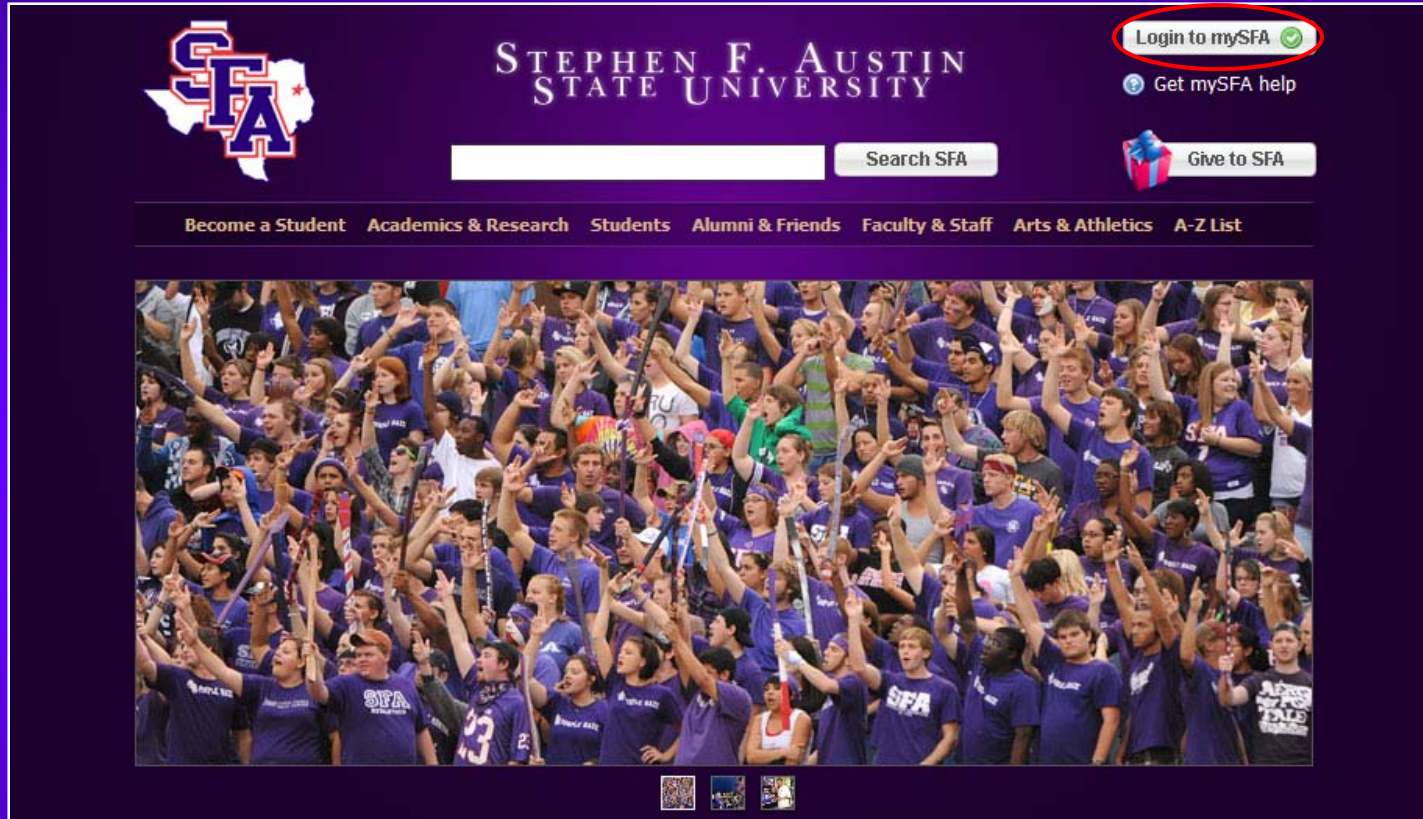


Online Registration at Stephen F. Austin State University



Step 1



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

Step 2

mySFA

Secure Access Login

User Name:

Password:

Having problems logging in? [Click here.](#)

Welcome to mySFA.

Student E-mail

- [Account information](#)
- [Reset e-mail password](#)
- [Change e-mail password](#)
- [Forward your e-mail to another e-mail address](#)
- [E-mail policy](#)

Getting Started with mySFA

- [Lookup mySFA username](#)
- [Help with myPassword](#)
- [Lookup Campus ID number](#)
- [Set your myPassword profile](#)
- [Privacy and Security](#)

Send feedback

- [Comment about mySFA](#)
- [Report a problem with mySFA](#)

Login to MySFA using your User Name and Password.

