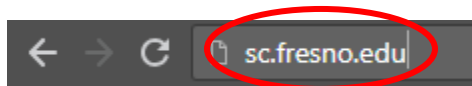


How to Check Your Class Schedule/Register For Classes

In order to check your class schedule, you will need to go to Sunbird Central. You can access Sunbird Central from my FPU or you can type `sc.fresno.edu` into the web address bar:



You will then see a login screen. Please enter your full student e-mail address and then click “Next”. You can see an example below.

*****Please make sure that the word “students” is plural. If you do not include the “s” at the end of student, then you will get an error when you try to sign in.**



Sign in

abc1@students.fresno.edu

[Can't access your account?](#)

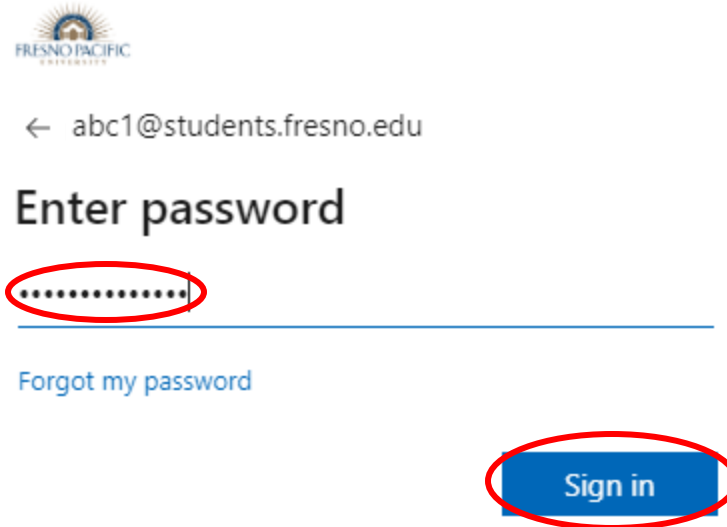
[Sign-in options](#)

Back

Next

Next, you will be taken to the password entry screen. Please make sure to enter in your student e-mail/Moodle password and then click “Sign in.”

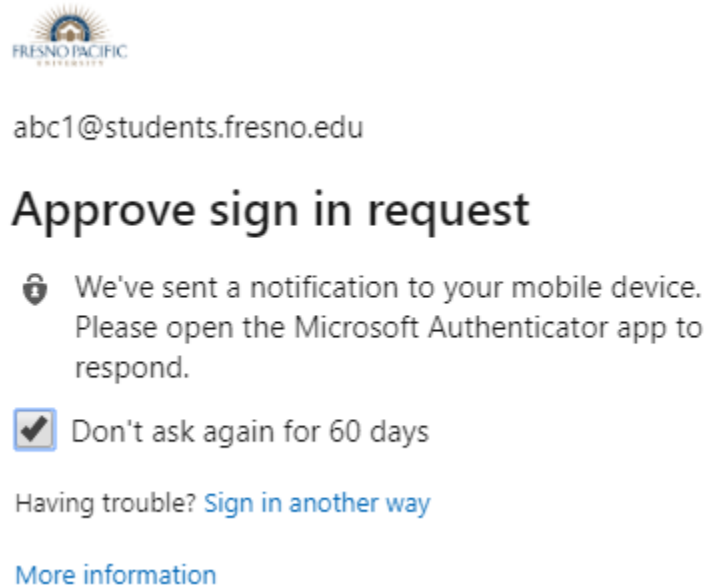
*****Passwords are case sensitive. Please make sure that you do not have your caps lock key on. Additionally, please type in your password carefully if you receive any errors.**



You will then need to use your specified authentication method to get into your account. If you used the authenticator app, you will see the following screen below.

*****By checking the box “Don’t ask again for 60 days,” you will not have to authenticate your account for 60 days when you use the same web browser on the same device.**

*****If you do not have access to one of your authentication methods, please select “Sign in another way” and try to authenticate your account with the other methods you set up previously.**



Afterwards, you should see the following screen below if you successfully authenticated your account. Feel free to check the box “Don’t show this again” and click “Yes”:



abc1@students.fresno.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.










Don't show this again

No **Yes**

If you have logged in successfully, you should be able to see a page similar to this:

Hello, Welcome to Sunbird Central!

