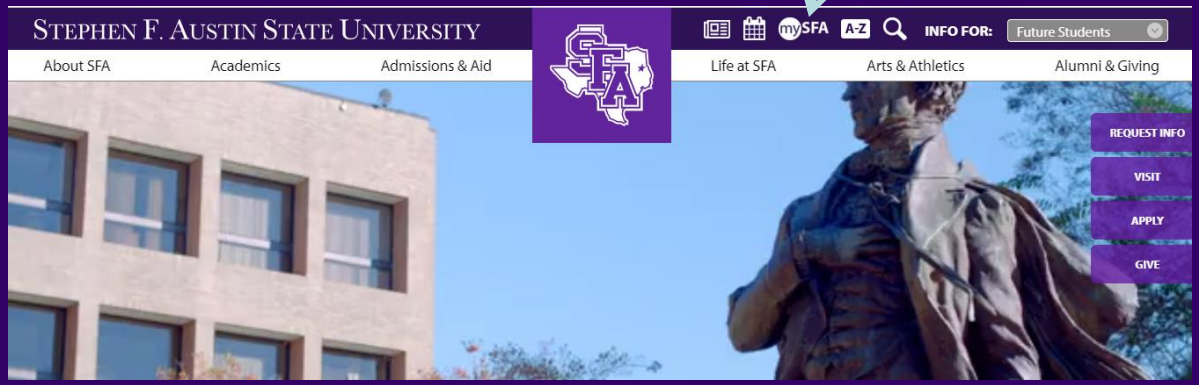
Add/Drop Courses Tutorial

Online Registration

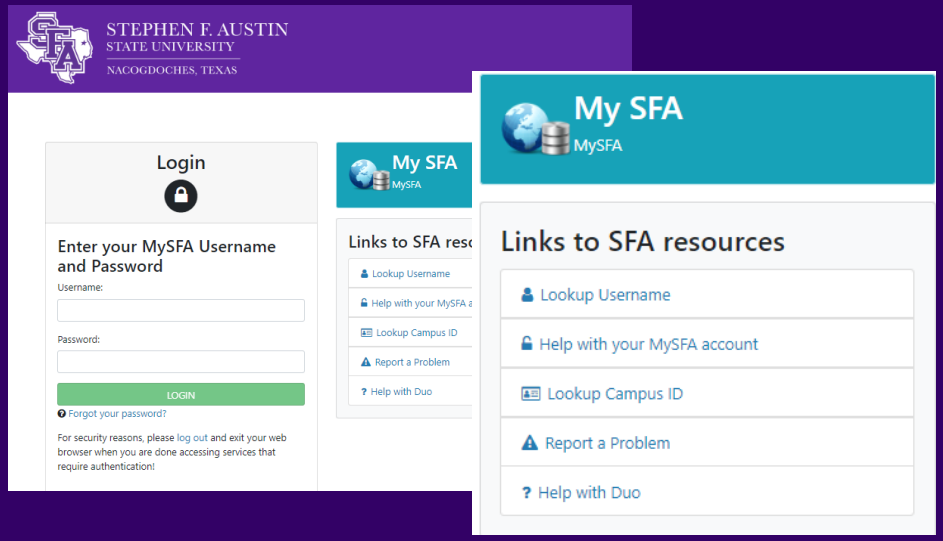
Stephen F. Austin State University

Step 1: Login to mySFA

1. Visit SFA's home page at: http://www.sfasu.edu and click on the "mySFA" button.

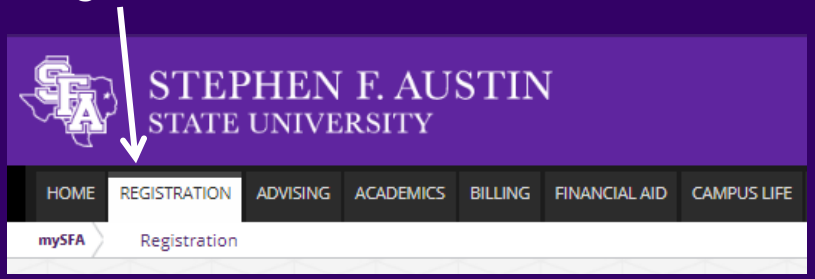


2. Login using your mySFA Username and password. Need help logging in? There are resources to the right on the login page.

