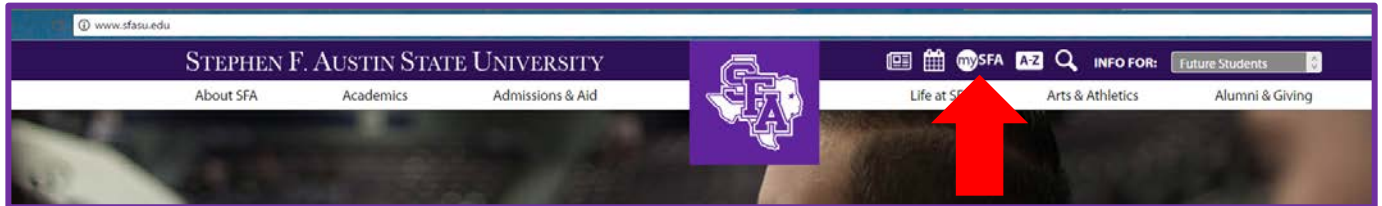


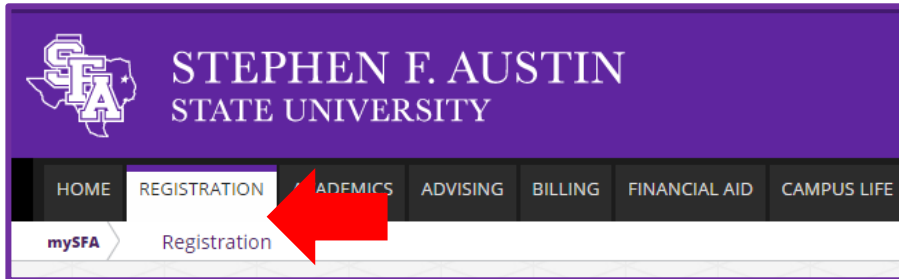


How to use Waitlisting

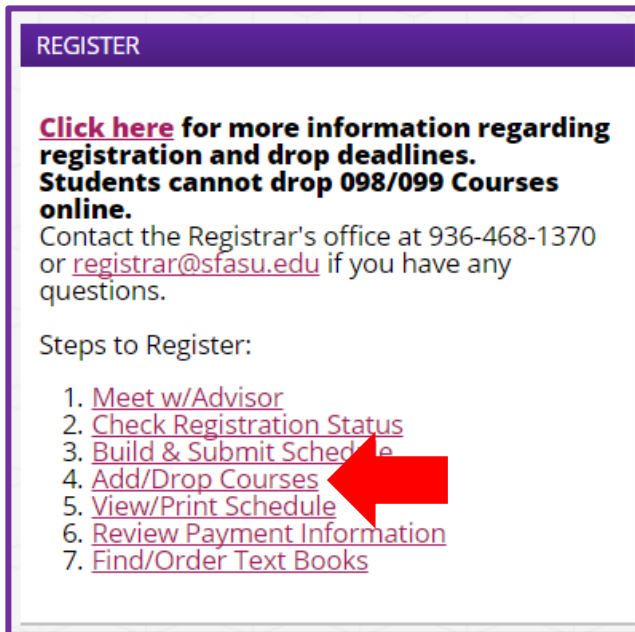
1. Log into your mySFA account



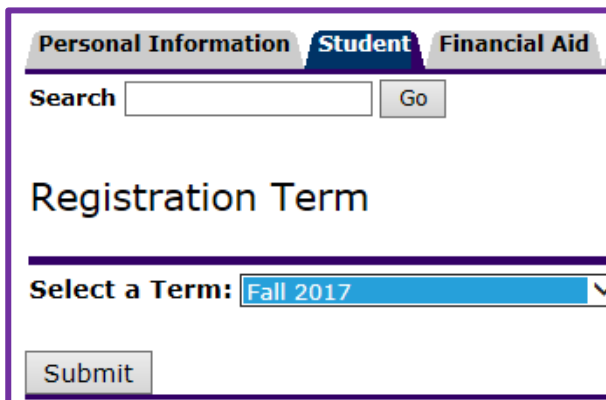
2. Click on the Registration Tab



3. Click on the Add/Drop Courses Link



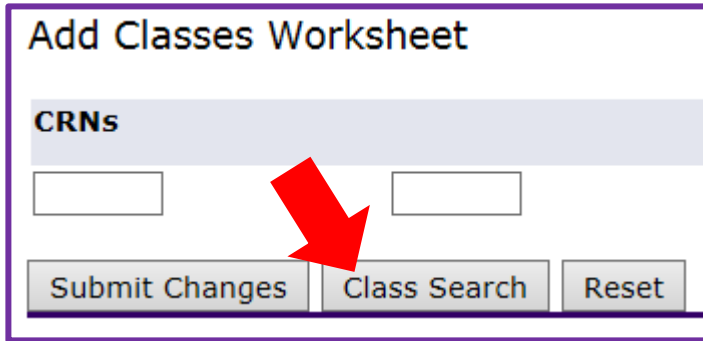
4. Select a Term for Registration



5. Read the information provided on the Add/Drop Courses page, then Scroll to the bottom of the page and click Class Search

