
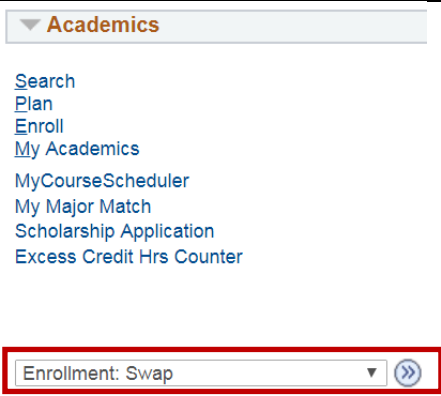
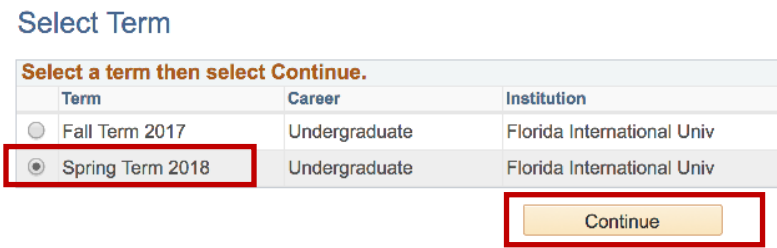
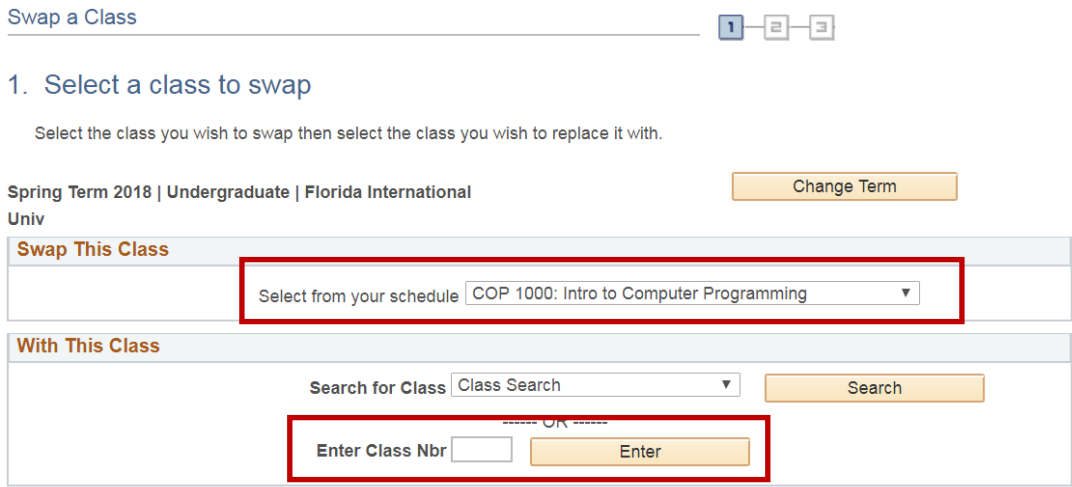


## Swap into a Waiting List - Instructions

Swapping into a wait listed class will let you instruct the system to drop you from your enrolled class only when you have been successfully enrolled into your preferred wait listed class. Follow the steps below to swap into a waitlisted class.

Steps	Screenshots									
<p>1. Login to my.fiu.edu.</p> <p>2. In the Academics section, click on the link to <b>Swap</b> from the drop down menu.</p> <p>3. Click on the  icon to proceed.</p>	 <p>The screenshot shows the 'Academics' dropdown menu with options: Search, Plan, Enroll, My Academics, MyCourseScheduler, My Major Match, Scholarship Application, and Excess Credit Hrs Counter. The 'Enrollment: Swap' option is highlighted with a red box.</p>									
<p>4. Select the registration term and Click <b>Continue</b>.</p>	 <p>The screenshot shows the 'Select Term' section with a table of options. The 'Spring Term 2018' row is selected and highlighted with a red box. The 'Continue' button is also highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Fall Term 2017</td> <td>Undergraduate</td> <td>Florida International Univ</td> </tr> <tr> <td><input checked="" type="radio"/> Spring Term 2018</td> <td>Undergraduate</td> <td>Florida International Univ</td> </tr> </tbody> </table>	Term	Career	Institution	<input type="radio"/> Fall Term 2017	Undergraduate	Florida International Univ	<input checked="" type="radio"/> Spring Term 2018	Undergraduate	Florida International Univ
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<input type="radio"/> Fall Term 2017	Undergraduate	Florida International Univ								
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<p>5. Select the class you wish to swap from your schedule.</p> <p>6. Enter the Class Number, click Enter and skip to step 11.</p> <p><b>OR</b></p> <p>To search for a class, proceed to step 7.</p>	 <p>The screenshot shows the 'Swap a Class' form. The 'Swap This Class' section has 'COP 1000: Intro to Computer Programming' selected and highlighted with a red box. The 'With This Class' section has the 'Enter Class Nbr' field highlighted with a red box.</p>									