Step 3

mySFA

Welcome

You are currently logged in.

Click on the
“myServices” tab.

myNews

myCourses

myServices

myEvents

News



[The Pine Log](#)

[SFA News Releases](#)

[Daily Sentinel](#)

[KTRE](#)

[Dallas Morning News](#)

[Houston Chronicle](#)

[CNN](#)

[USA Today](#)

[The Weather Channel](#)

Campus Announcements

[Internship Opportunity in Foodservice for Summer](#)

[SFA Gardens Hosts Holiday Workshop](#)

[Z Phi B Fall 2009 Probate](#)

[More...](#)

Personal Announcements

[Sigma Nu interest meeting](#)

[Online Course in Blackboard](#)

[Please take the SGA student survey](#)

[More...](#)

Step 4

Welcome Jodi
You are currently logged in.

E-mail Calendar Groups

myNews myCourses **myServices** myEvents

Student Services

- Academic Advising
- Assessment/Testing Center
- Business Office
- Campus Alert System
- Campus ID Lookup
- Campus Wireless Locations
- Computing FAQ
- Counseling and Career Services
- Course Catalogs
- Disability Services
- Download Symantec Antivirus
- Final Exam Schedule
- Financial Aid
- Health Services
- InfoDesk
- Major Field Test

Online Services

Self-Service Banner
Access your Personal Information in Banner; Student Registration, Grades, Course Evaluations, Financial Aid, Short-term/Book Loans, Faculty/Advisor Functions, Electronic Personnel Action Form, Employee Information, Finance/Budget Information, Surveys

Short Term Loans/Book Loans
This option is now located in Self-Service Banner under Student Registration.

Enrollment/Degree Verification

Transcript requests

Search for SFA Scholarships
Search and apply for SFA scholarships. Applications available Sept. 1 - Feb 1. Submit only one application for alumni and financial aid.

Residence Life Services
View Housing information and various other Housing functions.

Meal Plans - Sign Up Or Change

Purchase additional Dining Dollars

Degree Audit

Senior Surveys

Employee Services

E
Lool
P
Info
Regi
Info
Ord
Stone F
Tuition
Parkir

Step 5



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student** **Financial Aid**

Search

ACCESS:

Main Menu

Welcome, Jodi , to the SFA Banner Self-Service System! Last web access
am

[JackText](#)

Sign up for text messages for grades, billing, extracurricular activities, & more

[Personal Information](#)

Take a survey, view and update addresses and phones, view e-mail addresses, view and update emergency contact:
number change information

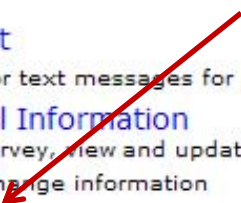
[Student](#)

Register, View your academic records, Check your Undergraduate Admission Status, Sign up for Direct Deposit.

[Financial Aid](#)

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Click "Student."



Step 6



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information

Student

Financial Aid

Search

Go

Student

Click "Registration."

JackText

Sign up for text messages for grades, billing, extracurricular activities, & more

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades, transcripts and test scores

Student Accounts

View your account summary

Student Direct Deposit

Sign up for direct deposit of difference checks or view your existing information

Admissions

Check your Undergraduate Admission Status for upcoming semesters (new applicants only)

Step 7



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information

Student

Financial Aid

Search

Registration

Click "Select Term."

[Select Term](#)

[Add or Drop Classes](#)

[Look Up Classes](#)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Status](#)

[Active Registration](#)

[Registration History](#)

[Concise Student Schedule](#)

[Order Textbooks](#)

[Short-Term Loan Application](#)

[Book Loan Application](#)

Step 8



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student** Financial Aid

Search

[RETURN](#)

Registration Term

Click arrow to display available terms.
Select current term and click "Submit."

(This will take you back to the previous menu.)

Select a Term:

- Fall 2011
- Summer 2011 (View only)
- Spring 2011 (View only)
- Fall 2010 (View only)

Step 9



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information

Student

Financial Aid

Search

Go

Registration

Click "Add or Drop Classes."

