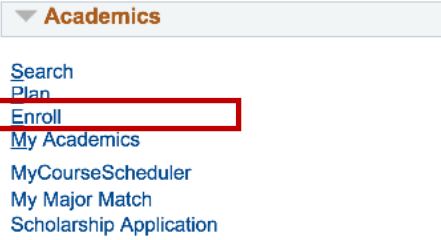
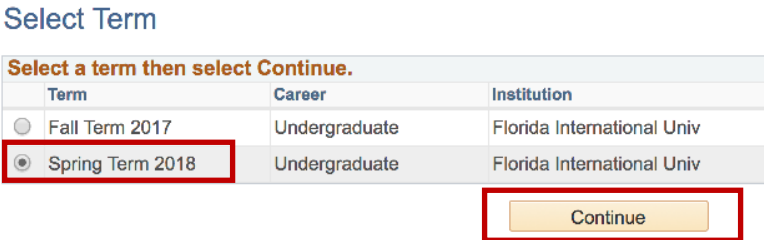
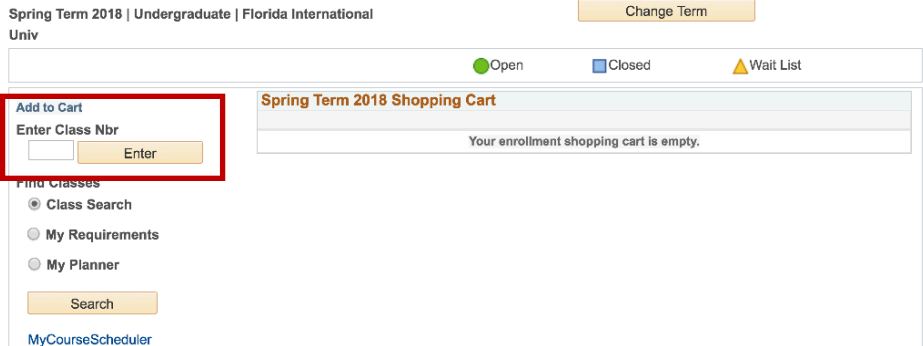
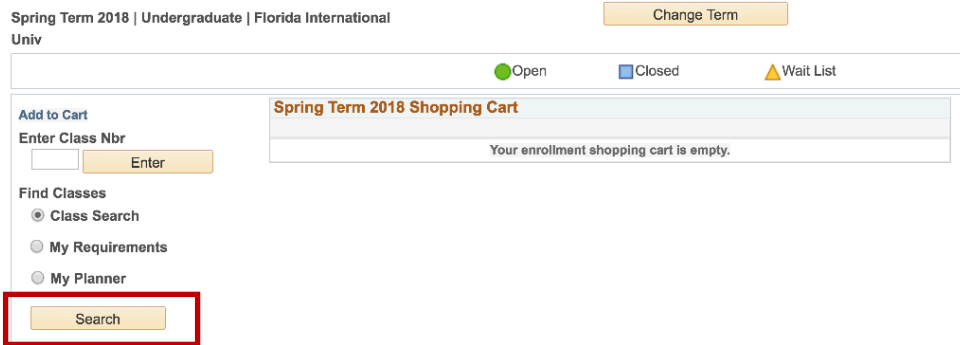


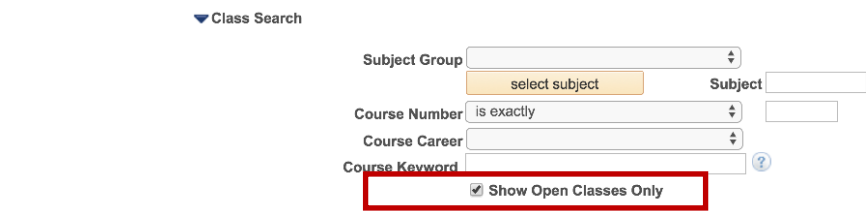
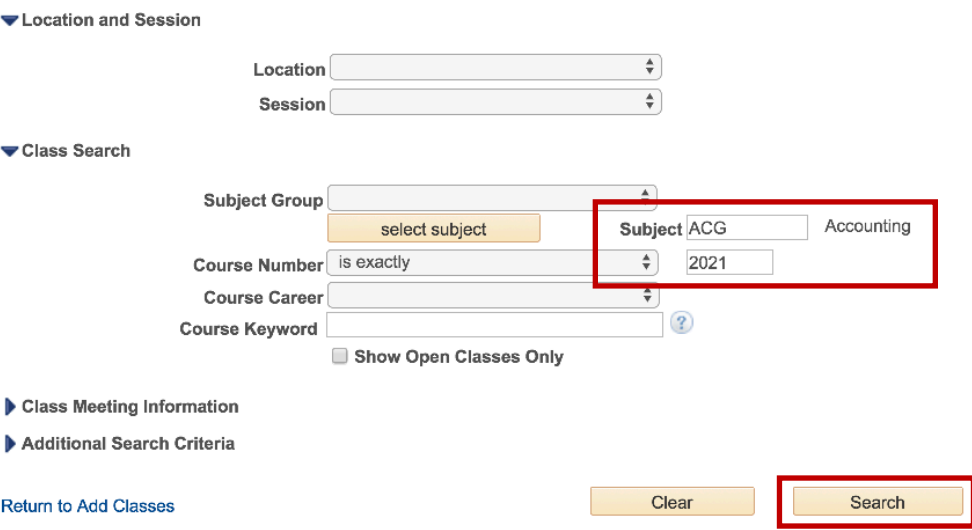