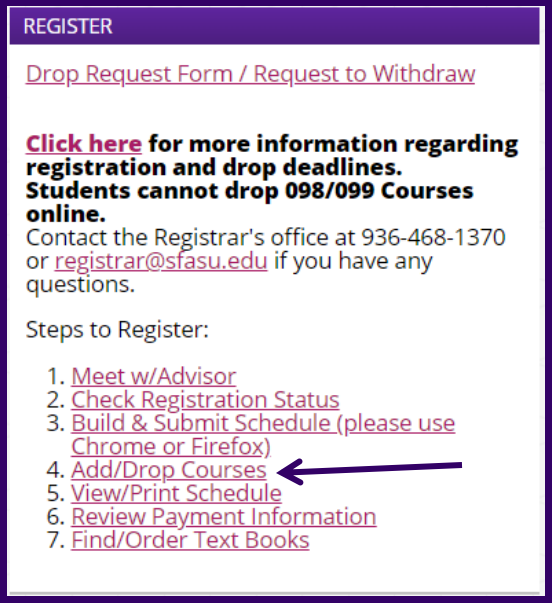


Step 2: Navigate through mySFA

1. Click on the Registration Tab.



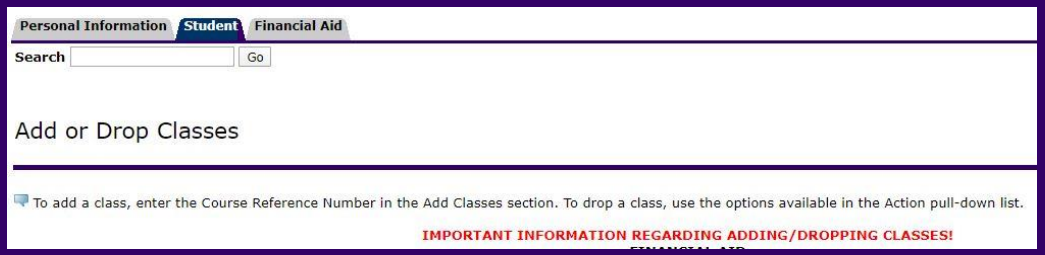
2. Scroll down to find the 'Register' box. Click on 'Add/Drop Courses'.



Step 3: Navigate to the Add or Drop Classes Home page

1. Select a term and click submit.

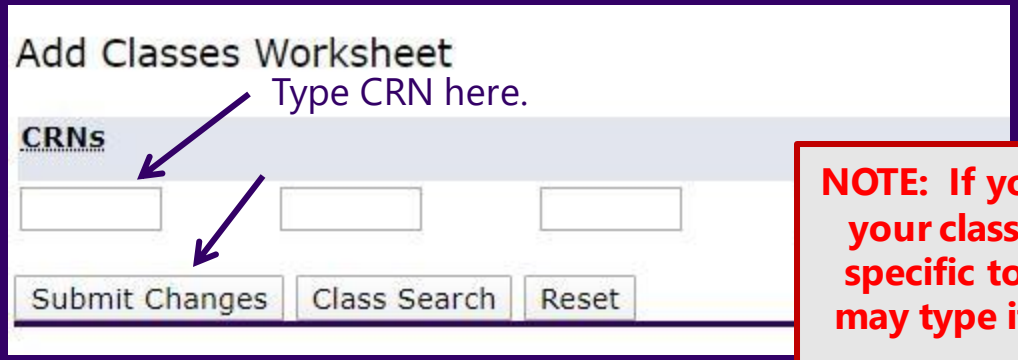
Welcome to the Add or Drop Classes Home Page!



NOTE: If you have active registration holds, you will not be able to access the Add or Drop Classes Home Page until they are lifted. You can view your registration holds on the Registration Tab of your mySFA.