Select Term

Add or Drop Classes

Look Up Classes

Change Class Options

Week at a Glance

Student Detail Schedule

Registration Status

Active Registration

Registration History

Concise Student Schedule

Order Textbooks

Short-Term Loan Application

Book Loan Application

Step 10



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Add or Drop Classes

The classes that you have “dropped” or “registered” for the current term will be displayed under the “Current Schedule” heading. This example shows one class dropped online and one class registered online.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001	Undergraduate	0.000	Standard		Principles of Microeconomics
Web-Registered on Dec 02, 2009	<input type="button" value="None"/>	1430	DAN	106	01	Undergraduate	2.000	Standard		Ballroom Dance

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Dec 02, 2009 01:16 pm

Add Classes Worksheet

CRNs

Step 11



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Add or Drop Classes

HOW TO ADD MORE CLASSES...

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001	Undergraduate	0.000	Standard		Principles of Microeconomics
Web-Registered on Dec 02, 2009	<input type="button" value="None"/>	1430	DAN	106	01	Undergraduate	2.000	Standard		Ballroom Dance

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Dec 02, 2009 01:16 pm

If you already have the CRN for your class (a number associated with each class that can be found in the online schedule of classes), you may type it in here and click "Submit Changes".

Add Classes Worksheet

CRNs

Step 12



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001	Undergraduate	0.000	Standard		Principles of Microeconomics
Web-Registered on Dec 02, 2009	<input type="button" value="None"/>	1430	DAN	106	01	Undergraduate	2.000	Standard		Ballroom Dance

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Dec 02, 2009 01:16 pm

If you do not have the CRN, click on "Class Search" to search for your class.

Add Classes Worksheet

CRNs

Step 13

Look Up Classes

- 1** Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.
All WEB Based courses are charged a \$25.00/hr fee.
All 588 and 688 Sections for any course are charged a \$120.00/hr fee.

Subject: Accounting
Administrative Education
Agribusiness

Course Number:

Title:

Schedule Type: All
Dissertation
Independent Study

Instructional Method: All
Traditional
Web

Credit Range: hours to hours

Course Level: All
Doctoral
Graduate

Part of Term: All
Non-date based courses only
1st half of full term
2nd half of full term

Instructor: All
Abel, Carolyn
Adkins, Jeffrey A.

Session: All
Afternoon
Evening

Attribute Type: All
Communication
Communication II

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

You may narrow your search results by varying the search options, but you **MUST** select at least one Subject.

For multiple selections, hold down the CTRL key (PC) or the Command key (Mac) while clicking the desired selections. Click on "Class Search" to bring forth your search results.

Step 14

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of field. Search when your selection is complete.

All WEB-Based courses are charged a \$25.00/hr fee.

All 58* and 68* Sections for any course are charged a \$120.00/hr fee.

Subject:
Administrative Education
Agribusiness

Course Number:

Title:

Schedule Type:
Dissertation
Independent Study

Instructional Method:
Traditional
Web

Credit Range: hours to hours

Course Level:
Doctoral
Graduate

Part of Term:
1st half of full term
2nd half of full term

Session:
Afternoon
Evening

Attribute Type:
Honors
Kinesiology or Dance Activity

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sur

Class Search

Reset

There are many ways to use the search menu.

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 be 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: Ex. Able to view only Graduate courses.
5. By Session: Night classes can be easily found by limiting the search results here.
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 15



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Look Up Classes

Select the course you desire by clicking the "Select" box.

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

"C" indicates the class is closed.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem
<input type="checkbox"/>	3488	ENG	273	090	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3489	ENG	273	091	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3490	ENG	273	092	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3491	ENG	273	093	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3492	ENG	273	094	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3493	ENG	273	095	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3494	ENG	273	096	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3495	ENG	273	097	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3496	ENG	273	500	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3497	ENG	273	501	M	3.000	Technical a Scientific Writing	TBA		0	0	0	0	0	0
<input type="checkbox"/>	3498	ENG	273	502	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0
<input type="checkbox"/>	3499	ENG	273	503	M	3.000	Technical a Scientific Writing	TBA		25	0	25	0	0	0

Click "Add to Worksheet."

Step 16

If you need more information about a class before registering for it, then you may click on the CRN.

