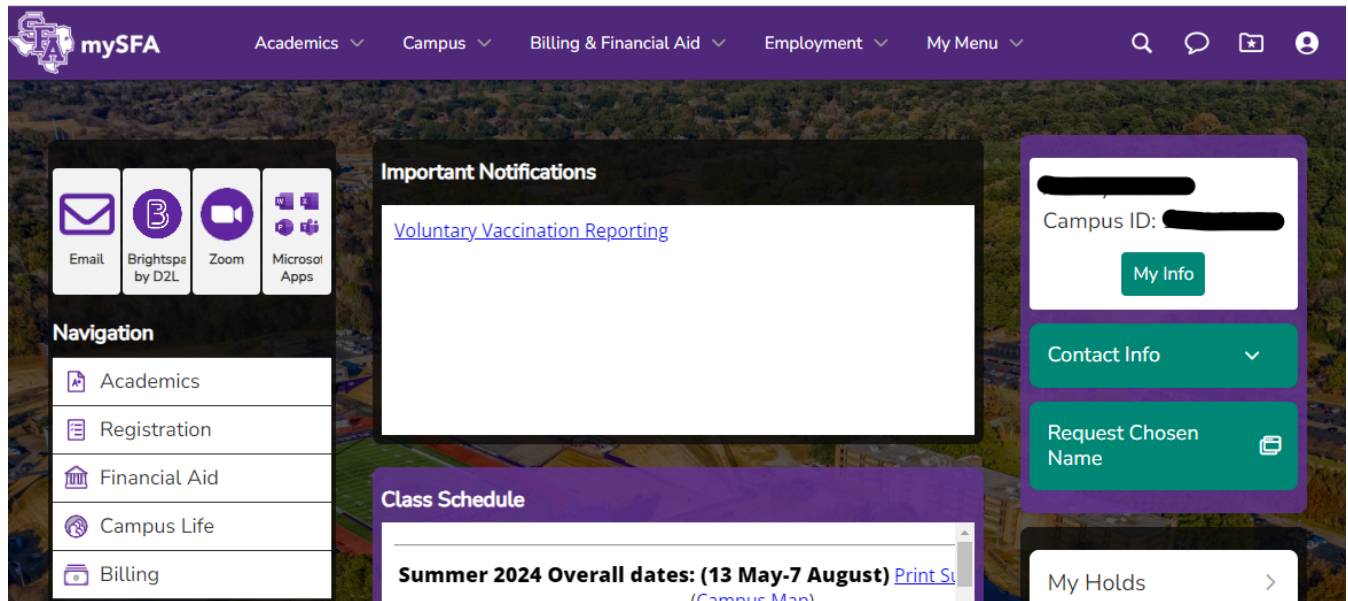
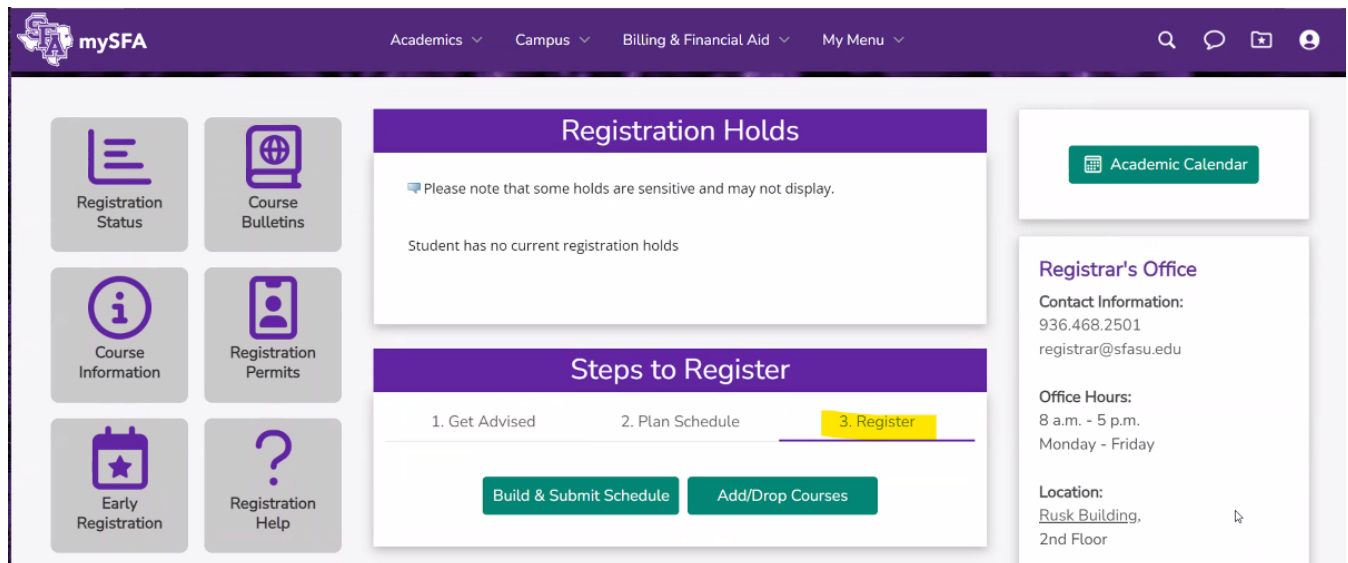


