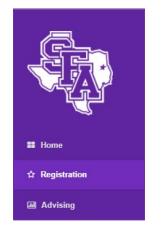
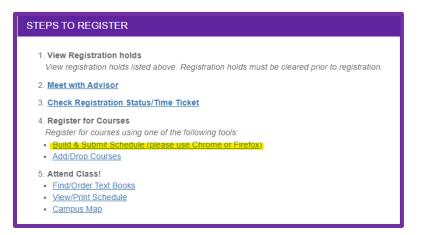
Schedule Planner Tutorial

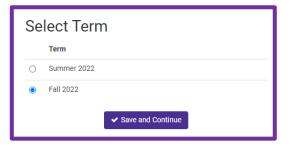
1. Login to mySFA and navigate to the Registration Tab



2. Click "Build & Submit Schedule" in the Steps to Register section



3. Select Term – Select the desired term then click "Save and Continue"



- 4. Select the Campuses you would like to search for courses in, then click "Save and Continue".
- 5. Optional Selection:
 - Part of Term: select "Change" next to Parts of Term to view all available sessions for the semester.

Course Status	Open Classes Only	Change	Term	Fall 2021	Change
Parts of Term	All Parts of Term Selected	Change	Campuses	3 of 33 Selected	Change

• Using the check boxes, select the sessions that you wish to search for courses in then click "Save". Only courses in the selected sessions will generate in schedules. Options are as follows:

Se	Select Parts of Term							
	Select All Parts of Term							
	Fall 2022 - Fall I							
	Fall 2022 - Fall II							
	Fall 2022 - Full Term							
< (Cancel Save							

6. After selecting courses, select "Generate Schedules" and click "View" on the individual schedules to see details.

C Generate Schedules	Generated 2 Schedules					
	View 1 Q 🔲 1106-BIOL-001, 1306-BIOL-001, 2301-ECON-002, 1301-ENGL-001					
	View 2 🗨 🗌 1106-BIOL-001, 1306-BIOL-001, 2301-ECON-001, 1301-ENGL-001					

Example below: ENGL 5310 and ENGL 5320 begin in week 1 and end week 16. ACCT 1301 begins in week 1 and ends week 7.

		Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus
0	6	Not Enrolled	17648	ACCT	1301	510	19		08/22/2022 - 10/07/2022	Online
0		Enrolled	17947	ENGL	5310	001	16	M 6:00pm - 8:30pm - FERG 292	08/22/2022 - 12/05/2022	On Main Campus
0		Enrolled	17949	ENGL	5320	001	18	W 6:00pm - 8:30pm - FERG 179	08/24/2022 - 12/07/2022	On Main Campus
Nook 2										
WEEK 2	. (08	/29/2022 Week	2 - 09/0	5/2022) 1	2 3	3 4	5 6	7 8 9 10 1	1 12 13 14	1 5 16
WEEK 2			2 - 09/0	5/2022) 1	2 3	3 4	5 6	7 8 9 10 1	1 12 13 14	15 16
WEEK 2	A	Week	2 - 09/0	5/2022) 1	2 3	3 4	5 6	7 8 9 10 1	1 12 13 14	15 16

8. Select "Send to Registration Cart" at the top of the schedule view page to move forward with registering for the courses.

SFA Office of the Registrar

Potential Schedule for Fall 2022								
< Back	🔒 Print	🐂 Send to Registration Cart						

9. On the Schedule Planner Registration Cart page, select "Register"

Schedule Planner Registration Cart							
Welcome to the Schedule Planner Registration Cart.							
Classes in the Registration Cart	Status						
Select CRN Subj Crse Sec Title 17819 ENGL 1301 013 Rhetoric and Composition							
 17819 ENGL 1301 013 Rhetoric and Composition - Register Add to WorkSheet Save Cart Clear Cart 							

10. Scroll down on the Add or Drop Classes page and check your Current Schedule for successful registration. Successful registration should appear as "Web-Registered on _____" in the status column.

Current Schedule											
Status		Action	CRN	Subj C	rse Sec	Level	Cred	Grade Mode	Title	Instructional Method	Dates (MM/DD)
Web-Registered or	n Jul 08, 2022	None	17819	ENGL 1	301 013	Undergraduate	3.000	Standard	Rhetoric and Composition	Online	08/22-12/09 (15 weeks)
Web-Registered or	n May 09, 2022	None	✓ 17947	ENGL 5	310 001	Graduate	3.000	Standard	Intertextual Austen	Face-to-Face, SFA Campus	s 08/22-12/09 (15 weeks)
Web-Registered or	n Jun 27, 2022	None •	18184	LING 5	342 001	Graduate	3.000	Standard	Comparative Romance Linguistic	Face-to-Face, SFA Campu	s 08/22-12/09 (15 weeks)
Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours: Date:	: 9.000 9.000 0.000 15.000 Jul 08, 2022 0)1:27 pm									

*End of instructions for Schedule Planner