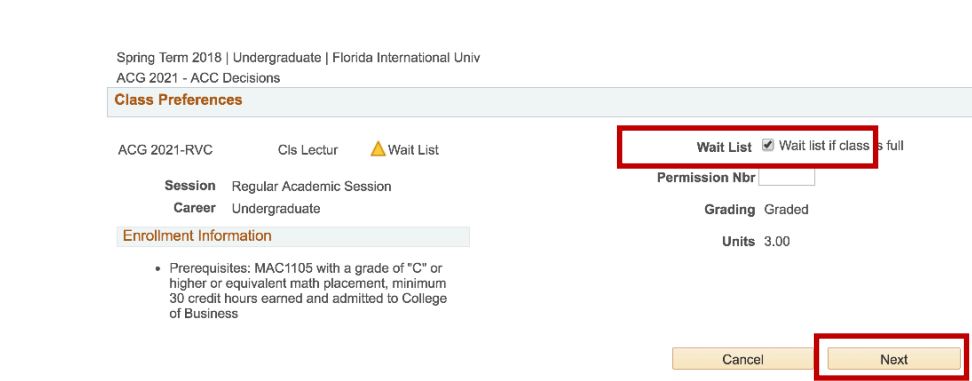
## Wait List - Instructions

### The class I want is full. What now?

Add yourself to a waiting list. If a seat becomes available, the system will automatically enroll you into the wait listed class. Follow the steps below to add yourself to a waiting list.

Steps	Screenshots									
<p>1. Login to my.fiu.edu.</p> <p>2. In the Academics section, click on the link to <b>Enroll</b></p>	 <p>▼ Academics</p> <ul style="list-style-type: none"> <li><a href="#">Search</a></li> <li><a href="#">Plan</a></li> <li><b><a href="#">Enroll</a></b></li> <li><a href="#">My Academics</a></li> <li><a href="#">MyCourseScheduler</a></li> <li><a href="#">My Major Match</a></li> <li><a href="#">Scholarship Application</a></li> </ul>									
<p>3. Select the registration term and Click <b>Continue.</b></p>	 <p>Select Term</p> <p>Select a term then select Continue.</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> <p><input type="button" value="Continue"/></p>	Term	Career	Institution	<input type="radio"/> Fall Term 2017	Undergraduate	Florida International Univ	<input checked="" type="radio"/> Spring Term 2018	Undergraduate	Florida International Univ
Term	Career	Institution								
<input type="radio"/> Fall Term 2017	Undergraduate	Florida International Univ								
<input checked="" type="radio"/> Spring Term 2018	Undergraduate	Florida International Univ								
<p>4. Enter the Class Number, click Enter and skip to step 9.</p> <p><b>OR</b></p> <p>To search for a class, proceed to step 5.</p>	 <p>Spring Term 2018   Undergraduate   Florida International Univ <input type="button" value="Change Term"/></p> <p><input type="text"/> <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="button" value="Wait List"/></p> <p><b>Add to Cart</b></p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="Enter"/></p> <p>Find Classes</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Class Search</li> <li><input type="radio"/> My Requirements</li> <li><input type="radio"/> My Planner</li> </ul> <p><input type="button" value="Search"/></p> <p><a href="#">MyCourseScheduler</a></p> <p>Spring Term 2018 Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p>									
<p>5. Click on the <b>Search</b> button to find a class.</p>	 <p>Spring Term 2018   Undergraduate   Florida International Univ <input type="button" value="Change Term"/></p> <p><input type="text"/> <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="button" value="Wait List"/></p> <p><b>Add to Cart</b></p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="Enter"/></p> <p>Find Classes</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Class Search</li> <li><input type="radio"/> My Requirements</li> <li><input type="radio"/> My Planner</li> </ul> <p><input type="button" value="Search"/></p> <p><a href="#">MyCourseScheduler</a></p> <p>Spring Term 2018 Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p>									

## Wait List - Instructions

<p>6. 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" value="select subject"/> 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>7. 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" value="select subject"/> Subject <input type="text" value="ACG"/> Accounting</p> <p>Course Number is exactly <input type="text" value="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> <input type="button" value="Clear"/> <input checked="" type="button" value="Search"/></p>																		
<p>8. Click on the Select button to select the class.</p>	 <p>▼ ACG 2021 - Accounting for Decisions</p> <p>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><input checked="" type="button" value="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	<input checked="" type="button" value="Select"/>
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	<input checked="" type="button" value="Select"/>											
<p>9. Select the checkbox “<b>Wait List if the class is full</b>” and click Next.</p>	 <p>Spring Term 2018   Undergraduate   Florida International Univ</p> <p>ACG 2021 - ACC Decisions</p> <p><b>Class Preferences</b></p> <p>ACG 2021-RVC Cls Lectur ▲ Wait List</p> <p><input checked="" type="checkbox"/> Wait List <input checked="" type="checkbox"/> Wait list if class is full</p> <p>Permission Nbr <input type="text"/></p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Grading Graded</p> <p>Units 3.00</p> <p><b>Enrollment Information</b></p> <ul style="list-style-type: none"> <li>Prerequisites: MAC1105 with a grade of "C" or higher or equivalent math placement, minimum 30 credit hours earned and admitted to College of Business</li> </ul> <p><input type="button" value="Cancel"/> <input checked="" type="button" value="Next"/></p>																		

## Wait List - Instructions

10. Click on the button “Proceed to Step 2 to of 3”

**Spring Term 2018 Shopping Cart**

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

Proceed to Step 2 of 3

11. Click on the “Finish Enrolling” button

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring Term 2018 | Undergraduate | Florida International Univ

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	

12. 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.	

If a seat becomes available, the system will automatically enroll you into the wait listed class and a confirmation email will be sent to your FIU email account.