

How to register a student using the Student Course Registration Form SFAREGS

1. Access **SFAREGS**.
2. Type **Term** e.g. 200209 (fall 2002 term)
3. Tab to **ID** field, enter your student's ID, name will default.
4. **Next Block** to view student's registration status.
5. **Next Block** to enter sections to be registered.
6. Enter **CRN** and Subject, Course Number and Section will default or enter Subject, Course Number, Section and CRN will default.



7. If you wish to **search** for your CRN:
 - Click Flashlight above CRN column.
 - From Options List, select Search for Sections.
 - Enter Subject and Course Number, Execute Query (F8).
 - Double Click to select your CRN.
8. **Save** (F10).
9. Your courser will be brought back to the key block. To add another course section repeat steps 1 – 8.

Delete a course section

1. On the course section record that you wish to delete, tab to the status field.
2. Type code DD.
3. Save (F10).
4. Select Record in file list.
5. In drop down menu, select Remove.
6. Save.