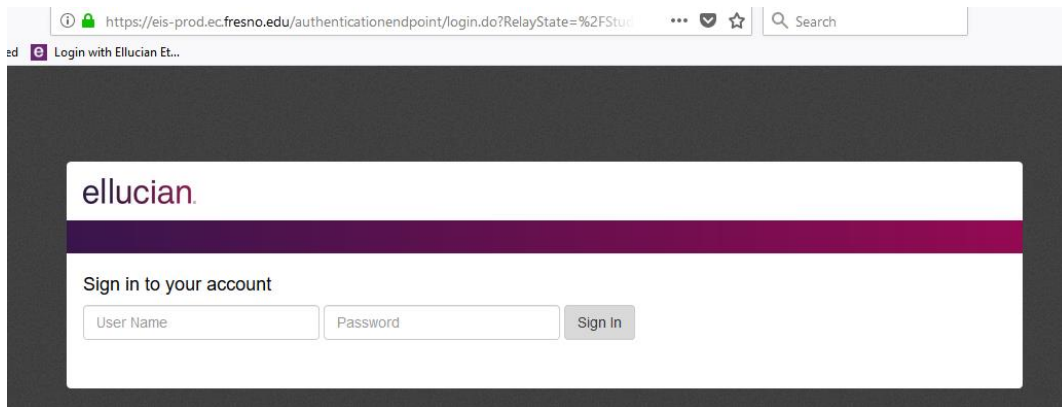


# Sunbird Central Registration Instructions for Students

## Fresno Pacific University

1. Go to the following website: [sc.fresno.edu](https://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](https://learning.fresno.edu) and clicking on “**Lost Password.**” Please follow the steps.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

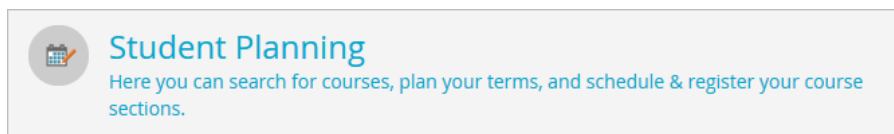
Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

[Next](#) [Cancel](#)

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.

**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 start...

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](#)

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

**C. HISTORY**  
 COMPLETE THE FOLLOWING GROUPS:

Complete all of the following items. 0 of 3 Completed. Fully Planned

1. HIST-120 OR HIST-120H [Show Details](#). 0 of 1 Courses Completed. Fully Planned

Status	Course	Grade	Term	Credits	Hide
In-Progress	HIST-120 Ancient Civilizations		15/USS	4	
Not Started	HIST-120H Ancient Civilizations				

2. HIST-130 OR HIST-130H [Show Details](#). 0 of 1 Courses Completed. Fully Planned

Status	Course	Grade	Term	Credits	Hide
In-Progress	HIST-130 Medieval/Early Modern Civiztn		15/USS	4	

3. HIST-140 or HIST-140H [Show Details](#). 0 of 1 Courses Completed. Fully Planned

Status	Course	Grade	Term	Credits	Hide
In-Progress	HIST-140 Modern Civilizations		15/USS	4	

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*).

Filter Results Filters Applied: None

**COM-111 Academic Writing (3 Credits)** [Add Course to Plan](#)

Development of prewriting, writing and revision skills through a review of rhetorical problems and conventions in narrative, expository and argumentative writing. Review of audience analysis, creative thinking, organizing ideas, editing and revision strategies and selected points of English usage.

Requisites: None

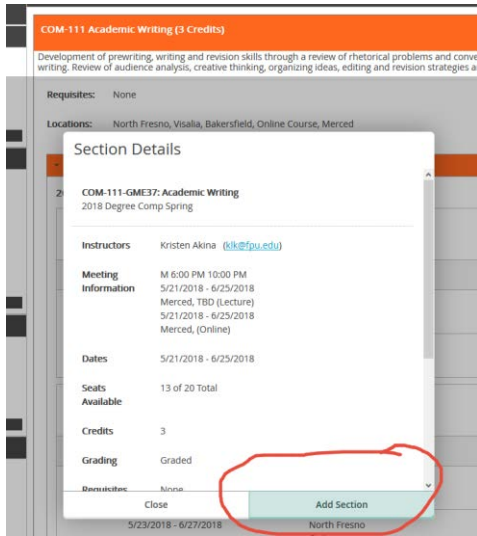
Locations: North Fresno, Visalia, Bakersfield, Online Course, Merced