## Swap into a Waiting List - Instructions

<p>7. Click on the <b>Search</b> button to find a class.</p>	<p>1. Select a class to swap</p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Spring Term 2018   Undergraduate   Florida International Univ <span style="float: right;">Change Term</span></p> <p><b>Swap This Class</b></p> <p>Select from your schedule COP 1000: Intro to Computer Programming</p> <p><b>With This Class</b></p> <p>Search for Class Class Search <span style="float: right;">Search</span></p> <p>OR</p> <p>Enter Class Nbr <input type="text"/> <span style="float: right;">Enter</span></p>																		
<p>8. In order to view the full list of classes, make sure to <b>uncheck</b> the option <b>“Show Open Classes Only”</b></p>	<p>▼ Class Search</p> <p>Subject Group <input type="text"/> <span style="float: right;">select subject</span> Subject <input type="text"/></p> <p>Course Number is exactly <input type="text"/></p> <p>Course Career <input type="text"/></p> <p>Course Keyword <input type="text"/> ?</p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p>																		
<p>9. Enter the <b>class subject and catalog number</b>, then click <b>Search</b>.</p>	<p>▼ Location and Session</p> <p>Location <input type="text"/></p> <p>Session <input type="text"/></p> <p>▼ Class Search</p> <p>Subject Group <input type="text"/> <span style="float: right;">select subject</span> Subject <input type="text"/> Accounting</p> <p>Course Number is exactly <input type="text"/> 2021</p> <p>Course Career <input type="text"/></p> <p>Course Keyword <input type="text"/> ?</p> <p><input type="checkbox"/> Show Open Classes Only</p> <p>▶ Class Meeting Information</p> <p>▶ Additional Search Criteria</p> <p><a href="#">Return to Add Classes</a> <span style="float: right;">Clear <span style="margin-left: 20px;">Search</span></span></p>																		
<p>10. Click on the <b>Select</b> button to select the class.</p>	<p>▼ ACG 2021 - Accounting for Decisions</p> <p style="text-align: right;">Textbook</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Section</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> <th>Status</th> <th>Location</th> <th></th> </tr> </thead> <tbody> <tr> <td>18594</td> <td>RVC-C Regular</td> <td>TBA</td> <td>Online Course</td> <td>Desiree Elias</td> <td>01/08/2018 - 04/21/2018</td> <td>▲</td> <td>FIU On-line</td> <td style="text-align: right;">Select</td> </tr> </tbody> </table>	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Location		18594	RVC-C Regular	TBA	Online Course	Desiree Elias	01/08/2018 - 04/21/2018	▲	FIU On-line	Select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Location												
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## Swap into a Waiting List - Instructions

11. Select the checkbox **“Wait List if the class is full”** and click Next.

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ACG 2021 - ACC Decisions

**Class Preferences**

ACG 2021-RVC Cls Lectur Wait List

Wait List  Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

**Enrollment Information**

- Prerequisites: MAC1105 with a grade of "C" or higher or equivalent math placement, minimum 30 credit hours earned and admitted to College of Business

Cancel Next

12. Click on the button **“Finish Swapping”**

### 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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**You are replacing this class**

Enrolled  Dropped  Wait Listed

Class	Description	Days/Times	Room	Instructor	Location	Units	Status
COP 1000-U01 (20223)	Intro to Computer Programming (Cls Lectur)	TuTh 3:30PM - 4:45PM	Student Acad Success Cntr 251	M. Charters	Modesto A. Maidique Campus	3.00	

**With this class**

Open  Closed  Wait List

Class	Description	Days/Times	Room	Instructor	Location	Units	Status
ACG 2021-RVC (18594)	ACC Decisions (Cls Lectur)		Online Course	D. Elias	FIU On-line	3.00	

Cancel Finish Swapping

13. View the confirmation.

Spring Term 2018 | Undergraduate | Florida International Univ

Success: enrolled Error: unable to add class

Class	Message	Status
ACG 2021	Message: Class 18594 is full. You have been placed on the wait list in position number 1.	

My Class Schedule Add Another Class

If a seat becomes available, the system will automatically enroll you into the wait listed class and drop you from the class you chose to swap out of. A confirmation email will be sent to your FIU email account.