | | | | Begin | End | | |
| <input type="radio"/> | 5661 | 01 | 040 | VAB | 0113 | 1600 | 1750 | M W | 008 |
| <input type="radio"/> | 5660 | 01 | 040 | PC2 | 0107 | 1400 | 1550 | M W | 004 |
| <input type="radio"/> | 5658 | 01 | 040 | PC2 | 0107 | 1300 | 1350 | MTW F | 018 |
| <input type="radio"/> | 5657 | 01 | 040 | PC2 | 0107 | 1200 | 1250 | MTW F | 011 |
| <input type="radio"/> | 5656 | 01 | 040 | PC2 | 0107 | 1100 | 1150 | MTW F | 017 |
| <input type="radio"/> | 5654 | 01 | 040 | ED | 0181 | 0700 | 0850 | M W | 028 |
| <input type="radio"/> | 5653 | 01 | 040 | COMM | 0102 | 0700 | 0850 | M W | 029 |
| <input type="radio"/> | 5652 | 01 | 040 | PC2 | 0107 | 0700 | 0850 | M W | 027 |
| <input type="radio"/> | 5662 | 01 | 040 | COMM | 0102 | 1600 | 1750 | M W | 018 |
| <input type="radio"/> | 5672 | 01 | 040 | FA | 0205 | 0700 | 0850 | T R | 025 |
| <input type="radio"/> | 5671 | 01 | 040 | PH | 0213 | 1600 | 1750 | T R | 011 |
| <input type="radio"/> | 5669 | 01 | 040 | PC2 | 0108 | 0800 | 0950 | M W | 022 |

Several other option buttons are available on the Alternate Course screen:

Clear Selection

Use to change or delete the selected course.

Redisplay Classes With Alternate Buttons

Use to return to the class schedule screen and retain the closed course message and alternate button.

Redisplay Classes Without Alternate Buttons

Use to return to the class schedule screen, delete the closed course message, and

| | | | | | | | | | |
|-----------------------|------|----|-----|-----|------|------|------|-----|-----|
| <input type="radio"/> | 5677 | 01 | 040 | PC2 | 0106 | 1700 | 1920 | M W | 030 |
| <input type="radio"/> | 5676 | 01 | 040 | PC2 | 0109 | 1030 | 1150 | T R | 017 |
| <input type="radio"/> | 5675 | 01 | 040 | PH | 0220 | 1730 | 1920 | T R | 025 |
| <input type="radio"/> | 5674 | 01 | 040 | PC2 | 0106 | 1600 | 1750 | T R | 024 |

Attempt to Register for Selected Class Clear Selection

Redisplay Classes With Alternate Buttons

Redisplay Classes without Alternate Buttons

Back To Main Menu Back To Login Screen

| Note: Dropped Courses will NOT Appear on List | | | | | | | | | | |
|---|---------------|------|----|----------|------|------|-------|----------|------|--|
| Ref Num | Course | CDT | CM | Title | BLDG | Room | Time | | Days | |
| | | | | | | | Begin | End | | |
| 5675 | SPN 1120 0024 | 04.0 | 01 | ELE SPAN | PH | 0220 | 1730 | 1920 | T R | |
| Current Term: | | | | | | | Fal | 98 | | |
| Enrolled Credit: | | | | | | | 4.0 | | | |
| Fee Liable Credit: | | | | | | | 4.0 | | | |
| The Earliest You May Register is: | | | | | | | 0900 | 03/24/98 | | |
| Messages: REGISTRATION COMPLETED | | | | | | | | | | |

Registration Message - Corequisites (Class/Lab)

Two messages are displayed:

1. The class schedule contains the message **“Must Register for Corresponding Lab/Discussion at Same Time”**.
2. The message box displays **“REGISTRATION NOT COMPLETED”**.
3. Complete registration by entering both discussion and lab key codes, then clicking **Add These Courses**.