- [13850](#) MTH 300 500 M 3.000 Concepts of Calculus
- [13851](#) MTH 302 500 M 3.000 Concepts in Geometry
- [11172](#) MTH 305 001 M 3.000 Intro to Numerical Methods
- [11173](#) MTH 311 001 M 3.000 Intro to Modern Mathematics
- [11174](#) MTH 317 001 M 3.000 Linear Algebra
- [11175](#) MTH 333 001 M 4.000 Calculus III

Class Schedule Listing

Sections Found

[Calculus III - 11175 - MTH 333 - 001](#)

Associated Term: Fall 2010
Registration Dates: Mar 28, 2010 to Sep 02, 2010
Levels: Undergraduate
Instructors: Nicholas E. Long (P)

Main Campus
Lecture Schedule Type
Traditional Instructional Method
4.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:15 pm	M	Mathematics 358	Aug 30, 2010 - Dec 18, 2010	Lecture	Nicholas E. Long (P)
Class	11:00 am - 12:15 pm	TR	Mathematics 358	Aug 30, 2010 - Dec 18, 2010	Lecture	Nicholas E. Long (P)

You will then be able to view the Class Schedule Listing. To view the class in more detail, click the link found here. IMPORTANT text may also appear here.

You can view Prerequisites and Classroom Seating here. Click on the "Return to Previous" link at the bottom of the page to continue registering.

Detailed Class Information

Calculus III - 11175 - MTH 333 - 001

Associated Term: Fall 2010
Levels: Undergraduate

Main Campus
Lecture Schedule Type
Traditional Instructional Method
4.000 Credits
[View Catalog Entry](#)

Registration Availability

Seats

Capacity	Actual	Remaining
20	0	20

Prerequisites:
Prereq required for MTH 333

General Requirements:
Course or Test: MTH 234
Required Courses: 1
Minimum Grade of C
May not be taken concurrently.

Step 17



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	GRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001	Undergraduate	0.000	Standard	Principles of Microeconomics
Web-Registered on Dec 02, 2009	None <input type="button" value="v"/>	1430	DAN	106	01	Undergraduate	2.000	Standard	Ballroom Dance

Total Credit Hours: 2.000

Billing Hours: 2.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Dec 02, 2009 03:33 pm

Add Classes Worksheet

The CRN of the class you chose will appear here.

CRNs

Continue adding classes to your Worksheet.

Step 18



STEPHEN F. AUSTIN
STATE UNIVERSITY

REGISTRATION IS NOT COMPLETE UNTIL YOU CLICK SUBMIT.

Personal Information **Student**

Search

Add or Drop Classes

HINT: Make sure CRNs are entered into the worksheet for both lecture AND lab before clicking "Submit."

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001	Undergraduate	0.000	Standard		Principles of Microeconomics
Web-Registered on Dec 02, 2009	None <input type="button" value="v"/>	1430	DAN	106	01	Undergraduate	2.000	Standard		Ballroom Dance

Total Credit Hours: 2.000

Billing Hours: 2.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Dec 03, 2009 09:06 am

Once you are satisfied with your course selections, click the "Submit Changes" button.

Add Classes Worksheet

CRNs

Step 19



STEPHEN F. AUSTIN
STATE UNIVERSITY

Personal Information **Student**

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001 Undergraduate	0.000	Standard	Principles of Microeconomics
Web-Registered on Dec 02, 2009	None	1430	DAN	106	01 Undergraduate	2.000	Standard	Ballroom Dance
Web-Registered on Dec 03, 2009	None	2233	ART	280	005 Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Dec 03, 2009	None	3386	ENG	131	001 Undergraduate	3.000	Standard	Rhetoric and Composition

Your registered classes will appear here.

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Dec 03, 2009 09:14 am

Registration errors will appear here. This student is **NOT** registered for this class.

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	3488	ENG	273	090 Undergraduate	3.000	Standard	Technical a Scientific Writing

Add Classes Worksheet

CRNs

YOU DID IT!

Your registration is complete.

***Hint: Take a moment now to print your schedule as proof that you enrolled in the class.**

How do I to Drop a Class?



**I Know!
Follow me...**





How to Drop a Class



Personal Information **Student**

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Select the drop down menu next to the class you want to drop.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web-Drop on Sep 29, 2009		1092	ECO	232	001 Undergraduate	0.000	Standard	Principles of Microeconomics
Web-Registered on Dec 02, 2009	None	1430	DAN	106	01 Undergraduate	2.000	Standard	Ballroom Dance
Web-Registered on Dec 03, 2009	None	2233	ART	280	005 Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Dec 03, 2009	None	3386	ENG	131	001 Undergraduate	3.000	Standard	Rhetoric and Composition

None
Web-Drop

Select the "Web-Drop" option.

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Dec 03, 2009 09:45 am

Add Classes Worksheet

CRNs

Click "Submit Changes".

THE CLASS WILL NOT BE DROPPED UNTIL YOU CLICK SUBMIT.

Need Help?



Contact the REGISTRATION HELP DESK at 936-468-1370.