How to Update Variable Credit Hours

1. Login to mySFA
2. Click on Registration
3. Locate the “Steps to Register” box
4. Click on Add/Drop Courses

STS TO REGISTER

1. View Registration holds
   View registration holds listed above. Registration holds must be cleared prior to registration.

2. Meet with Advisor

3. Check Registration Status/Time Ticket

4. Register for Courses
   Register for courses using one of the following tools:
   - Build & Submit Schedule (please use Chrome or Firefox)
   - Add/Drop Courses (Spring 2023 courses)
     - To drop Full Fall or Fall I courses, click here: Drop Request Form / Request to Withdraw

5. Attend Class!
   - Find/Order Text Books
   - View/Print Schedule
   - Campus Map

5. Scroll to the Current Schedule area of the Add or Drop Classes page
6. Click on the hyperlinked credit hours
7. In the Credit Hours box, type the credit hours needed for the course

8. Click Submit Changes to update

9. Click on Add or Drop Classes to return to the Current Schedule

10. Make sure the new credit hours look correct in your Current Schedule

   a. If the hours are correct, then no further action is needed
   b. If the hours are still incorrect, you can try to change them again or email registrar@sfasu.edu