Note: Corequisite courses must also be dropped at the same time. This applies to “switching sections”, so course availability must be checked prior to dropping the courses!

Note: Dropped Courses will NOT Appear on List

| Ref Num | Course | CDI | CM | Title | BLDG | Room | Time | | Days |
|---------|------------------|------|----|---|------|------|-------|-----|------|
| | | | | | | | Begin | End | |
| 6322 | CHM 2045 LL 0027 | 00.0 | 01 | Must Register for Corresponding Lab/Discussion at Same Time | | | | | |

Current Term: Fall 98
 Enrolled Credit: 0.0
 Fee Liabile Credit: 0.0
 The Earliest You May Register is: 0900 03/24/98
 Messages: **ERROR - REGISTRATION NOT COMPLETED**

Enter up to five Key Codes above and press the appropriate button below

ADD These Courses DROP These Courses
 See the Registration Grid

Open the [Registration Section Listing](#) in a new browser window



Multiple error messages may be displayed. For example, a corequisite error will occur if the required corequisite course is closed.

1. Click **“See alternate courses”** to search for an open section.
2. Review the listing and **note the desired alternate course***.
3. Click **“Redisplay Classes With Alternate Buttons”**.
4. At the course request screen, enter the **original and alternate key codes**.
5. Click **ADD These Courses**.
6. The courses and message **“REGISTRATION COMPLETED”** will be displayed.

** If you attempt to register from the Alternate Course listing, the error message for the corequisite will be*

Note: Dropped Courses will NOT Appear on List

| Ref Num | Course | CDI | CM | Title | BLDG | Room | Time | | Days |
|---------|------------------|------|----|---|------|------|-------|-----|-----------------------|
| | | | | | | | Begin | End | |
| 9592 | HSC 3110 CC 0001 | 03.0 | 01 | Must Register for Corresponding Course at Same Time | | | | | |
| 9593 | HSC 3110 LL 0011 | 00.0 | | ** CLOSED | | | | | See alternate courses |

Current Term: Fall 98
 Enrolled Credit: 0.0
 Fee Liabile Credit: 0.0
 The Earliest You May Register is: 0900 03/24/98
 Messages: **ERROR - REGISTRATION NOT COMPLETED**

| | | | | | | | | |
|------|----|-----|-----|------|------|------|---|-----|
| 9598 | 01 | 000 | HRC | 0102 | 1300 | 1350 | R | 003 |
| 9599 | 01 | 000 | HRC | 0102 | 1400 | 1450 | R | 013 |
| 9600 | 01 | 000 | HRC | 0102 | 1500 | 1550 | R | 011 |

Attempt to Register for Selected Class Clear Selection

Redisplay Classes With Alternate Buttons
 Redisplay Classes without Alternate Buttons

Note: Dropped Courses will NOT Appear on List

| Ref Num | Course | CDI | CM | Title | BLDG | Room | Time | | Days |
|---------|------------------|------|----|---|------|------|-------|-----|------|
| | | | | | | | Begin | End | |
| 9599 | HSC 3110 LL 0017 | 00.0 | 01 | Must Register for Corresponding Lab/Discussion at Same Time | | | | | |

Current Term: Fall 98
 Enrolled Credit: 0.0
 Fee Liabile Credit: 0.0
 The Earliest You May Register is: 0900 03/24/98
 Messages: **ERROR - REGISTRATION NOT COMPLETED**

Registration Message - Time Conflicts

Two messages are displayed:

1. The class schedule contains the message **"TIME CONFLICT REFN xxxx"**.
2. The message box displays **"REGISTRATION NOT COMPLETED"**.

To search the web listing for an alternate course, click **Open the Registration Section Listing in a new browser window**.

1. Select the **term**.
2. Enter the course in the **"search for"** box.
3. Use the default options listed or customize your search by campus location, graduate level course, etc.
4. Scroll to and click the **"Submit Query"** button.
5. Click **"continue"** when the announcement box appears.