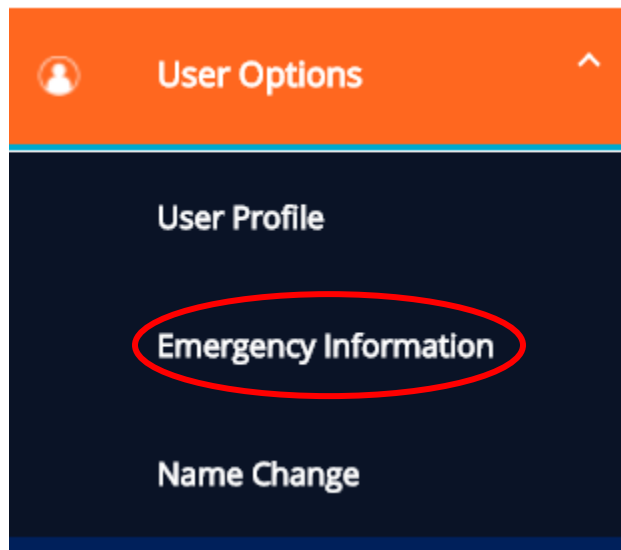
Choose a category to get started.

 SFS Student Accounts Here you can view your latest statement and make a payment online.	 SFS Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Academic Attendance Here you can view your attendances by term.	

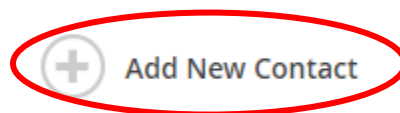
Once you are logged in, click on the “User Options” on the left side of the screen:



Next, click on “Emergency Information”:



After that, click on “Add New Contact”:



Fill out the Emergency Contact Information and then click “Add Contact”:

Emergency Contact Information ✕

Name *


Relationship
Phones (Enter at least one) *

Daytime Phone

Evening Phone
Other Phone

Cancel Add Contact

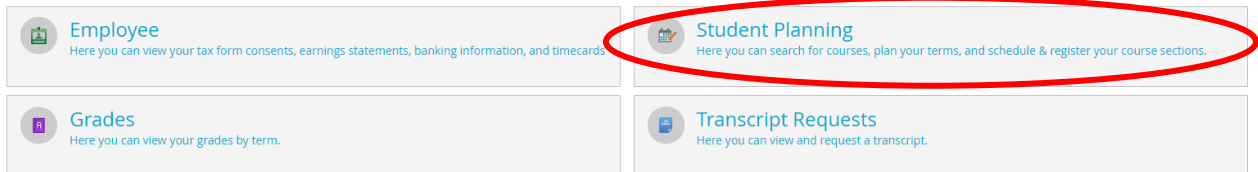
You will then see the following notice on the top of the screen. Please click “Confirm:”

 **Not Confirmed**
I confirm that this information is accurate and current as of today. Confirm

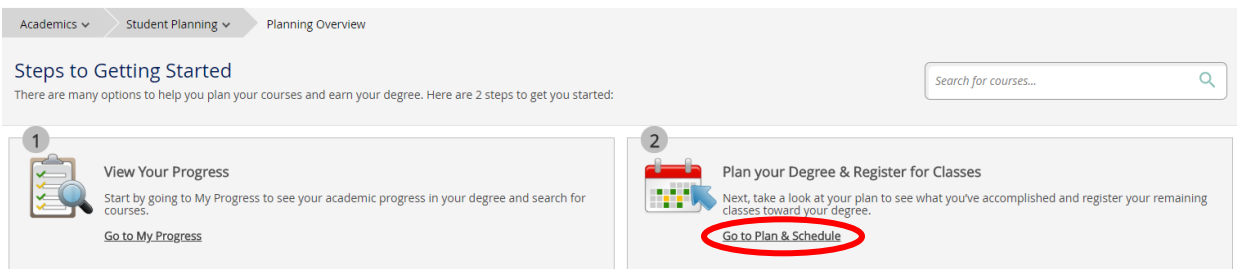
Once you have confirmed your emergency contact information, click on the “home” button on the left side:



