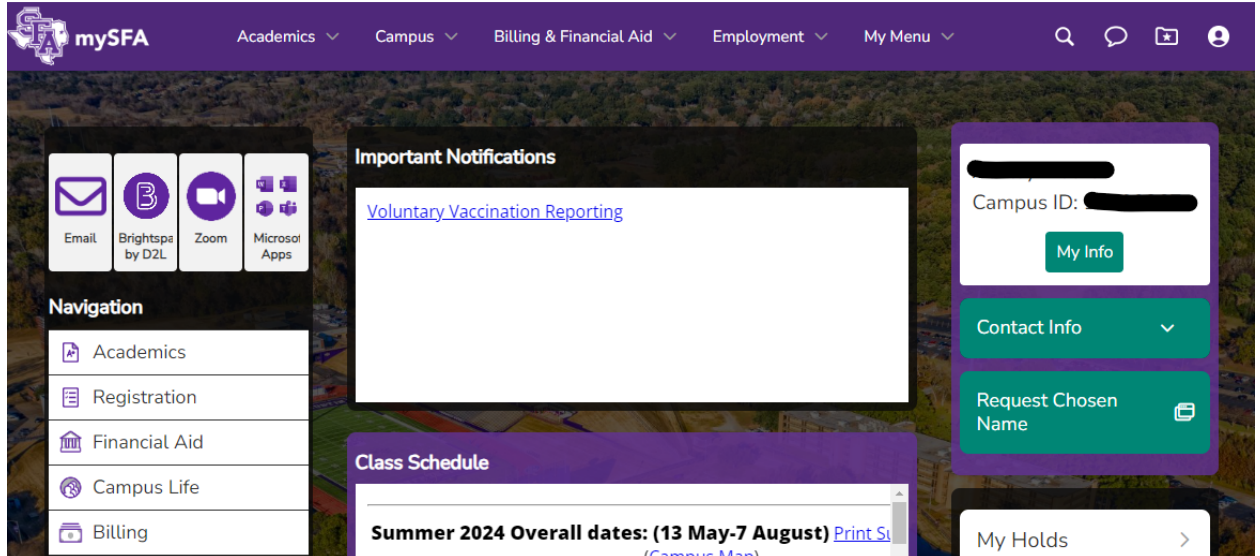
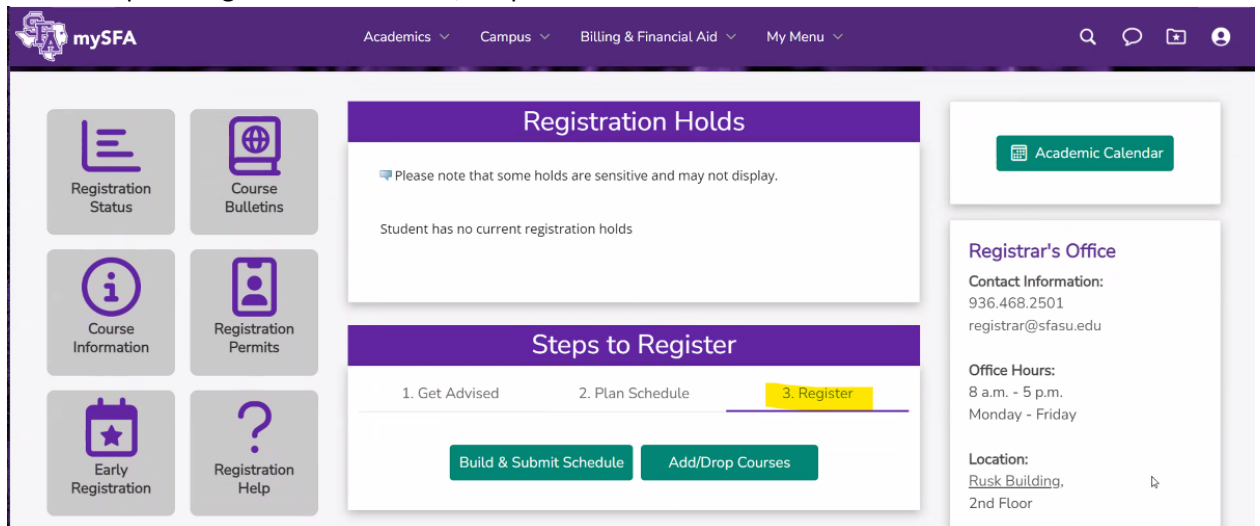


How to use Waitlist a course

1. Log into your mySFA Account, under Navigation select Registration



2. Under Steps to Register #3 select Add/Drop Courses



3. Select a term for Registration

How to use Waitlist a course

Personal Information **Student** Financial Aid

Search Go

Registration Term

Select a Term: **Fall 2017**

Submit

4. Scroll down to the bottom of the page and click Class Search
[Add Classes Worksheet](#)

CRNs

Submit Changes **Class Search** Reset

5. 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

Course Search Advanced Search


6. Find the course number, then click View Sections

How to use Waitlist a course

Look Up Classes

Fall 2017

Spanish

131	Elementary Spanish I	 View Sections
132	Elementary Spanish II	View Sections

- 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.
 - 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

- 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

<input type="text" value="13169"/>	<input type="text"/>
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How to use Waitlist a course

9. 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

10. 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

11. 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.
12. Students may put themselves on multiple waitlists for different sections of a course during a semester.