Step 4: Find the Add Classes Worksheet

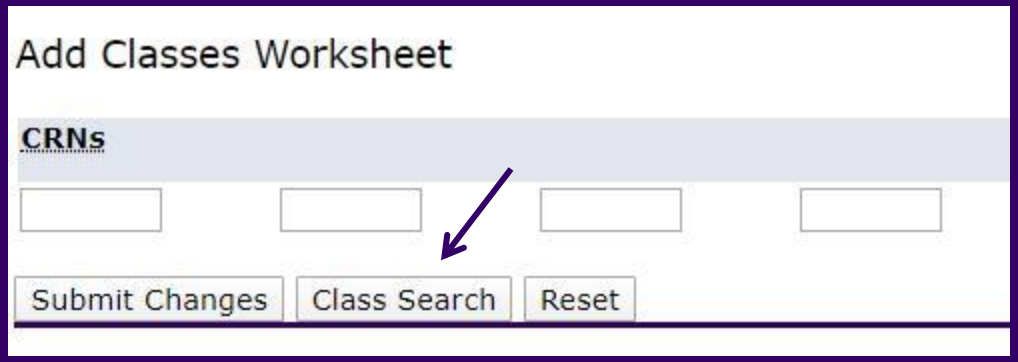
1. Scroll down to the very bottom to find the Add Classes Worksheet.



NOTE: If you already have the CRN for your class (a unique 5 digit number specific to each course section), you may type it in here and click "Submit Changes".

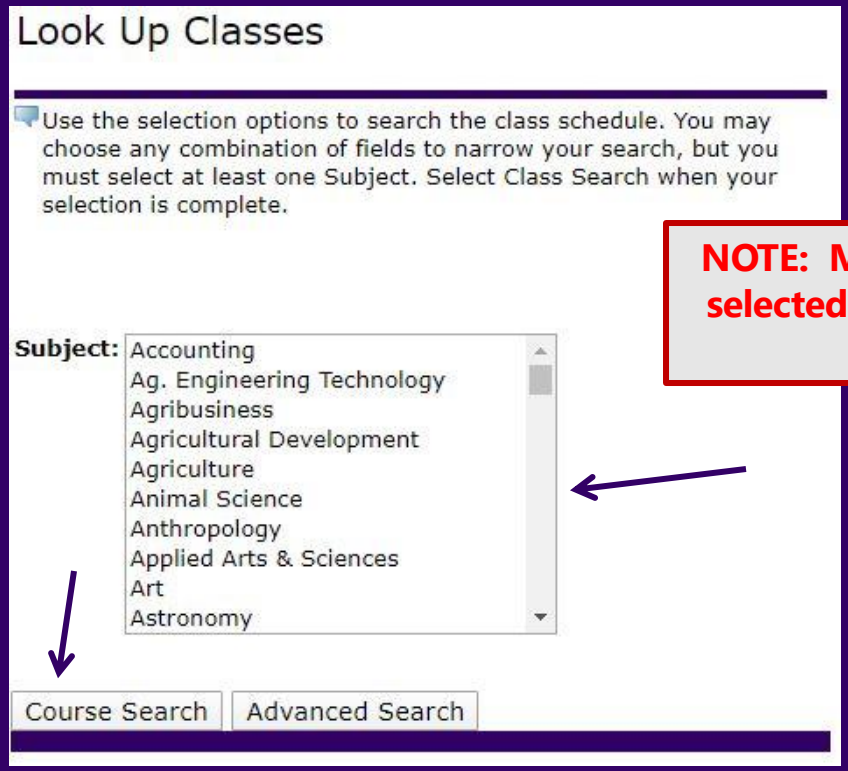
Step 5: Begin a Class Search

1. Many students do not have CRNs ready. If you do not, simply click the 'Class Search' button to begin looking through the term schedule.



Step 6: Select a Subject

1. Select a subject by clicking on the subject of the course you are looking for and open the course offerings by clicking the 'Course Search' button.



