

# 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 is 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 Steps to Register, click on #5 Register and the Add/Drop Courses

The screenshot shows the mySFA Registration interface. At the top, there is a purple header with the word 'Registration'. Below this is a grid of navigation icons: Registration Status, Course Bulletins, Course Information, Registration Permits, Early Registration, and Registration Help. To the right of the icons is a 'Registration Holds' section with a purple header and a message: 'Please note that some holds are sensitive and may not display. Student has no current registration holds'. Below that is a 'Steps to Register' section with a purple header and three steps: '1. Get Advised', '2. Plan Schedule', and '3. Register'. Under '3. Register', there are three buttons: 'Build & Submit Schedule', 'Add/Drop Courses' (highlighted in yellow), and 'View/Print Schedule'.

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2. Select a term for Registration

Personal Information **Student** Financial Aid

Search  Go

Registration Term

Select a Term: **Fall 2017**

Submit

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

4. If you would like to register for the course, choose "Web-Register" 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

Submit Changes Class Search Reset

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5. If you have successfully waitlisted, 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

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.