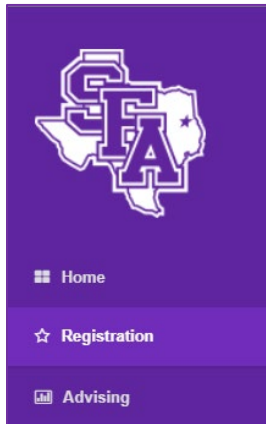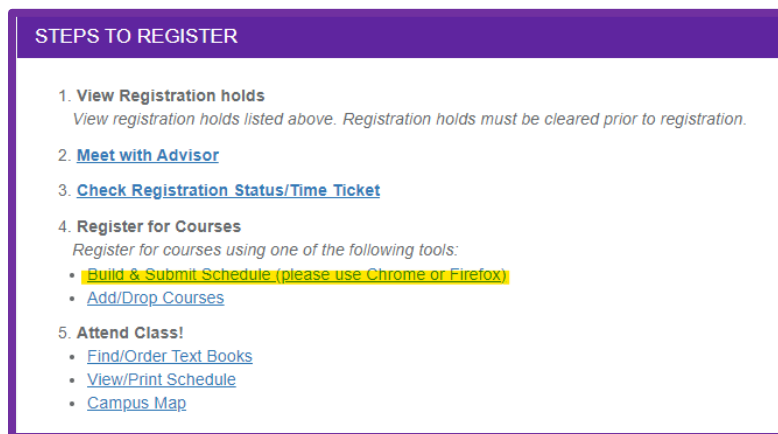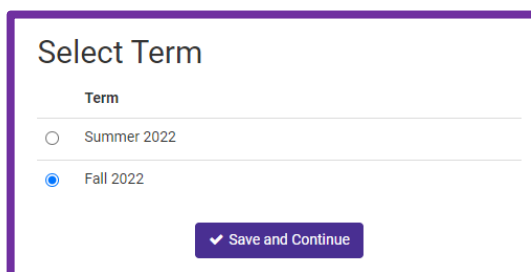# Schedule Planner Tutorial

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.

- 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:

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

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.

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

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

Select	CRN	Subj	Crse	Sec	Title	Status
☑	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	Crse	Sec	Level	Cred	Grade Mode	Title	Instructional Method	Dates (MM/DD)
Web-Registered on Jul 08, 2022	None	17819	ENGL	1301	013	Undergraduate	3.000	Standard	Rhetoric and Composition	Online	08/22-12/09 (15 weeks)
Web-Registered on May 09, 2022	None	17947	ENGL	5310	001	Graduate	3.000	Standard	Intertextual Austen	Face-to-Face, SFA Campus	08/22-12/09 (15 weeks)
Web-Registered on Jun 27, 2022	None	18184	LING	5342	001	Graduate	3.000	Standard	Comparative Romance Linguistic	Face-to-Face, SFA Campus	08/22-12/09 (15 weeks)

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Jul 08, 2022 01:27 pm

End of instructions for Schedule Planner