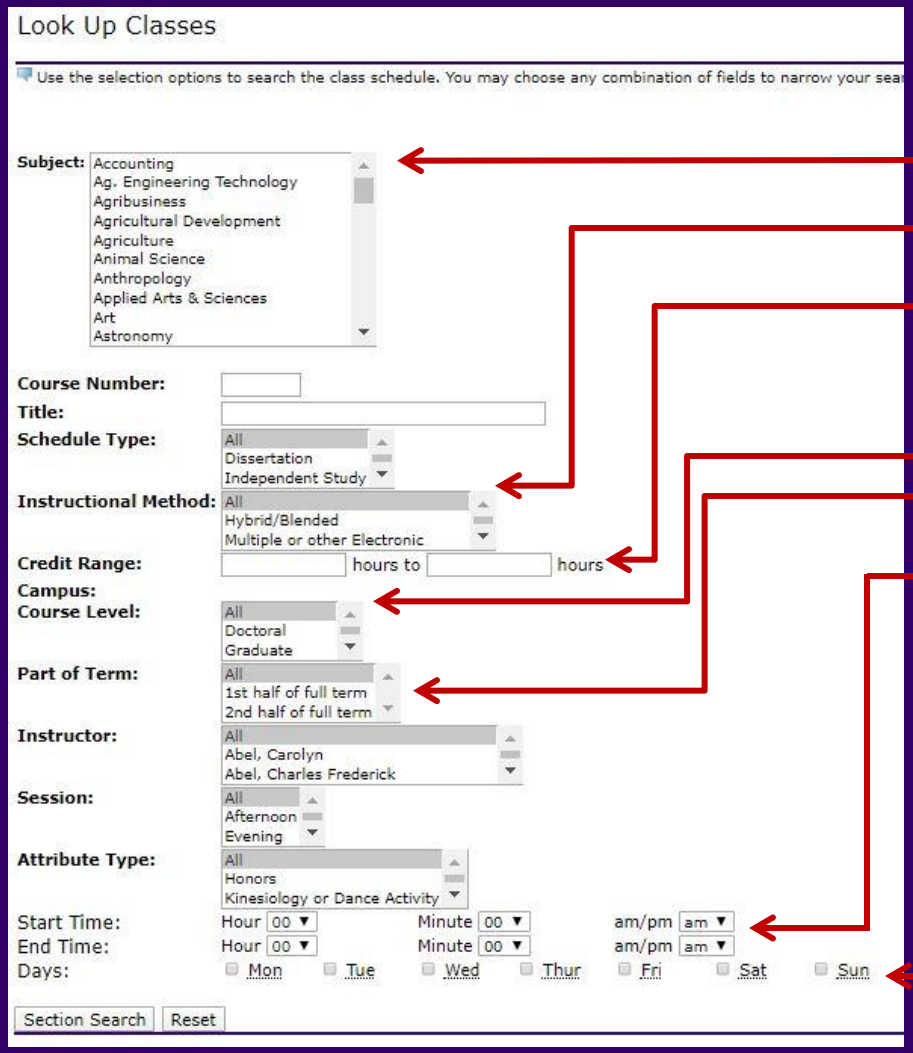
NOTE: More than one subject can be selected at a time by using the CTRL key.

Looking for something more specific?

Click the 'Advanced Search' button for more search options. The next slide has more information.

Advanced Search

1. The advanced search provides the means to be more specific when searching the term schedule.



There are many ways to use the advanced search.

1. By Subject: You can type in a subject instead of scrolling. You can also select multiple subjects using your Ctrl button.
2. By Method: Here is an easy way to find online or "Web" based classes.
3. By Credit Range: This is a handy search feature that can used to limit your search to a certain credit hour range. For instance, if you only needed a one hour course, then you could input "1.0 hours to 1.0 hours".
4. By Course Level: Search for only Masters or Doctoral courses.
5. By Part of Term: First-half and Second-half semester courses can be searched for or filtered out using this section.
6. By Time: You may search for classes within certain time allotments. Be broad in time range!
7. By Days: **USE WITH CAUTION!** Selecting multiple days will only bring up classes that meet on each of those days. For instance, if you check Tuesday and Thursday, then only classes that meet on BOTH of those days will appear in your results. If you check Mon, Tues, Wed, Thurs, and Fri, then no classes will appear in your results because NO class meets every day of the week.