The Registration Section Listing will display courses that match your search criteria. The listing is routinely updated during registration. The date and time of the last update and comments will be displayed. To continue:

6. Review the listing and **note the desired alternate course**.
7. To search for another course, click **Back to the Registration Section Listing Search Utility**.
8. To register, return to the **POLARIS registration screen** (minimize the section listing or press Alt/Tab to switch windows).
9. At the course request screen, enter the **alternate key code** (see "Adding

| Ref Num | Course | CDT | CM | Title | BLDG | Room | Time | | Days |
|---------|---------------|------|----|----------------------------|------|------|-------|------|------|
| | | | | | | | Begin | End | |
| 9356 | CCJ4651 0054 | 03 0 | 14 | DRUGS & | DTAC | 0206 | 1800 | 2045 | R |
| 6123 | PHI 3800 0087 | 03 0 | 14 | ** TIME CONFLICT REFN 9356 | | | | | |

Current Term: **Fal 98**

Enrolled Credit: 3.0

Fee Liabile Credit: 3.0

The Earliest You May Register is: 0900 03/24/98

Messages: **PARTIAL REGISTRATION COMPLETED**

Enter up to five Key Codes above and press the appropriate button below

ADD These Courses DROP These Courses

See the Registration Grid

Open the Registration Section Listing in a new browser window

Search the Registration Section Listing

⚠ The information accessed by this page is periodically updated during the course of the day. **The data is accurate only at the time indicated at the beginning of the report.**

Enter the word in the "Search for" box and press the "Submit Query" button to search the section listing. You can use the options to customize your search. If you have any problems or questions, [help](#) is available.

Term: Summer 1998 Fall 1998 [Help](#)

Search for: (one word, alphanumeric only)

Course Options:

| Option | Include | Exclude | Only |
|------------------------|----------------------------------|----------------------------------|-----------------------|
| Closed Courses | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Cancelled Courses | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Graduate Level Courses | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Registrar Section Listing items with "PHI3800" as the course prefix and number for the Fall 98 Semester

Section Listing last updated at 14:03 on Monday, 8 June 98

| REF# | PFX | CRS# | SEC# | TITLE | HR | DAYS | TIMES | BLDG | ROOM | SIZ | LNT | ENR | AVAIL | INSTR |
|---|-----|------|------|------------|----|------|-----------|------|------|-----|-----|-----|-------|-------|
| 6123 | PHI | 3800 | 0087 | AESTHETICS | 03 | R | 1800 2045 | BB34 | 0306 | 042 | 040 | 013 | 27 | LEVEN |
| **** Required mtg. 8/20, 3-5PM, 36/200. | | | | | | | | | | | | | | |
| **** Course held off the main campus | | | | | | | | | | | | | | |

[Back to the Registration Section Listing Search Utility](#)

Registration Message - Holds

Hold messages will appear *after* a registration attempt. In this example, the message **“ADMINISTRATIVE HOLD - STUDENT NOT PROCESSED”** is displayed.

