



DEPARTMENT OF FINANCIAL SERVICES

*Division of State Fire Marshal
Bureau of Fire Standards & Training*

Title: Class Registration

Release Date: October 1, 2012

Registrar's office hours are from 8:00 AM to 5:00 PM, Monday through Friday (352) 369-2800. Course registrations are accepted online at www.floridastatefirecollege.org or by submitting a completed registration form along with payment or Fire Department Purchase Order. Course registrations are NOT accepted by telephone.

To register online, go to www.floridastatefirecollege.org You may need to create a student profile if you are not currently on the system. By registering online, you will be able to register for your class, reserve a dorm and/or purchase your book with a Visa or MasterCard.

How to: Register online

Important notes:

- ✓ **You must use Internet Explorer to access all menu options.**
- ✓ Once you begin the registration process and elect not to complete the payment transaction, the system will not allow you to pay at a later date. You will need to call Student Services at 352-369-2800 to assist you with completing your registration.
- ✓ If you do not pay at the time of registration your seat is not guaranteed until payment is received.
- Log into the system
- Select Locate
- Select Future Class Offerings
- Enter class name in Course Title Field
- Select search. Courses matching the search criteria will be listed. A register button will appear next to open classes.
- Select Register and complete the registration process
 - The registration process will allow you to make a dormitory reservation and/or purchase a book within the same transaction.
 - You can make your dormitory reservation at a later date if you choose; however, you will not be able to purchase your book online once the registration process has been completed.
 - To make a dormitory reservation at a later date, visit the Dormitory information page.

How to: Register by submitting a registration form.

- Download Course and Dormitory Registration Form located on the forms page
- Complete Course and Dormitory Registration form
- Mail completed form along with a check or money order payable to the Florida Department of Financial Services or Purchase Order. Mail to:

Florida State Fire College
ATTN: Registration
11655 NW Gainesville Rd.
Ocala, FL 34482

Correctly completed Course Registration Forms will be processed on a first-come, first-served basis. All incomplete Course Registration Forms will be returned to the student. Contact the Student Services Section at 352-369-2800 if you need assistance.

All courses have a minimum and a maximum number of students allowed; these allowances will be strictly adhered to. Please allow 10-15 days for confirmation letter.

It is the student's responsibility to provide proof of pre-requisites. The student is responsible for referring to the course description for course pricing, and textbooks to be purchased.