How to Register after receiving a Waitlist Notification

When a seat has become available in a course, the first student on the waitlist for the course will receive a waitlist notification in their mySFA email account – the student will have 24 hours to register for the course in 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 will receive their waitlist notification and will have 24 hours to register for the course. Students have the option to Web-Drop the course or Web-Register for the course once they have received the waitlist notification. Placing yourself on the waitlist for a course does NOT guarantee registration for the course.

Example of a Waitlist Notification – the email will come from “Registrar, Waitlist”.

Dear [Name],

You requested your name on the waitlist for
CRN#: 13169
SPA 131

and a seat is now available in:
CRN#: 13169
SPA 131, Elementary Spanish I.

If you still wish to register for this course, you MUST REGISTER for the course by the following deadline:
27-JUN-2017 03:22 PM.

To register for the course, perform the following steps:
1. Log into your mySFA account
2. Choose the “Add/Drop Courses” link on the Registration Tab
3. Choose the Semester and click Submit
4. Choose “Web-Register” from the Action drop down menu to the right of the Waitlisted course
5. Click “Submit” to save your changes
6. Verify registration by clicking on the “View/Print Schedule” link on the Registration Tab

If you do not register for the course by the deadline, your position on the Waitlist will be forfeited and you will be removed from the Waitlist.

Log into your mySFA account to register for this course.

Stephen F. Austin State University
Office of the Registrar
936-468-2501
registrar@sfasu.edu
www.sfasu.edu/registrar
1. Log into your mySFA account

2. Click on the Registration Tab

3. Click on the Add/Drop Courses Link

4. Choose the Semester of the waitlisted course and click Submit
5. Scroll down to the Current Schedule and click the Action drop down menu next to the waitlisted course.

6. **If you would like to register** for the course, choose “Web-Registered” and click Submit Changes.

   **If you have successfully registered, you will see the following:**
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.*

![Current Schedule](image)

![Add Classes Worksheet](image)