



# 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 [REDACTED],

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:

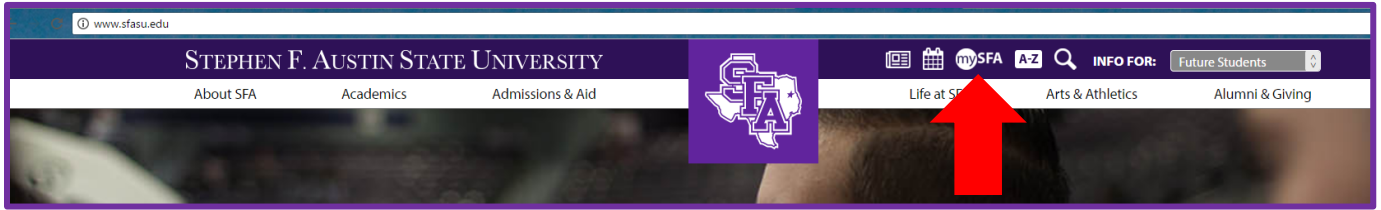
1. Log into your mySFA account
2. Choose the "Add/Drop Courses" link on the Registration Tab
3. Choose the Semester and click Submit
4. Choose "Web-Register" from the Action drop down menu to the right of the Waitlisted course
5. Click "Submit" to save your changes
6. Verify registration by clicking 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.

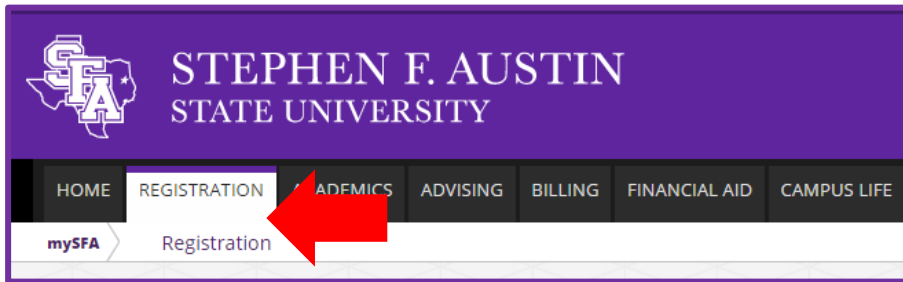
Log into your mySFA account to register for this course.

Stephen F. Austin State University  
Office of the Registrar  
936-468-2501  
[registrar@sfasu.edu](mailto:registrar@sfasu.edu)  
[www.sfasu.edu/registrar](http://www.sfasu.edu/registrar)

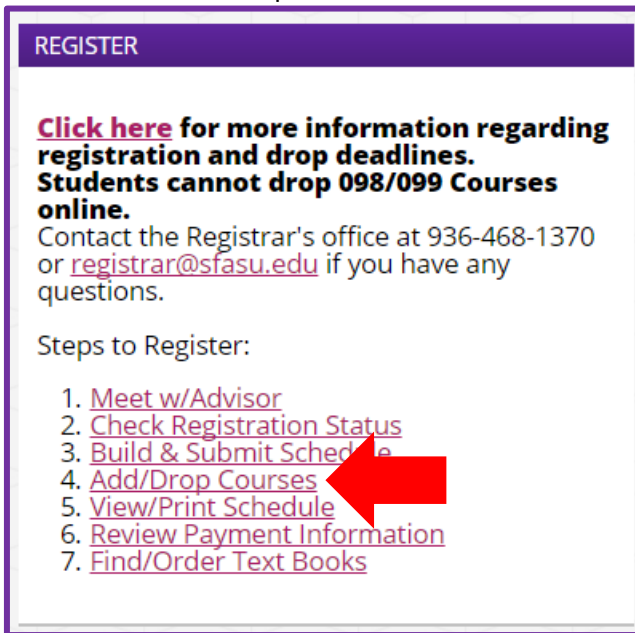
1. Log into your mySFA account



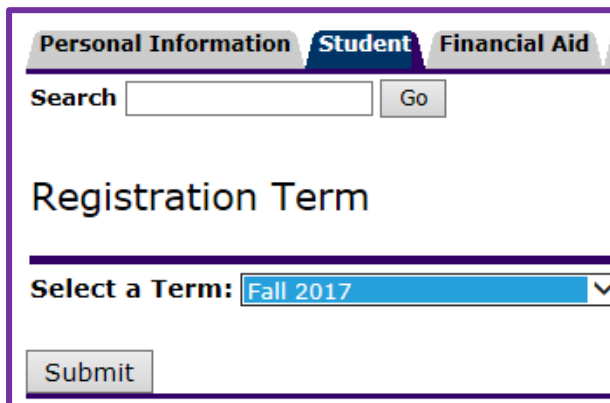
2. Click on the Registration Tab



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

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	None Web-Drop Web-Registered	13599	PSC	141	017	Undergraduate	0.000	Standard		Intr Amer Gov:Theory & Politic

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Jun 27, 2017 12:59 pm

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

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	Web-Registered	13599	PSC	141	017	Undergraduate	0.000	Standard		Intr Amer Gov:Theory & Politic

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Jun 27, 2017 12:59 pm

**Add Classes Worksheet**

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

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

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web-Registered on Jun 27, 2017	None	13599	PSC	141	017	Undergraduate	3.000	Standard		Intr Amer Gov:Theory & Politic

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

- 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**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on Jun 27, 2017	<input type="button" value="Web-Drop"/>	13599	PSC	141	017	Undergraduate	0.000	Standard		Intr Amer Gov:Theory & Politic

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 19.000  
Date: Jun 27, 2017 12:59 pm

**Add Classes Worksheet**

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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