## Schedule Planner Tutorial

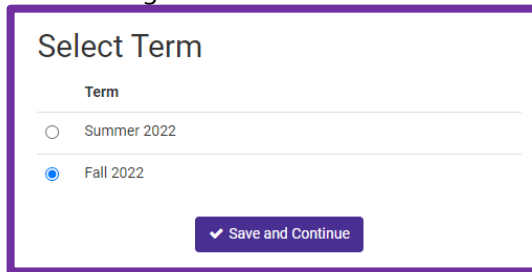
1. Login to mySFA and under Navigation select Registration.



2. Under Steps to Register #3 select Build & Submit Schedule.



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



Select Term

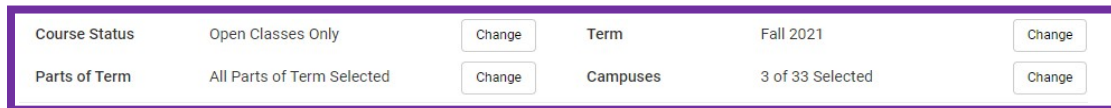
Term

☐ Summer 2022

☒ Fall 2022

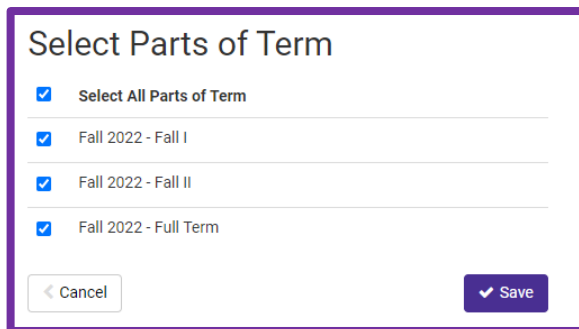
✓ Save and Continue

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:



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"

Current Schedule

<input checked="" type="checkbox"/>		Status	Subject	Course	Section	Component	Day(s) & Location(s)
<input checked="" type="checkbox"/>		Enrolled	COMM	4360	001	Lecture	
<input checked="" type="checkbox"/>		Enrolled	MCOM	1307	001	Lecture	
<input checked="" type="checkbox"/>		Enrolled	MCOM	2351	001	Lecture	

Registration Cart

<input type="checkbox"/>		Subject	Course	Section	Component	Day(s) & Location(s)
<input type="checkbox"/>		MCOM	1307	001	Lecture	
<input type="checkbox"/>		MCOM	2351	001	Lecture	

Schedules

Advanced Options

View Schedules

Generate Schedules

7.0 Click "View" on the individual schedules to see details. Once you click "View" you will see the potential schedule.

Schedules



Generate Schedules

Generated 1 Schedule

View 1 ☐ 4316-ARTS-001, 4360-COMM-001, 1307-MCOM-001, 2351-MCOM-001










Potential Schedule for Summer 2024

[< Back](#)

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




[Send to Registration Cart](#)

[♥](#)

	Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus
  	Not Enrolled	30428	ARTS	4316	001	8	MTWTh 8:00am - 11:40am - ART 204	06/03/2024 - 07/04/2024	On Main Campus
<a href="#">Prerequisites</a>									
 	Enrolled	31792	COMM	4360	001	6		06/03/2024 - 07/05/2024	Online
 	Enrolled	31758	MCOM	1307	001	2		06/03/2024 - 07/05/2024	Online
 	Enrolled	31787	MCOM	2351	001	6		07/08/2024 - 08/07/2024	Online

Week 2 (06/10/2024 - 06/17/2024)

Week	1	2	3	4	5	6	7	8	9	10
ARTS 4316										
COMM 4360										
MCOM 1307										
MCOM 2351										

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	 	 	 	 	
8:15	ARTS-4316	ARTS-4316	ARTS-4316	ARTS-4316	
8:30	King, Ronald Jay	King, Ronald Jay	King, Ronald Jay	King, Ronald Jay	
8:45					
9am					

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 Summer 2024

[< Back](#)

[Print](#)

[Send to Registration Cart](#)

[♥](#)

Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus
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9. On the Schedule Planner Registration Cart page, select "Register". If you do not select register and do not see the below step 9, then your **registration is not complete**.

## Schedule Planner Registration Cart

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Welcome to the Schedule Planner Registration Cart.

**Classes in the Registration Cart**

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	17819	ENGL	1301	013	Rhetoric and Composition -	

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	<div>None</div>	17819	ENGL	1301	013	Undergraduate	3.000	Standard		Rhetoric and Composition	Online	08/22-12/09 (15 weeks)
Web-Registered on May 09, 2022	<div>None</div>	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	<div>None</div>	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***