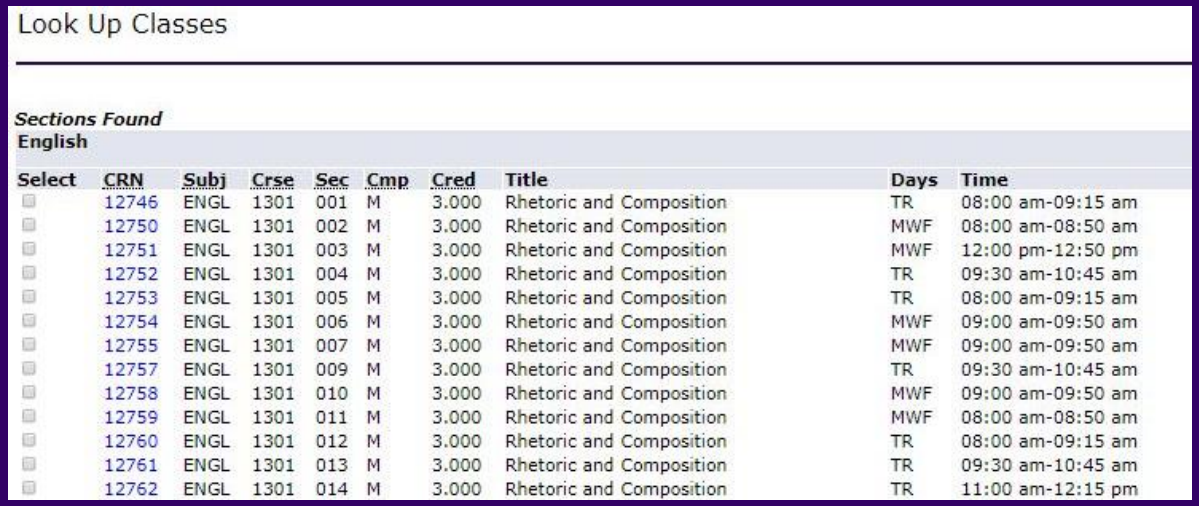
USING MULTIPLE SEARCH FEATURES WILL LIMIT YOUR RESULTS.

Step 7: Class View

1. The Class View is the list of classes being offered in the chosen term and subject. Scroll through the list to find the proper course and click 'View Sections".

Step 8: Section View

1. The Section View is the list of sections being offered for the selected course. Scroll through the list to find the section you want.



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
	12746	ENGL	1301	001	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
	12750	ENGL	1301	002	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am
	12751	ENGL	1301	003	M	3.000	Rhetoric and Composition	MWF	12:00 pm-12:50 pm
	12752	ENGL	1301	004	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
	12753	ENGL	1301	005	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
	12754	ENGL	1301	006	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
	12755	ENGL	1301	007	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
	12757	ENGL	1301	009	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
	12758	ENGL	1301	010	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
	12759	ENGL	1301	011	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am
	12760	ENGL	1301	012	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
	12761	ENGL	1301	013	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
	12762	ENGL	1301	014	M	3.000	Rhetoric and Composition	TR	11:00 am-12:15 pm

Step 8: Section View (Continued)

1. There is a lot of important information located on this page. Below are explanations of the columns you see.

Look Up Classes

Sections Found
English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
	12746	ENGL	1301	001	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am	20	0	20	0	0	0	Karen Marie Perkins (P)	08/24-12/11	FERG 184
	12750	ENGL	1301	002	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am	20	0	20	0	0	0	Billy Paul Longino (P)	08/24-12/11	FERG 378
	12751	ENGL	1301	003	M	3.000	Rhetoric and Composition	MWF	12:00 pm-12:50 pm	20	0	20	0	0	0	Dylan Edward Parkhurst (P)	08/24-12/11	FERG 184
	12752	ENGL	1301	004	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am	20	0	20	0	0	0	Aaron Thomas Milstead (P)	08/24-12/11	FERG 171
	12753	ENGL	1301	005	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am	20	0	20	0	0	0	Billy Paul Longino (P)	08/24-12/11	FERG 476

The CRN, Subj, Crse, Sec, and Tile columns contain basic course information.

The Days and Time columns note when the course meets.

M = Monday T = Tuesday W = Wednesday
R = Thursday F = Friday

The Cmp column notes what campus the course is located on.

M = Main Campus 8WW = Online

Most courses will use these while there are other campus codes that indicate SFA courses being held elsewhere.

