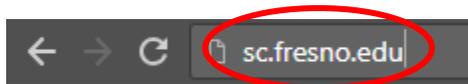# How to Check Your Class Schedule/Register For Classes

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.**

FRESNO PACIFIC

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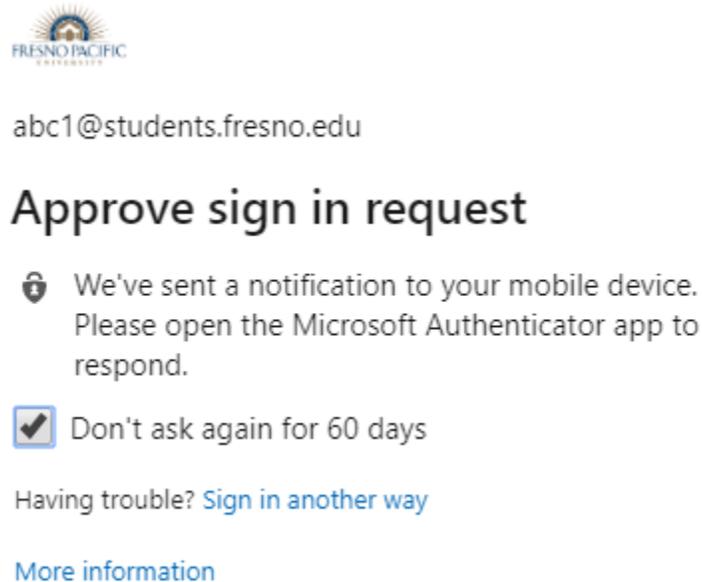
***Passwords are case sensitive. Please make sure that you do not have your caps lock key on. Additionally, please type in your password carefully if you receive any errors.

FRESNO PACIFIC

← abc1@students.fresno.edu

Enter password

••••••••••••

Forgot my password

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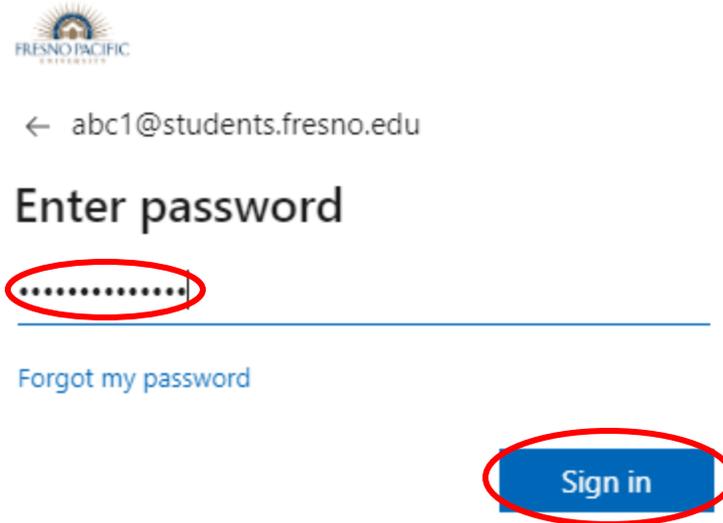
You will then need to use your specified authentication method to get into your account. If you used the authenticator app, you will see the following screen below.

***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.

FRESNO PACIFIC

abc1@students.fresno.edu

Approve sign in request

🔓 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

☑ Don't ask again for 60 days

Having trouble? Sign in another way

More information

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":

FRESNO PACIFIC
UNIVERSITY

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":
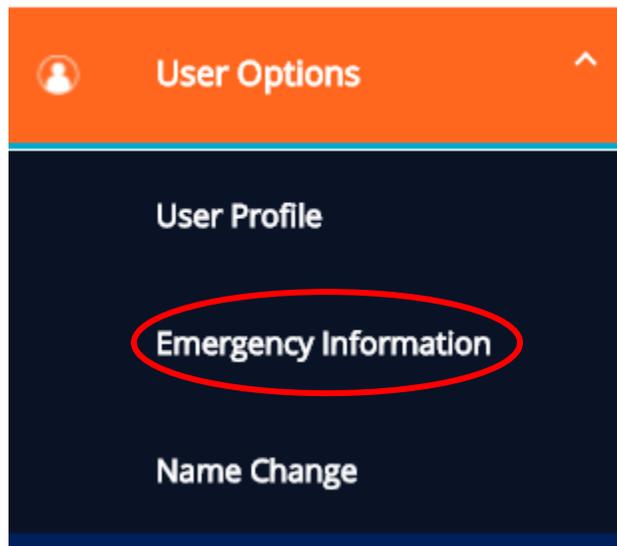
After that, click on "Add New Contact":
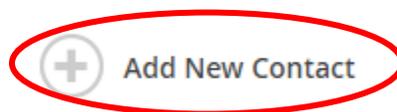
Fill out the Emergency Contact Information and then click "Add Contact":

Emergency Contact Information   ✕

Name *

[Name   ]

Relationship

[Relationship   ]

