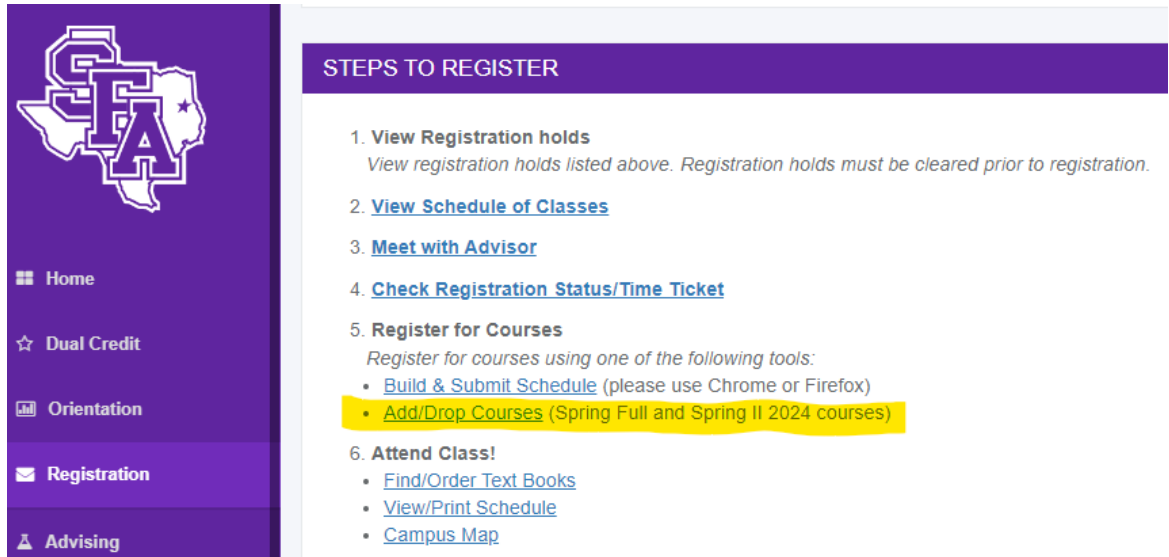


How to use Waitlist a course

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

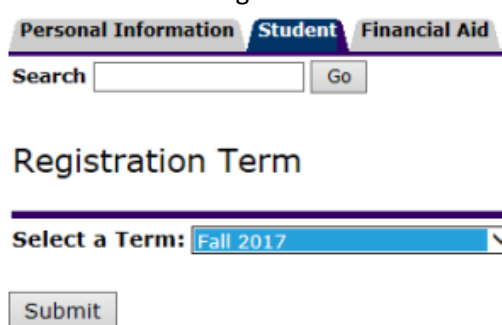


The screenshot shows the mySFA website interface. On the left is a purple sidebar with a logo at the top and navigation links: Home, Dual Credit, Orientation, Registration (highlighted with a checkmark icon), and Advising. On the right, under the heading "STEPS TO REGISTER", is a list of six steps. Step 5, "Register for Courses", is highlighted in yellow and includes a sub-link "Add/Drop Courses (Spring Full and Spring II 2024 courses)".

STEPS TO REGISTER

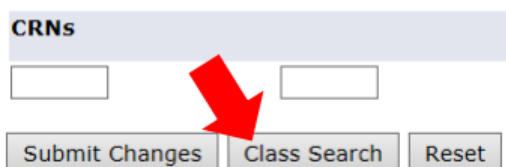
1. **View Registration holds**
View registration holds listed above. Registration holds must be cleared prior to registration.
2. [View Schedule of Classes](#)
3. [Meet with Advisor](#)
4. [Check Registration Status/Time Ticket](#)
5. **Register for Courses**
Register for courses using one of the following 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](#)

2. Select a term for Registration



The screenshot shows a form with three tabs: "Personal Information", "Student" (selected), and "Financial Aid". Below the tabs is a "Search" input field with a "Go" button. Underneath is the heading "Registration Term". Below that is a "Select a Term:" label followed by a dropdown menu showing "Fall 2017". At the bottom is a "Submit" button.