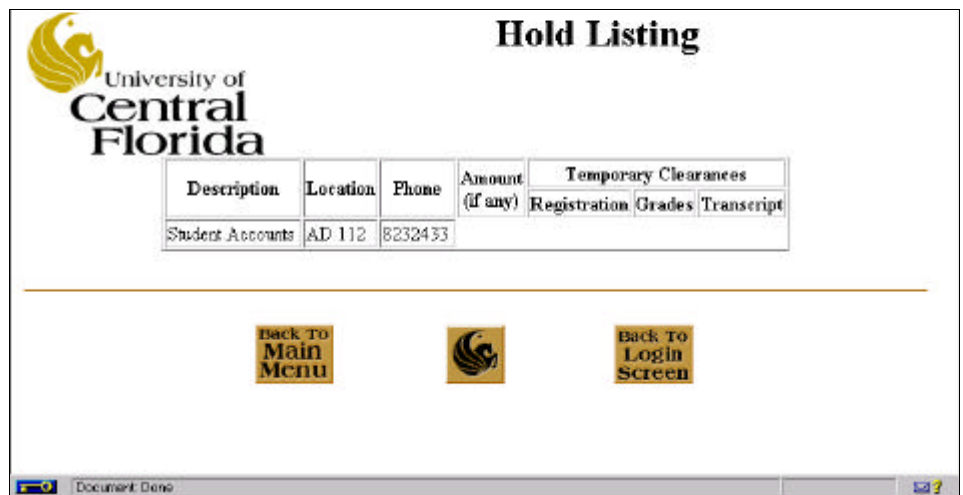
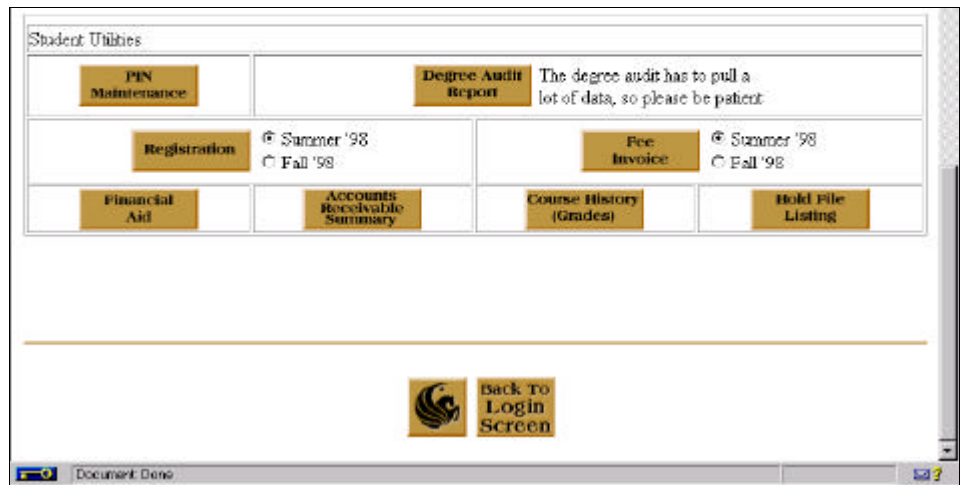
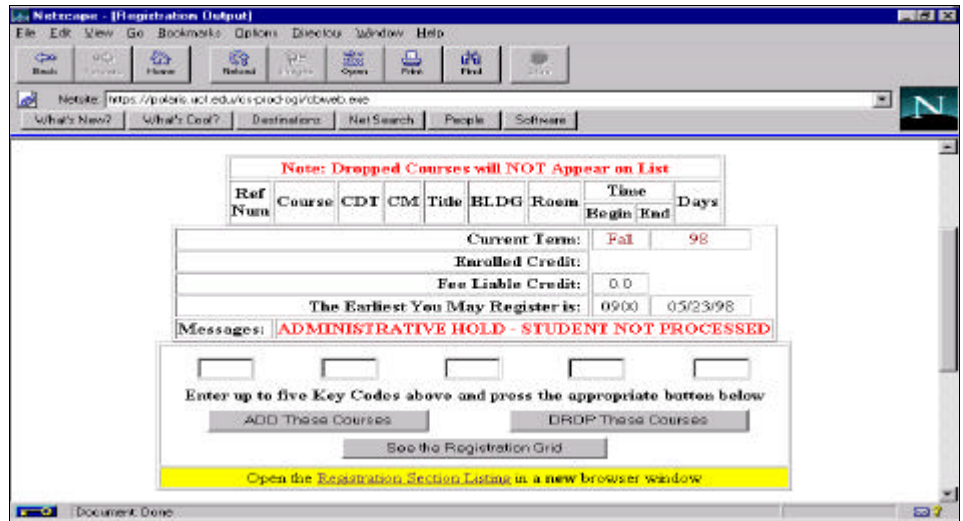
To identify the hold and refer the student to the appropriate office for resolution:

