

How to Register after receiving a Waitlist Notification

All waitlists are structured by having the first student to waitlist for the course at the top of the list and the last one to register at the bottom. When a seat has become available in a course, the first student on the waitlist list will receive a notification to their jacks email. The student will have 24 hours to then register for the course by using their mySFA account. The countdown starts when the email is sent. If the student fails to register for the course before the deadline stated in their email, the next student on the waitlist list will receive their notification and have 24 hours to register for the course.

Example of Waitlist Notification-

Dear Student,

You requested your name on the waitlist for:

CRN#13169

SPAN 1301

And a seat is now available in:

CRN 13169

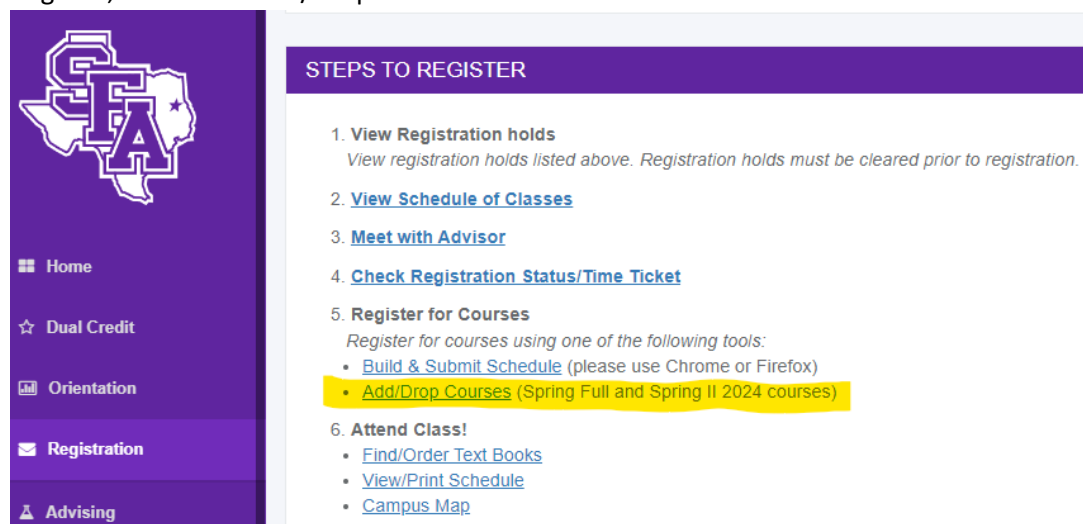
SPAN 1301, Elementary Spanish 1

If you still wish to register for this course, you MUST Register for the course by the following deadline:
27-JUN-2023 03:22 PM.

Additional registration restrictions may apply. For additional registration information please visit SFA Registrar's Office website, under the heading Registration Information, click on How to Register and Waitlist.

Steps to Register after receiving a Waitlist Notification

1. Log into your mySFA Account, click on the Registration tab, and under the heading Steps to Register, click on #5 Add/Drop Courses



The screenshot shows the mySFA account interface. On the left is a purple sidebar with navigation links: Home, Dual Credit, Orientation, Registration, and Advising. The main content area has a purple header titled 'STEPS TO REGISTER'. Below this header is a list of six steps:

1. **View Registration holds**
View registration holds listed above. Registration holds must be cleared prior to registration.
2. [View Schedule of Classes](#)
3. [Meet with Advisor](#)
4. [Check Registration Status/Time Ticket](#)
5. **Register for Courses**
Register for courses using one of the following tools:
 - [Build & Submit Schedule](#) (please use Chrome or Firefox)
 - [Add/Drop Courses](#) (Spring Full and Spring II 2024 courses)
6. **Attend Class!**
 - [Find/Order Text Books](#)
 - [View/Print Schedule](#)
 - [Campus Map](#)

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2. Select a term for Registration

Personal Information **Student** **Financial Aid**

Search

Registration Term

Select a Term:

3. Scroll down to the bottom of the page to Current Schedule, click on the Action box next to the waitlisted course.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	<div>None Web-Drop Web-Registered</div>	13599	PSC	141	017	Undergraduate	0.000	Standard		Intr Amer Gov:Theory & Politic
Total Credit Hours: 0.000										
Billing Hours: 0.000										
Minimum Hours: 0.000										
Maximum Hours: 19.000										
Date: Jun 27, 2017 12:59 pm										

4. If you would like to register for the course, choose "Web-Register" and click Submit Changes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	<div>Web-Registered</div>	13599	PSC	141	017	Undergraduate	0.000	Standard		Intr Amer Gov:Theory & Politic
Total Credit Hours: 0.000										
Billing Hours: 0.000										
Minimum Hours: 0.000										
Maximum Hours: 19.000										
Date: Jun 27, 2017 12:59 pm										

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>			

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5. If you have successfully waitlisted, you will see the following:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Registered on Jun 27, 2017	None	13599	PSC	141	017	Undergraduate	3.000	Standard		Intr Amer Gov:Theory & Politic

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Jun 27, 2017 01:03 pm

6. If you receive a Registration Add Error, then your waitlisting attempt was **NOT** successful. A student may receive a Registration Add Error even though they received the waitlist email. A course/section may be built with required departmental permission. Contact the department of the course to request the needed permission before the waitlist 24-hour deadline. Please note departments are only open during regular business hours.
7. If you would no longer like to register for the course, choose "Web-Drop" and click Submit Changes. Once you have Web-Dropped the course, it will no longer show under your Current Schedule on the Add/Drop Courses page.