Online Registration at Stephen F. Austin State University
Step 1

Visit SFA’s home page at:  [http://www.sfasu.edu](http://www.sfasu.edu)
and click on the “MySFA” button to log in.
Step 2

Login to mySFA using your User Name and Password.
Step 3

Select the Registration tab.
Step 4

Select option #4. Add/Drop Courses
Step 5

Click arrow to display available terms. Select current term and click “Submit.”
Step 6

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.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Crd</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered on Aug 22, 2014</td>
<td>13974 HIS 134</td>
<td>001 Undergraduate 3.000 Standard</td>
<td>U.S. History, 1877-Present</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-Drop on Aug 22, 2014</td>
<td>14095 ENG 131</td>
<td>001 Undergraduate 0.000 Standard</td>
<td>Rhetoric &amp; Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Total Credit Hours: 3.000
- Billing Hours: 3.000
- Minimum Hours: 0.000
- Maximum Hours: 12.000
- Date: Sep 15, 2014 02:53 pm

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

[Submit Changes] [Class Search] [Reset]
Step 7

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”.

How to Add More Classes...

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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Total Credit Hours: 3.000
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Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Sep 15, 2014 02:53 pm

Add Classes Worksheet
Step 8

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
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<th>Subj</th>
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Total Credit Hours: 3.000
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Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Sep 15, 2014 02:53 pm
Step 9

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.

You can also do an Advanced Search to add more search parameters.
Step 10

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 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 11

Select the course you desire by clicking the “Select” box.

“C” indicates the class is closed.

Click “Add to Worksheet.”
Step 12

If you need more information about a class before registering for it, then you may click on the CRN. 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.
Step 13

The textbook price and ISBN number are provided to assist students with lowering the cost of textbook purchases pursuant to the Higher Education Opportunity Act (Public Law 110-315) (HEOA). HEOA was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).

PARKING PERMIT

Click here to purchase a parking permit.

Current Schedule

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Total Credit Hours: 3.000
Billing Hours: 3.000
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Maximum Hours: 12.000
Date: Sep 16, 2014 02:24 pm

Add Classes Worksheet

The CRN of the class you chose will appear here.

Continue adding classes to your Worksheet.
Step 14

REGISTRATION IS NOT COMPLETE UNTIL YOU CLICK SUBMIT.

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

Once you are satisfied with your course selections, click the “Submit Changes” button.
Step 15

Your registered classes will appear here.

Registration errors will appear here. This student is NOT registered for this class.
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 Drop a Class?

I Know!

Follow me…
How to Drop a Class

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

Select the “Web-Drop” option.

Click “Submit Changes”.

THE CLASS WILL NOT BE DROPPED UNTIL YOU CLICK SUBMIT.
Need Help?

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