How to Register after receiving a Waitlist Notification

All waitlists are structured by having the first student to waitlist for the course at the top of the list and the last one to register at the bottom. When a seat has become available in a course, the first student on the waitlist list will receive a notification to their jacks email. The student will have 24 hours to then register for the course by using 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 list will receive their notification and have 24 hours to register for the course.

Example of Waitlist Notification:
Dear Student,

You requested your name on the waitlist for:
CRN#13169
SPAN 1301

And a seat is now available in:
CRN 13169
SPAN 1301, Elementary Spanish 1

If you still wish to register for this course, you MUST Register for the course by the following deadline:
27-JUN-2023 03:22 PM.

Additional registration restrictions may apply. For additional registration information please visit SFA Registrar’s Office website, under the heading Registration Information, click on How to Register and Waitlist.

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

Steps to Register

1. View Registration holds
   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 Fall and Spring II 2023 courses)
6. Attend Class!
   - Find/Order Text Books
   - View/Print Schedule
   - Campus Map
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2. Select a term for Registration

3. Scroll down to the bottom of the page to Current Schedule, click on the Action box next to the waitlisted course.

4. If you would like to register for the course, choose “Web-Register” and click Submit Changes.
5. If you have successfully waitlisted, you will see the following:

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web-Registered</td>
<td>None</td>
<td>13599</td>
<td>PSC 141 017</td>
<td>3.000</td>
<td>Undergraduate Standard</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Intr Amer Gov:Theory &amp; Politic</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 27, 2017 01:03 pm

6. If you receive a Registration Add Error, then your waitlisting attempt was NOT successful. A student may receive a Registration Add Error even though they received the waitlist email. A course/section may be built with required departmental permission. Contact the department of the course to request the needed permission before the waitlist 24-hour deadline. Please note departments are only open during regular business hours.

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.