

## eSantaFe Registration

### To sign in:

1. Go to [www.sfcollege.edu](http://www.sfcollege.edu) and choose **eSantaFe Login** (lower left of page)
2. Login to **eSantaFe** by entering your **Student ID** and **Password**
3. If it's your first time logging on to **eSantaFe**, your **password** is the **password** you created when you filled out your **online admissions application**.

### To register for classes:

1. Click on **Advisement**, view your **Prep Audit**, and note the **course numbers** highlighted in blue.
2. Click **Degree Audit** on **Advisement menu**, then **Degree Audit Detail** to review your degree requirements.  
**\*\*You MUST view your Degree Audit Detail each semester before you will be allowed to register for classes.**
3. Click the **My Classes** link in the menu bar
  - a. Click **Register Classes**
  - b. Select **term** to register for if not automatically indicated (ex. Fall, Fall A/B...)
  - c. Type in the **course number** in the **Enter a Course Number** box (see Prep Audit/Degree Audit and the [Classes I can take with Prep](#) page, located on the College Prep website for course number information)
  - d. Select **Show ALL Sections** at the top right of screen
  - e. Select **campus location** and restrict **days** and **times** (only if necessary)
  - f. Click **Search Courses**
  - g. Click on name of class to view description, prerequisites, and fees  
**\*\*IMPORTANT: pay close attention to all notes associated with specific sections**
  - h. Click the **REGISTER** button for the section of the class desired. **If REGISTER buttons are not visible, your registration is not activated or the class is full. Read the error message(s) if applicable, and view you're My Info/Status screen, located under the Records tab on your eSantaFe account for more information.**
  - i. **Option:** Click the **Notify Me** button if the section of the class you desire is full, this will put you on a waiting list for that class. Be sure to check your notifications regularly, as you will be notified via a notification sent to your eSantaFe account when a seat opens.
  - j. Once registration is complete, your classes will show on the **My Schedule** screen. You are responsible for those classes and required to pay any fees associated with those classes on or before the due date designated at bottom right of you're **My Schedule** screen.

### **NOTE: You cannot drop/delete a prep class! But you CAN change the section (time) of a prep class:**

1. Login to **eSantaFe** and go to **My Classes**, then **Register Classes**, type in **course number** to change (ex: MAT0028)
2. Click **REGISTER** button for desired new **section** (time)
3. Newly selected **section** will override your current **section** of that class and show on you're **My Schedule** screen

### To view your schedule and see payment options:

1. Click on **My Classes** and then choose **My Schedule**.
2. To see payment options, click on the **Finances** link on your eSantaFe account then click on **View and Pay Fees**.  
**\*\*Fees must be paid by the designated deadline as identified on the My Schedule screen. Failure to pay fees by the fee DUE DATE will result in all of your classes being dropped.**