1. Scroll to and click the **Back To Main Menu** button.
2. Click **Hold File Listing**.

The Hold Listing includes:

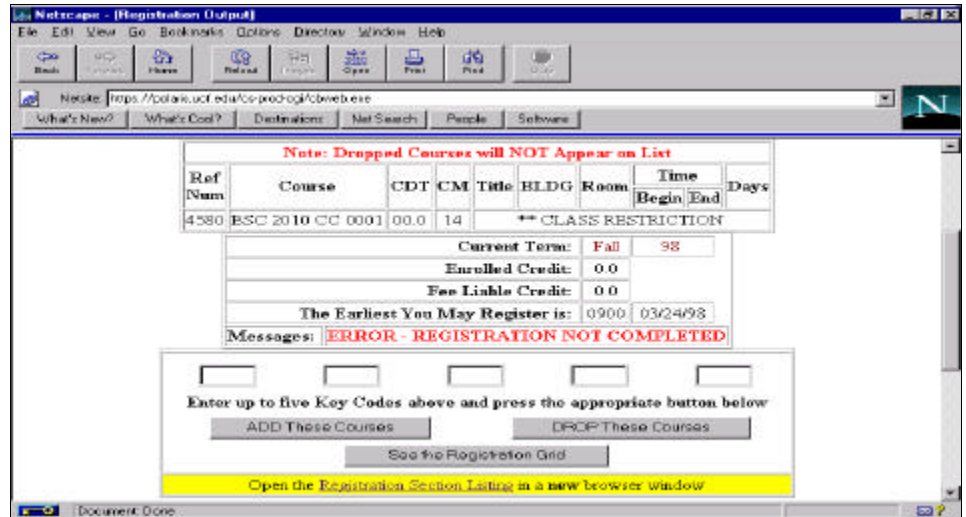
- the hold description
- the responsible office's location
- the responsible office's phone number

The student must contact the appropriate office, address and resolve the issue, and insure that the hold is cleared prior to registering.



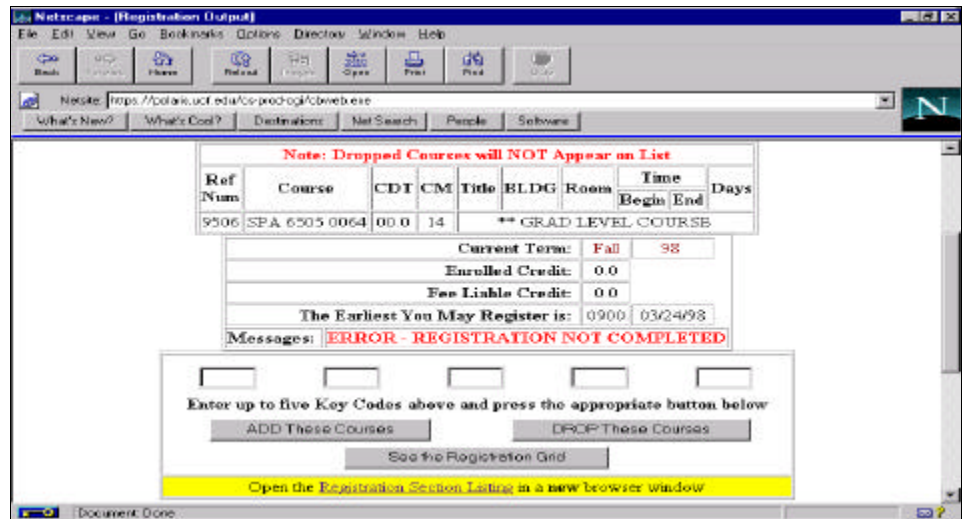
Registration Message - Class Restriction

The message “**CLASS RESTRICTION**” will appear if the student does not meet course requirements for registration, as set by the college or department offering the course. Restrictions include registering for courses within the major, classification requirements (i.e., junior or senior) or the need to register through the college. Refer the student to the appropriate college or department for registration assistance.



