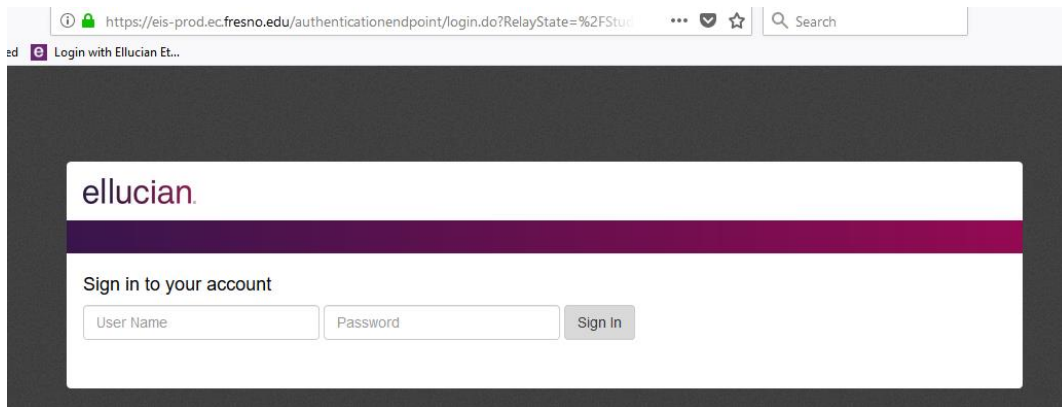# Sunbird Central Registration Instructions for Students

Fresno Pacific University

1. Go to the following website: **sc.fresno.edu**.

2. **Login** using the FPU ID and password used to login into Moodle. You should have been sent a temporary password to your personal email. When prompted, please create a password. If you have any issues with your password for Moodle/Sunbird Central, please contact the IT department.

    You can also **retrieve** your password information by typing **learning.fresno.edu** and clicking on "**Lost Password**." Please follow the steps.

3. Once you have successfully logged in to Sunbird Central, **select** "Student Planning."
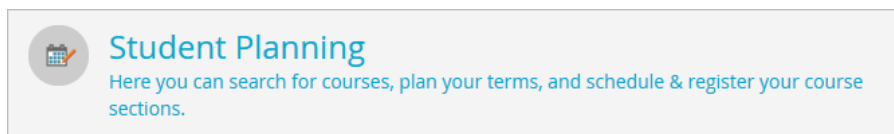
4. Select the tab that reads "View Your Progress." Your personal degree evaluation will appear. This is where program requirements will be listed.

5. To **plan** a course, **scroll** through the program requirements and select the course you intend to take (**e.g. select COM 111**).

6. After selecting the course, you will automatically be taken to the course offerings page. Click on the orange bar within the course box to view available course sections. **Find** the appropriate course section and select "**Add Section to Schedule**." *(Make sure to pay attention to the location of each section).*

7. **Repeat** steps 3-6 until all courses have been added.

8. After adding the courses to your plan, you must have your advisor review and approve your courses. You may do so by clicking the 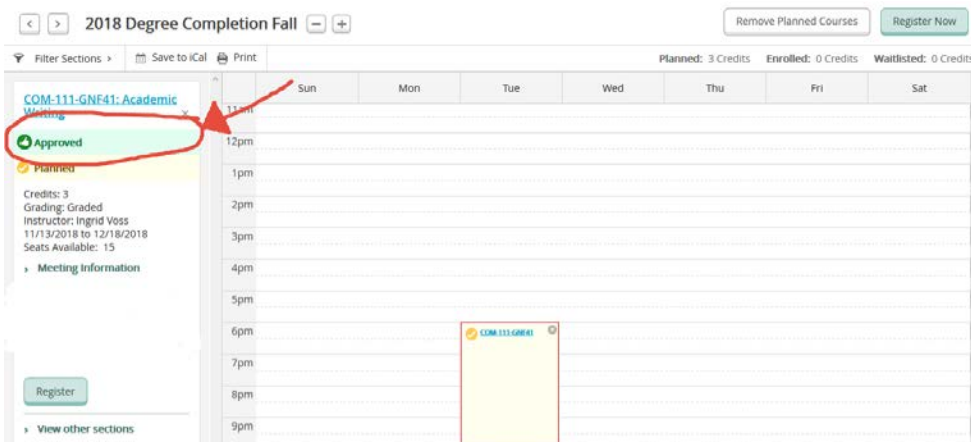"Advising" tab under the "Plan and Schedule" section and clicking on "**Request Review**." Or, you may directly email your advisor letting them know that your academic plan is ready for review.
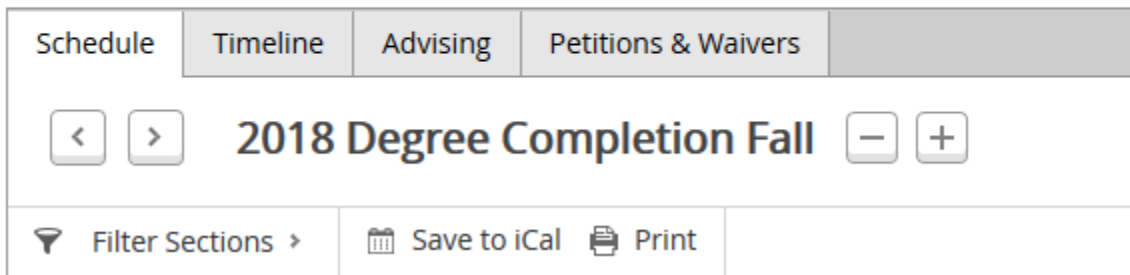
9. **Wait** for Advisor Approval (if required)*. Otherwise proceed to Step 10. Advisor approval will appear as a green bar over each approved course with a thumbs-up symbol.

*Coures in the following programs **require approval** from your advisor prior to registration:

- ✓ Undergraduate
- ✓ Degree Completion
- ✓ Teacher Education
- ✓ Special Education

All other graduate students may **register without** obtaining **approval** through the Sunbird Central site.

10. **Register** for courses by selecting "**Plan & Schedule**." The courses will appear under the corresponding semester.
11. You can either register course by course OR select "**Register Now**" (right-hand corner) to register for all courses for that term.

12. When all your classes are GREEN, that means that you are registered and good to go!