1. Log into your mySFA account

2. Click on the Registration Tab

3. Click on the Add/Drop Courses Link

4. Select a Term for Registration
5. Read the information provided on the Add/Drop Courses page, then Scroll to the bottom of the page and click Class Search

![Add Classes Worksheet](image)

6. Select the Subject of the Course, then click Course Search

![Select Subject](image)

7. Find the Course Number for the desired course, then click View Sections

![Look Up Classes](image)
8. Make a note of the CRN for the section of the course that you would like to be put on the Waitlist for, then click Register at the bottom of the page to return to the Add/Drop Courses Page.
   a. Cap. = Capacity of the Course
      i. Total number of students allowed to register for the course
   b. Act. = Actual number of students registered for the Course
   c. Rem. = Remaining seats in the course
      i. If this number is ZERO, the course is full

9. Scroll down to the bottom of the Add/Drop Courses page, then enter the CRN for the desired course on the Add Classes Worksheet, then click Submit Changes

10. If you would like to place yourself on the waitlist, click on the drop down Action Menu and select “Watilisted”, then click Submit Changes.
    
    **Waitlisting does not guarantee registration in the course.**
    
    *If you choose “None” – you will not be put on the waitlist for the course.*
    
    “Closed – # Waitlisted” = # students have placed themselves on the waitlist before you.
11. You should now see the following on your Add/Drop Courses Page. If you see “Waitlisted on MMM DD, YYYY”, you have successfully placed yourself on the waitlist for the course.

![Current Schedule](image1)

12. To check your placement on the Waitlist, check your Student Detail Schedule.

![Student Detail Schedule](image2)

*Note: Students may take themselves off of the waitlist for a course at anytime by going to their Add/Drop Courses link, selecting “Web-Drop” next to the waitlisted course and clicking Submit Changes*