The Cap, Act, and Rem column contain information on the section's current enrollment. The columns to the left with the additional 'WL' indicate the current Waitlist information.

Cap = Max Capacity Act = Actual Enrollment
Rem = Remaining Seats

The Instructor column shows either the instructor assigned to the section or 'Unassigned Staff', noting that there is not yet an instructor assigned in the system.

The Date (MM/DD) column show the course dates. SFA has small terms within both fall and spring. You can distinguish between full, first-half, and second-half semester courses using this column.

The Location column indicates the building and room where the course will be held.

Section View – Detailed Class Information

1. More specific course information can be found by clicking on the CRN of a section you are interested in. Even more information can be found by clicking on the title at the top.

☐	11518	ACCT	3343	001	M	3.000	Federal Income Tax
☐	11519	ACCT	3343	600	M	3.000	Federal Income Tax

Class Schedule Listing

Sections Found

Federal Income Tax - 11518 - ACCT 3343 - 001

Associated Term: Fall 2020
Registration Dates: Apr 13, 2020 to Aug 27, 2020
Levels: Undergraduate

On Main Campus
Lecture Schedule Type
Traditional, Face to face Instructional Method
3.000 Credits
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	MW	R.E. McGee Business 269	Aug 24, 2020 - Dec 11, 2020	Lecture	Thomas Milton Branton (P)

Detailed Class Information

Detailed Class Information
Federal Income Tax - 11518 - ACCT 3343 - 001

Associated Term: Fall 2020
Levels: Undergraduate

How the course is offered is listed here.

On Main Campus
Lecture Schedule Type
Traditional, Face to face Instructional Method
3.000 Credits
View Catalog Entry

Registration Availability

Here is the current enrollment of the course.

	Capacity	Actual	Remaining
Seats	22	20	2
Waitlist Seats	0	0	0

Prerequisites:
Prereq for ACC 343

General Requirements:
Course or Test: ACC 232
Minimum Grade of D
May not be taken concurrently.

If a course has prerequisites, they will be listed here. This course requires that the student complete ACC 232 with minimum grade of D.

NOTE: To match the old course prefixes and numbers to your new course prefixes and numbers, visit the Registrar's website **http://www.sfasu.edu/registrar/109.asp**.

Step 9: Register

1. You can register for a course two ways from the Section View. Once you find the section you want, select it by clicking the box in the left most column.

☐	12904	ENGL	1301	497	2DN	3.000	Rhetoric and Composition	TBA
☑	12796	ENGL	1301	500	8WW	3.000	Rhetoric and Composition	TBA
☐	12797	ENGL	1301	501	8WW	3.000	Rhetoric and Composition	TBA
☐	12907	ENGL	1301	503	8WD	3.000	Rhetoric and Composition	TBA
C	13458	ENGL	1301	533	8WW	3.000	Rhetoric and Composition	TBA

Register | Add to WorkSheet | New Search

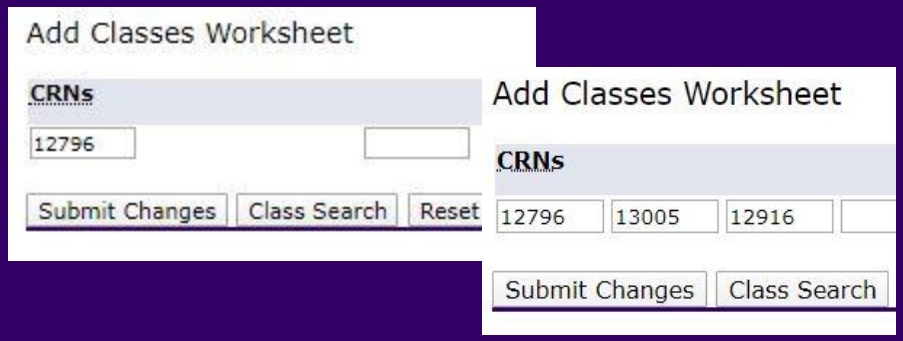
Both options will re-directed your webpage back to the Add or Drop Classes Home Page.

Using option 1 immediately submits your request to the system. You can view what successful registration looks like on slide 13.

Using option 2 adds the CRN of the section to the Add Classes Worksheet at the bottom of the Add or Drop Classes Home Page and will hold it there while you search and add the remainder or your courses.