Registration Message - Graduate Level Course

The message “**GRAD LEVEL COURSE**” will appear if an undergraduate student attempts to register for a graduate level course. As needed, refer the student to the Graduate Studies Office for registration assistance.

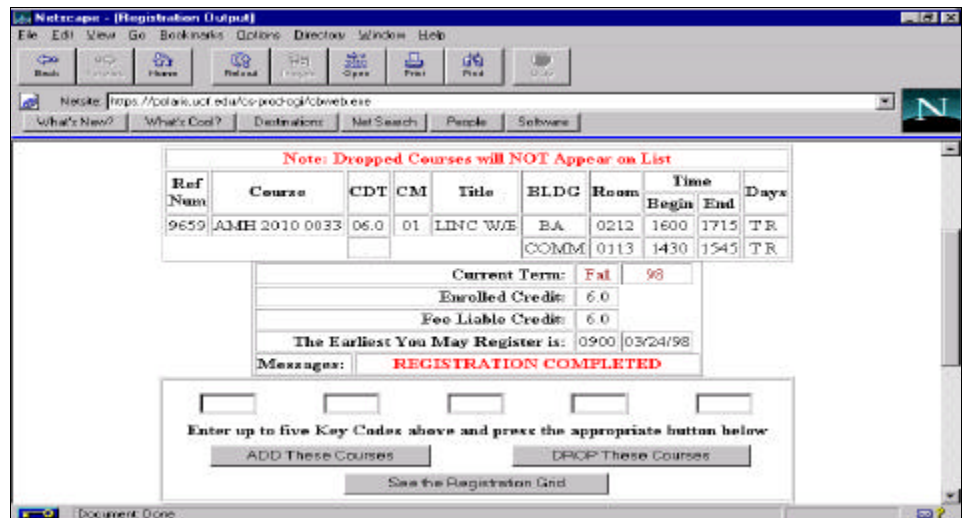


Registration Message - LINC Courses

To register for LINC courses:

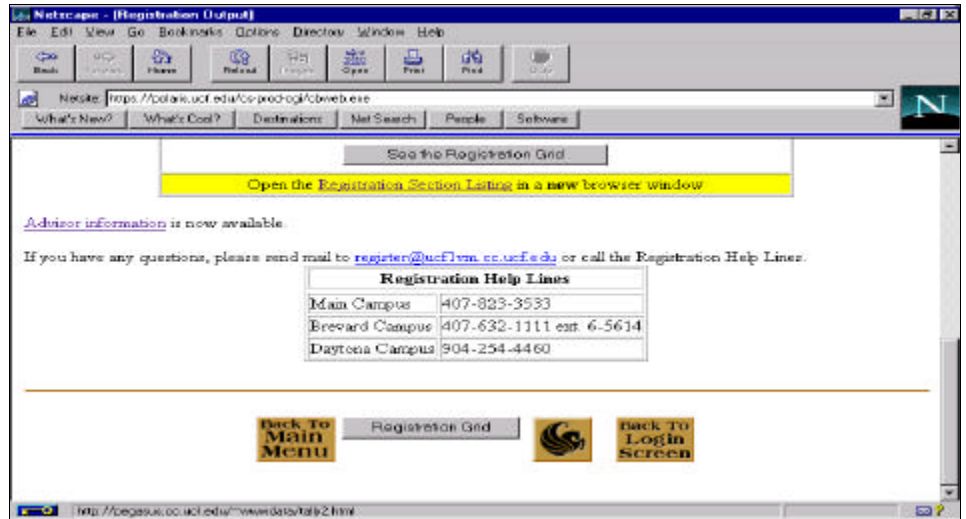
1. Enter the **LINC key code**.
2. Click “**ADD These Courses**”.