3. Scroll down to the bottom of the page and click Class Search
Add Classes Worksheet




The screenshot shows the "Add Classes Worksheet" form. It has a header "CRNs" above two input fields. Below the input fields are three buttons: "Submit Changes", "Class Search" (indicated by a red arrow), and "Reset".

How to use Waitlist a course

4. Select the subject of the course and then click Course Search.


Subject: Public Administration
Reading
Rehabilitation Services
SFA Courses
Secondary Education
Social Work
Sociology
Spanish
Special Education
Speech and Hearing



5. Find the course number, then click View Sections

Look Up Classes

Fall 2017
Spanish

131	Elementary Spanish I	 <input type="button" value="View Sections"/>
132	Elementary Spanish II	<input type="button" value="View Sections"/>

6. Find the 5-digit CRN number for the section of the course and copy it down to retain. Then click on Register at the bottom of the page to return to the Add/Drop Courses page.
 - a. If there is a “c” next to the 5-digit CRN number that means the total number of students allowed to register for the course is at “Capacity”.

Look Up Classes

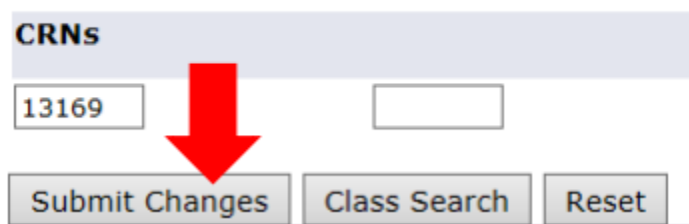
Sections Found
Spanish

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
<input type="checkbox"/>	13168	SPA	131	002	M	3.000	Elementary Spanish I	MWF	08:00 am-08:50 am	18	5	13
C	13169	SPA	131	003	M	3.000	Elementary Spanish I	MWF	09:00 am-09:50 am	18	18	0

How to use Waitlist a course

7. Scroll down to the bottom of the Add/Drop Courses page, enter the 5-digit CRN for the desired course in one of the blank boxes. Then click Submit Changes.

Add Classes Worksheet

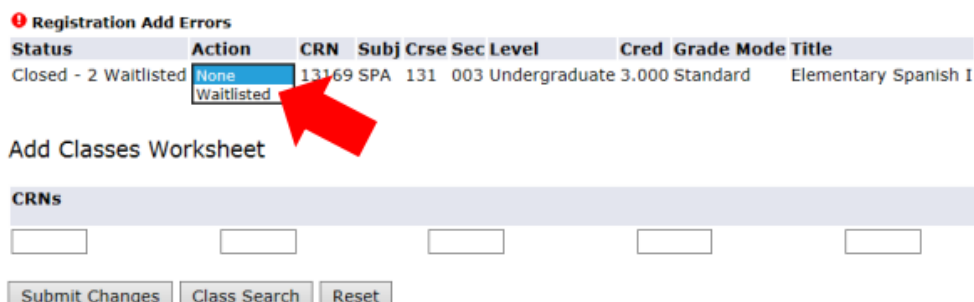


CRNs

13169

Submit Changes Class Search Reset

8. You will see the Registration Add Error below. To put yourself on the waitlist, click on the drop-down Action box and select "Waitlisted", then click Submit Changes.



Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 2 Waitlisted	None Waitlisted	13169	SPA	131	003	Undergraduate	3.000	Standard		Elementary Spanish I

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

9. If you are successfully Waitlisted you will see the following on Add/Drop Courses page. **Placing yourself on a waitlist for a course does NOT guarantee registration for the course.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	None	13169	SPA	131	003	Undergraduate	0.000	Standard		Elementary Spanish I

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 27, 2017 10:43 am

10. Students may take themselves off of the waitlist for a course at any time by going to the Add/Drop courses link, clicking the Action box, and selecting "Web-Drop", next to the waitlisted course, and then clicking Submit Changes.
11. Students may put themselves on multiple waitlists for different sections of a course during a semester.