Step 9: Register (Continued)

2. Option 2 looks like the screenshot below after you select 'Add to Worksheet'. To continue, repeat steps 5-9, using option 2 each time.



NOTE: Registration is not complete until you select 'Submit Changes'.

Step 10: Unsuccessful Registration

1. When you receive a Registration Add Error, all courses listed in the error were unsuccessful. An example of a common Registration Add Error is below. You will need to address the error before you can register.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web-Registered on Apr 20, 2020	None	12796	ENGL	1301	500	Undergraduate	3.000	Standard	Rhetoric and Composition
Web-Registered on Apr 20, 2020	None	12916	ARTS	1301	001	Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Apr 20, 2020	None	13005	GOVT	2305	001	Undergraduate	3.000	Standard	Federal Government

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 20, 2020 04:21 pm

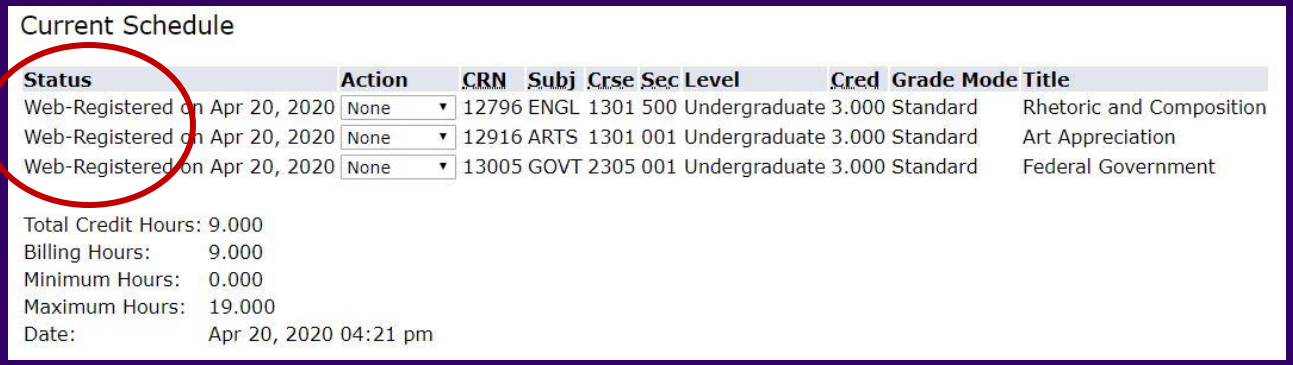
Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite Error-Please contact this course's department.	12197	FREN	2311	001	Undergraduate	3.000	Standard	Intermediate French I

Add Classes Worksheet

Step 11: Successful Registration

1. Successful registration, whether using Step 9 option 1 or option 2, will look like the following. You will find a new section on the Add or Drop Classes Home Page titled 'Current Schedule'. Note that each course states 'Web-Registered' in the status column.



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web-Registered on Apr 20, 2020	None	12796	ENGL	1301	500	Undergraduate	3.000	Standard	Rhetoric and Composition
Web-Registered on Apr 20, 2020	None	12916	ARTS	1301	001	Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Apr 20, 2020	None	13005	GOVT	2305	001	Undergraduate	3.000	Standard	Federal Government

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 20, 2020 04:21 pm

Congrats you did it!!!!!

Step 12: Print or Save Schedule

1. We highly recommend that you take a moment to print out or take a screenshot of the View/Print Schedule on your mySFA.

REGISTER

Drop Request Form / Request to Withdraw

Click here for more information regarding registration and drop deadlines.
Students cannot drop 098/099 Courses online.
Contact the Registrar's office at 936-468-1370 or registrar@sfasu.edu if you have any questions.