The system will display location and meeting pattern information for both courses.



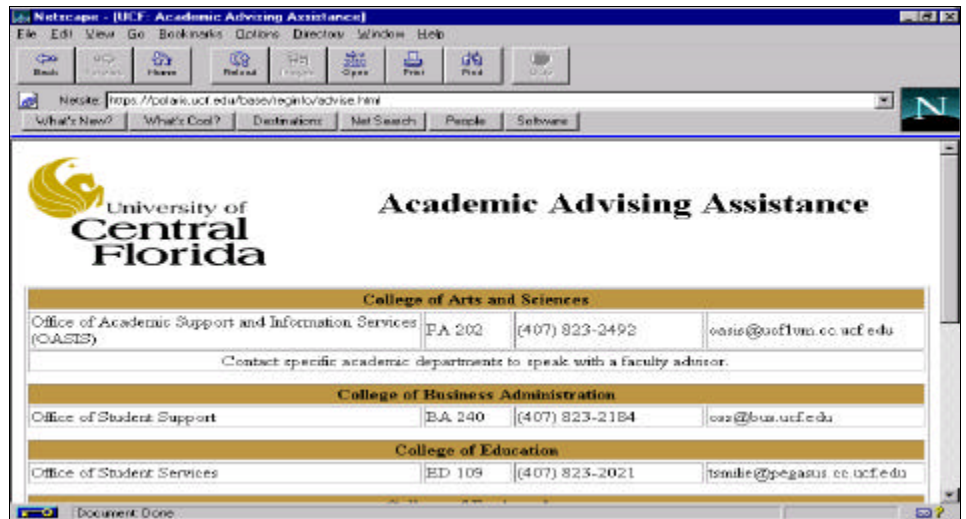
Registration Assistance

The **Registrar's Office e-mail address** is listed for on-line questions. In addition, **Help Line** numbers for main, Brevard and Daytona campuses are displayed.



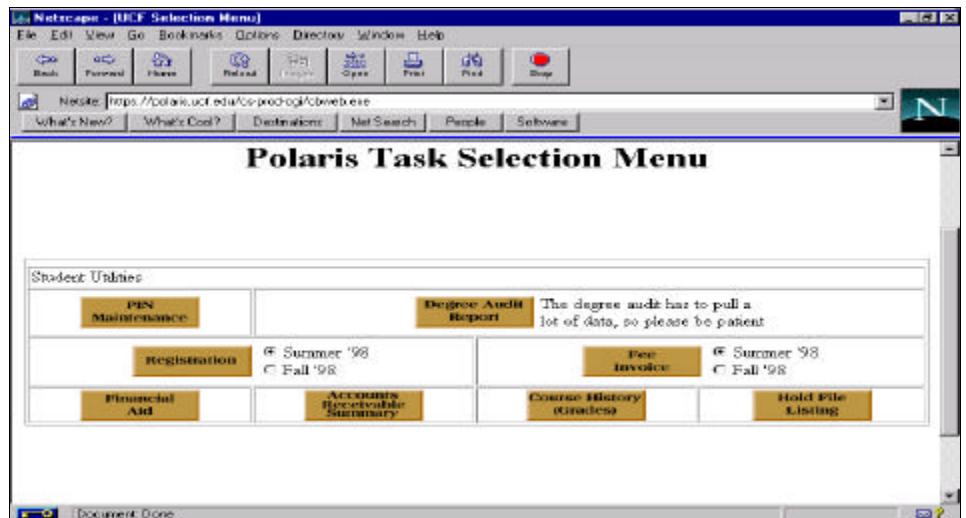
Advising Assistance

Click the **“Advisor information”** link for the **Academic Advising Assistance** web page. College and advising offices are listed, to include locations, phone numbers and e-mail addresses.