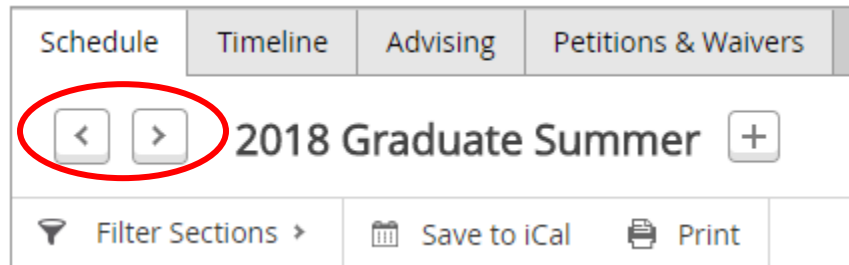
Next, click on the “Student Planning” section:



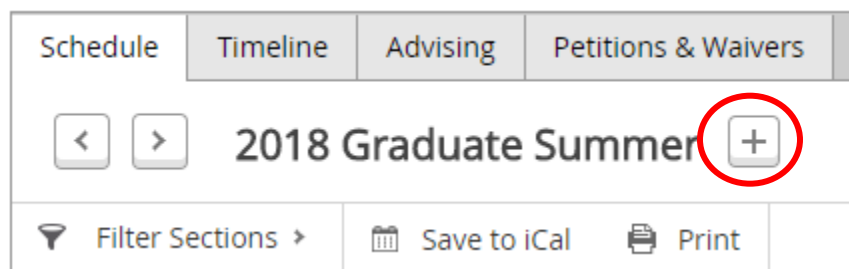
After that, click on the “Go to Plan & Schedule” hyperlink:



This will take you to a page with your school schedule. Make sure that you have the appropriate semester selected. If the semester is incorrect, click on the following arrows:



If you are still unable to see the correct semester, click on the + button:



From there, select the appropriate semester and then click “add term”:

Add a Term to Your Plan

Please select a term to be added to your plan:

2018 Undergraduate Summer

Cancel Add Term

This will then take you to your class schedule:

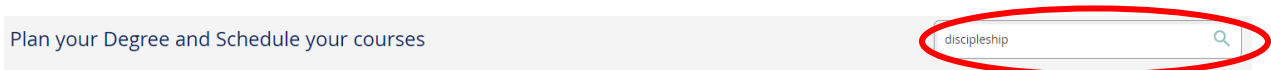
*****If you see a blank calendar, you may need to scroll up or down to see the classes listed. Otherwise, you will need to add the classes to your schedule or talk to your advisor.**

Planned: 0 Credits Enrolled: 9 Credits Waitlisted: 0 Credits

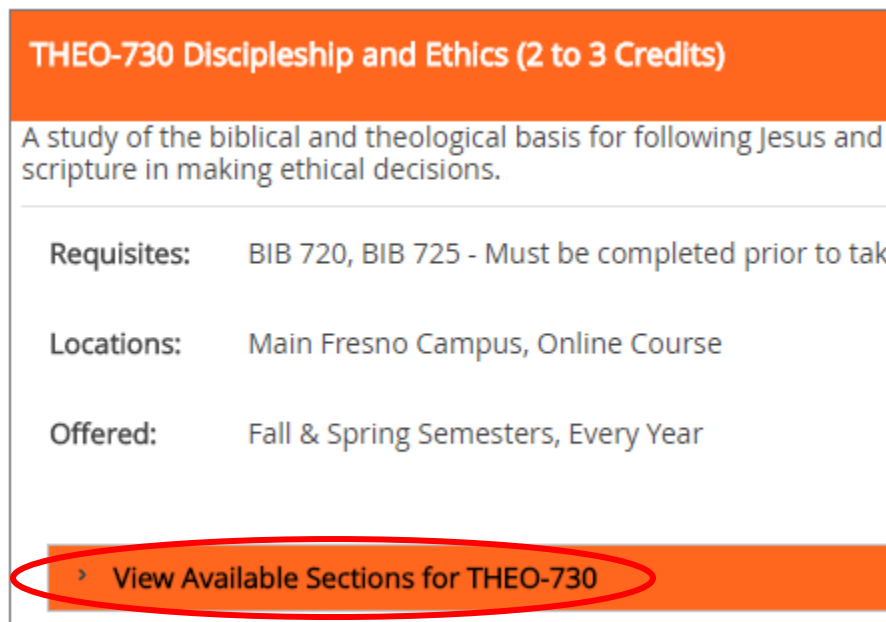
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am				✓ BIB-725-FA1			
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm		✓ BIB-711-FA1					
4pm							
5pm							
6pm		✓ THEO-205-FA1					
7pm							
8pm							