┌─ Phones (Enter at least one) *─────────────────────────────────┐
│ Daytime Phone   │
│   │
│ [Daytime Phone   ] │
│   │
│ Evening Phone   │
│   │
│ [Evening Phone   ] │
│   │
│ Other Phone   │
│   │
│ [Other Phone   ] │
└───┘

           Cancel   **Add Contact**

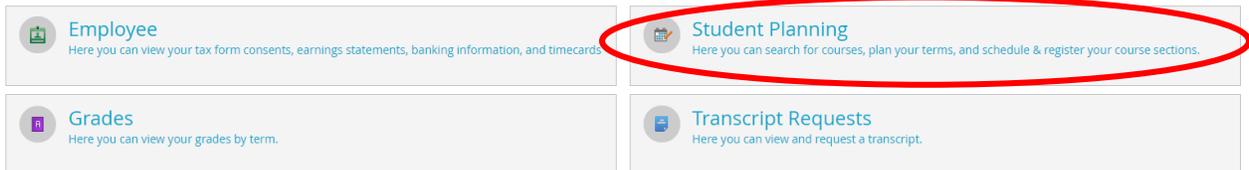You will then see the following notice on the top of the screen. Please click "Confirm:"

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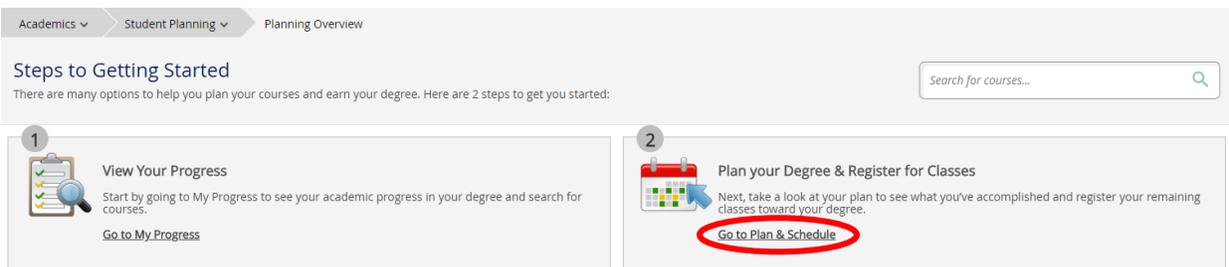   I confirm that this information is accurate and current as of today.

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

Next, click on the "Student Planning" section:

Employee
Here you can view your tax form consents, earnings statements, banking information, and timecards

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades
Here you can view your grades by term.

Transcript Requests
Here you can view and request a transcript.

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

Academics ⌄   Student Planning ⌄   Planning Overview

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

Search for courses... 🔍

1

View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.

Go to My Progress

2

Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

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:
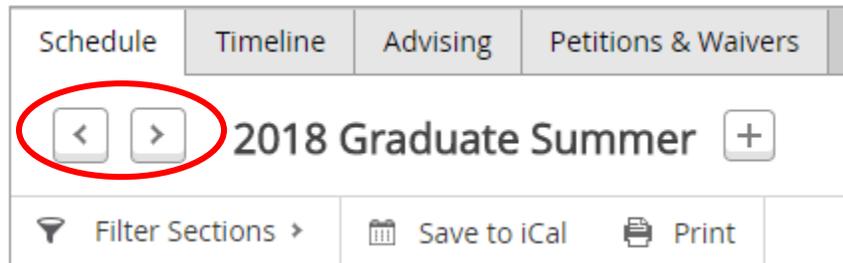
If you are still unable to see the correct semester, click on the + button:
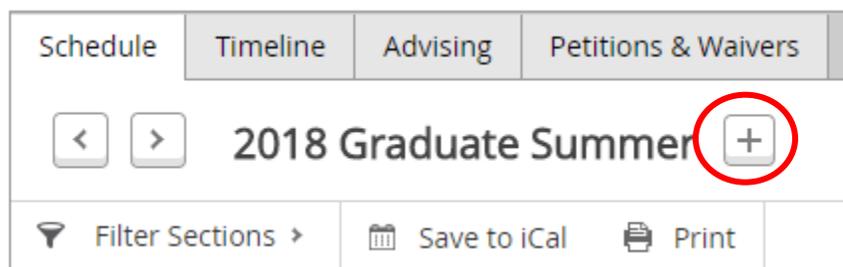
From there, select the appropriate semester and then click "add term":

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.

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:

Plan your Degree and Schedule your courses   discipleship

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

THEO-730 Discipleship and Ethics (2 to 3 Credits)

A study of the biblical and theological basis for following Jesus and scripture in making ethical decisions.

Requisites:	BIB 720, BIB 725 - Must be completed prior to tak
Locations:	Main Fresno Campus, Online Course
Offered:	Fall & Spring Semesters, Every Year

> View Available Sections for THEO-730

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":

Discipleship and Ethics FRA1   Add Section to Schedule

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	3 ▼
	(2 to 3 credits)
Grading	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:

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:

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