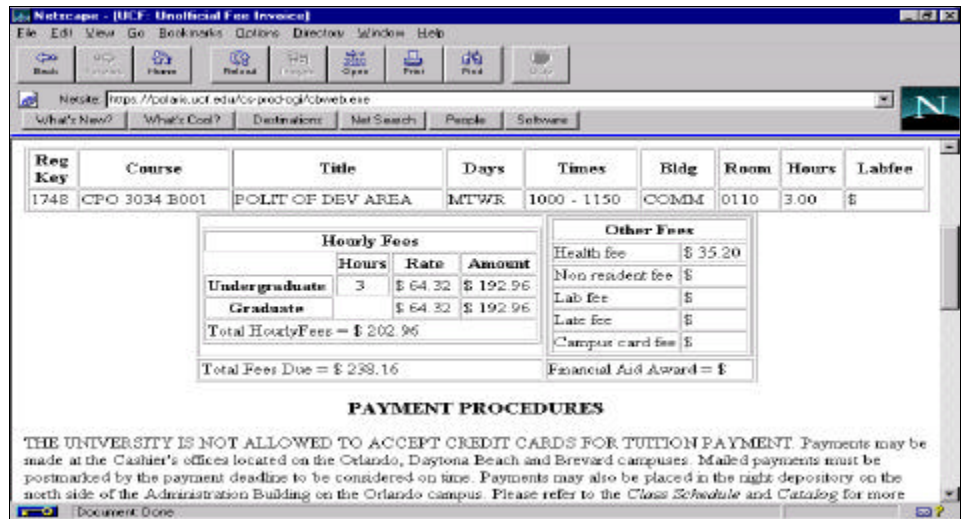
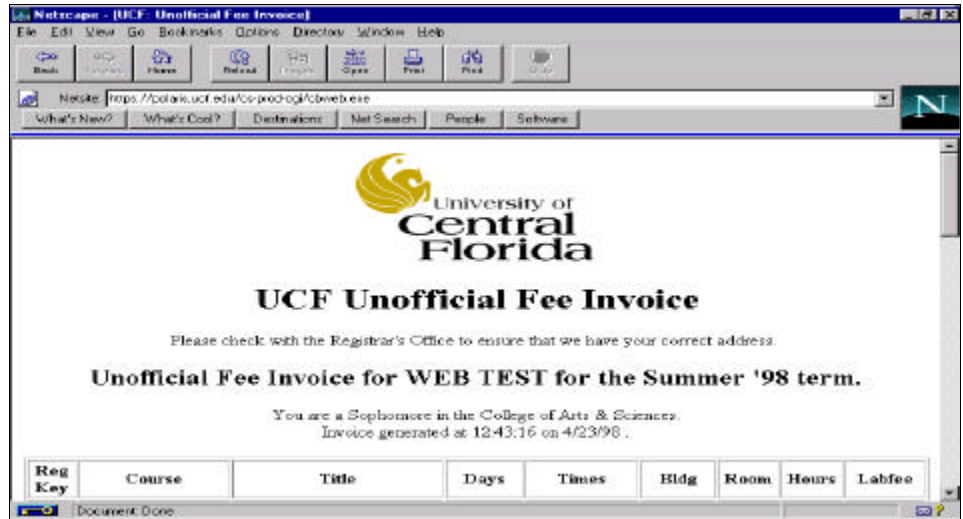
Additional Menu Options

In addition to the registration screens, Polaris offers several other menu options. Refer to the following fee invoice and grade screens for use during registration sessions. Review the remaining options as needed as you use Polaris in the future.



Fee Invoice

From the Task Selection Menu, select the appropriate term and click **Fee Invoice**. The fee invoice contains the student's class schedule, fees, payment procedures, and deferment information.



Course History (Grades)

To review a student's grades:

1. Click **Course History (Grades)** from the Task Selection Menu.
2. Click **Previous Semester** or **Next Semester**, as needed.