Steps to Register:

1. Meet w/Advisor
2. Check Registration Status
3. Build & Submit Schedule (please use Chrome or Firefox)
4. Add/Drop Courses
5. View/Print Schedule
6. Review Payment Information
7. Find/Order Text Books

Student Detail Schedule

April 20th, 2020

Total Credit Hours: 9.000

Art Appreciation - ARTS 1301 - 001
Associated Term: Fall 2020
CRN: 12916
Status: Web-Registered on Apr 20, 2020
Assigned Instructor: Scott A. Runnels

Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: On Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MWF	Art 106	Aug 24, 2020 - Dec 11, 2020	Lecture	Scott A. Runnels (P)

Rhetoric and Composition - ENGL 1301 - 500
Associated Term: Fall 2020
CRN: 12796
Status: Web-Registered on Apr 20, 2020
Assigned Instructor: Anne M. Duncan

Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Online-Web

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Aug 24, 2020 - Dec 11, 2020	Lecture	Anne M. Duncan (P)

Federal Government - GOVT 2305 - 001
Associated Term: Fall 2020
CRN: 13005
Status: Web-Registered on Apr 20, 2020
Assigned Instructor: Charles F. Abel

Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: On Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	T. E. Ferguson Liberal Arts 371	Aug 24, 2020 - Dec 11, 2020	Lecture	Charles Frederick Abel (P)

Return to Previous

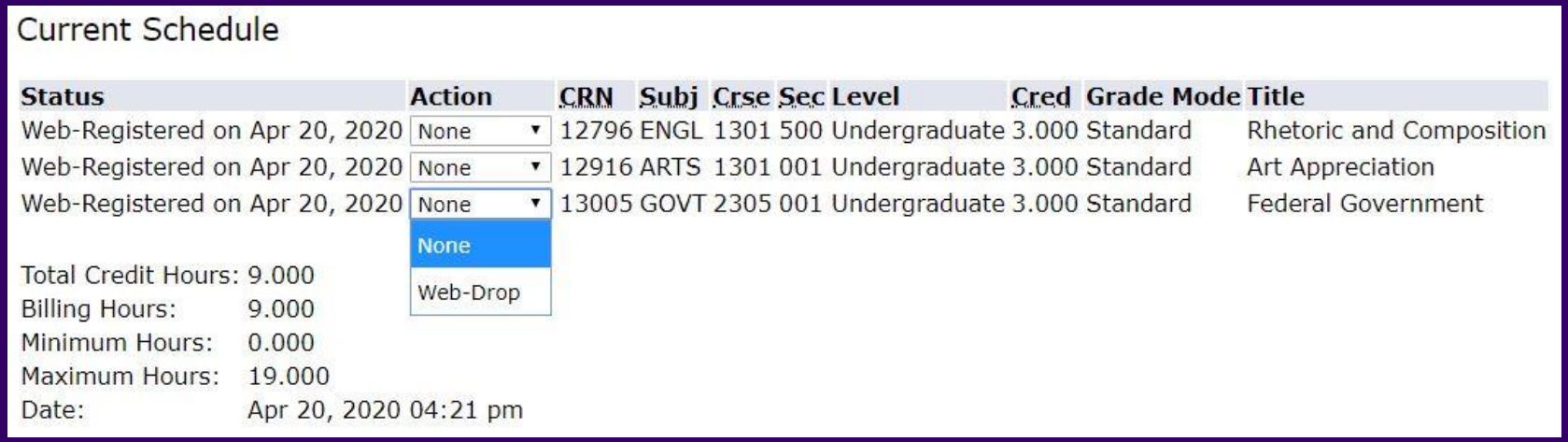
Need to Drop A Class???

1. Navigate to the Current Schedule area of the Add or Drop Classes Home Page.

Locate the course you wish to drop.

Use the drop-down menu and select 'Web-Drop'

Click 'Submit Changes' at the bottom. **The drop is not processed until you save your changes.**


Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web-Registered on Apr 20, 2020	None	12796	ENGL	1301	500	Undergraduate	3.000	Standard	Rhetoric and Composition
Web-Registered on Apr 20, 2020	None	12916	ARTS	1301	001	Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Apr 20, 2020	None	13005	GOVT	2305	001	Undergraduate	3.000	Standard	Federal Government

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 20, 2020 04:21 pm

Students can drop online until the advertised deadline.

Registration Dates and Deadlines can be found on the Registrar's Office Website.

Dropping a course after the first class day may have an impact on the student's bill or transcript.

Need Additional Assistance?

Contact the Registrar's Office at the information provided below.

registrar@sfasu.edu

936.468.1370