Registering For Classes

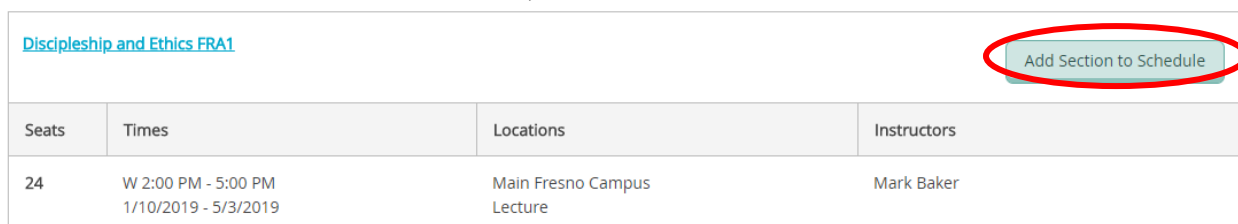
If you are still on the class schedule page, you need to add the classes to your schedule first. In the “Search for courses” bar, type in the class name or course ID and hit enter:



Search until you find the correct class. Once you have found it, click on the “View Available Sections for ...” button:

A screenshot of a course details page for THEO-730. The page has an orange header with the text "THEO-730 Discipleship and Ethics (2 to 3 Credits)". Below the header, there is a description: "A study of the biblical and theological basis for following Jesus and scripture in making ethical decisions." Below the description, there are three sections: "Requisites: BIB 720, BIB 725 - Must be completed prior to tak", "Locations: Main Fresno Campus, Online Course", and "Offered: Fall & Spring Semesters, Every Year". At the bottom of the page, there is a red button with a right-pointing arrow and the text "View Available Sections for THEO-730". The button is highlighted with a red oval.


Next, find the correct section. Make sure you double check the time and dates. If it is the correct one, then click “Add Section to Schedule”:

A screenshot of a table showing section details. The table has four columns: "Seats", "Times", "Locations", and "Instructors". The first row of data shows 24 seats, times of W 2:00 PM - 5:00 PM from 1/10/2019 to 5/3/2019, location Main Fresno Campus Lecture, and instructor Mark Baker. At the top right of the table, there is a button labeled "Add Section to Schedule" which is highlighted with a red oval. Above the table, there is a link "Discipleship and Ethics FRA1".

Seats	Times	Locations	Instructors
24	W 2:00 PM - 5:00 PM 1/10/2019 - 5/3/2019	Main Fresno Campus Lecture	Mark Baker

You will then see the Section Details display. Make sure that the appropriate number of credits and grading options are selected. Next, click “Add Section:”

Section Details

Dates	1/7/2019 - 5/3/2019
Seats Available	24 of 28 Total
Credits	<input type="text" value="3"/> (2 to 5 credits)
Grading	<input type="text" value="Graded"/>
Requisites	 BIB 720, BIB 725 - Must be completed prior to taking this course.
Course Description	A study of the biblical and theological basis for following Jesus and the resulting ethical postures that enable a church community to become an alternative culture that uses scripture in making ethical decisions.
Additional	Fees listed here are in addition to general tuition and fees

[Close](#) [Add Section](#)

Repeat this process for any other courses you need to add. Once you are done, click on “Back to Plan & Schedule”:

Academics ▾ Student Planning ▾ Course Catalog

Search for Courses and Course Sections

[← Back to Plan & Schedule](#)

The course should now be displayed on the class schedule like this:

THEO-730-FRA1: Discipleship and Ethics

Planned

Credits: 3
Grading: Graded
Instructor: Mark Baker
1/7/2019 to 5/3/2019
Seats Available: 24

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed
11am				
12pm				
1pm				
2pm				THEO-730-FRA1
3pm				
4pm				
5pm				
6pm				

Finally, you will need to officially register for the course. This can be done by clicking the register button under the “Meeting Information” or the “Register Now” button at the top of the schedule:

THEO-730-FRA1: Discipleship and Ethics

Planned

Credits: 3
Grading: Graded
Instructor: Mark Baker
1/7/2019 to 5/3/2019
Seats Available: 24

Meeting Information

Register

View other sections

Remove Planned Courses

Register Now

credits Enrolled: 0 Credits Waitlisted: 0 Credits

If you have any problems registering for classes, please contact the Registrar’s Office at (559) 453-2037 for further assistance.