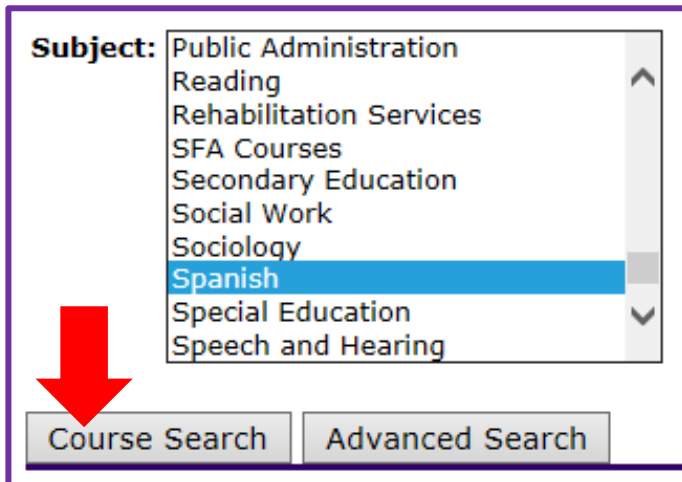
Add Classes Worksheet

CRNs



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

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

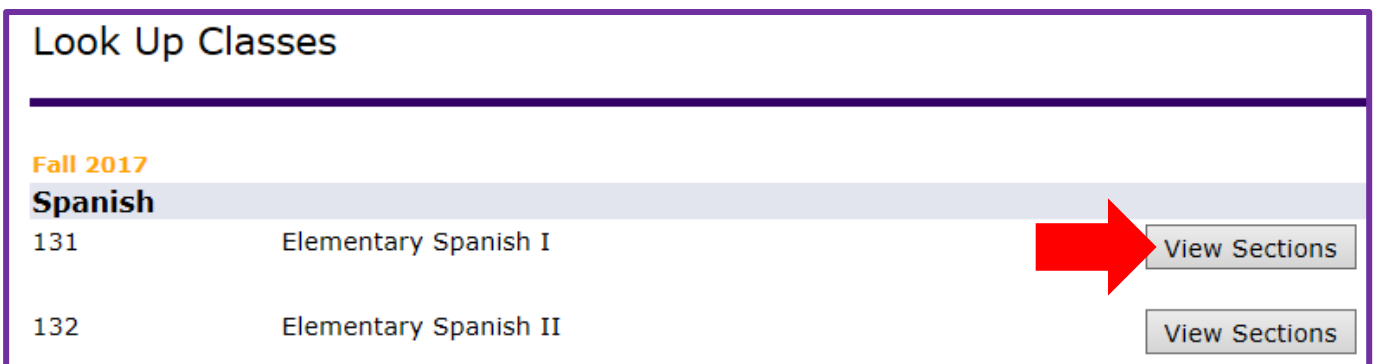


7. Find the Course Number for the desired course, then click View Sections

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"/>



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

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

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

Add Classes Worksheet

CRNs

10. If you would like to place yourself on the waitlist, click on the drop down Action Menu and select "Waitlisted", 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.

❗ Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 2 Waitlisted	<div style="border: 1px solid black; padding: 2px; display: inline-block;">None</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Waitlisted</div>	13169	SPA	131	003	Undergraduate	3.000	Standard		Elementary Spanish I

Add Classes Worksheet

CRNs

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

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

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

Student Detail Schedule

[Redacted] July 27th, 2017

Total Credit Hours: 9.000

World Literature to 1650 - ENG 211 - 001

Associated Term: Fall 2017
CRN: 14073
Status: Waitlisted on Jul 25, 2017
Waitlist Position: 1

Notification Expires:
Assigned Instructor: Ericka A. Hoagland

Grade Mode: Standard
Credits: 0.000
Level: Undergraduate
Campus: On Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	MW	T. E. Ferguson Liberal Arts 171	Aug 28, 2017 - Dec 15, 2017	Lecture	Ericka A. Hoagland (P)

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