**View Available Sections for COM-111**

2018 Degree Comp Spring

**Academic Writing SMC37**  
 Runs from 5/21/2018 - 6/25/2018 [Add Section to Schedule](#)

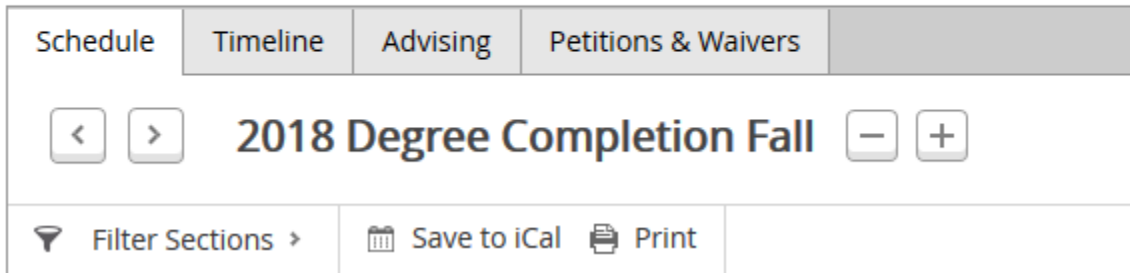
Seats	Times	Locations	Instructors
13	M 6:00 PM - 10:00 PM 5/21/2018 - 6/25/2018	Merced Lecture	Kristen Akina
	5/21/2018 - 6/25/2018	Merced Online	



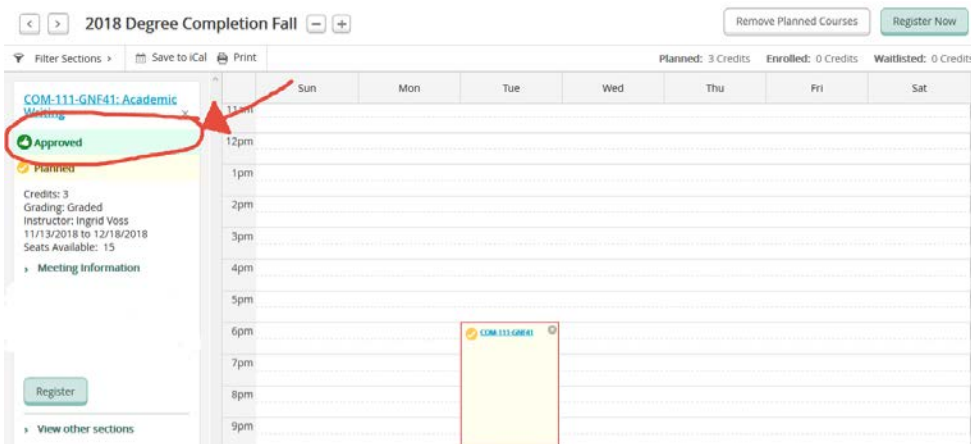
7. Repeat steps 3-6 until all courses have been added.

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.

## Plan your Degree and Schedule your courses



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.



\*Courses 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.

The screenshot displays a registration interface for the 2018 Degree Completion Fall semester. At the top, there are navigation arrows and a semester dropdown set to '2018 Degree Completion Fall'. On the right, there are buttons for 'Remove Planned Courses' and 'Register Now', with the latter circled in red. Below this, a summary shows 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is a calendar grid with days of the week (Sun-Sat) and times (11am-10pm). A course section for 'COM-111-GNF41' is scheduled for Tuesday at 6pm, highlighted with a yellow box and circled in red. On the left, a course card for 'COM-111-GNF41: Academic Writing' is shown, with a 'Register' button circled in red. The card also displays 'Approved' and 'Planned' status, credits (3), grading (Graded), instructor (Ingrid Voss), dates (11/13/2018 to 12/18/2018), and seats available (15).

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