

# Panthersoft Waitlist Overview

Updated Sept. 2025 Liz Perez

### What is Waitlist?

When a class becomes full, students can add themselves to the Waitlist. If a seat becomes available in the class, the system will auto-enroll them into the section.

\*\* Waitlist should only be enabled on courses that <u>DO NOT</u> have Co-Requisites

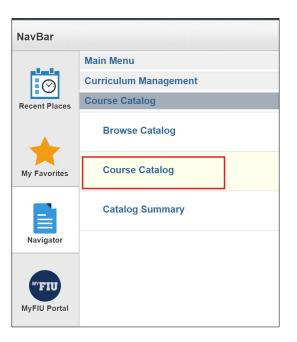
Prior to enrolling into a wait list, the process checks:

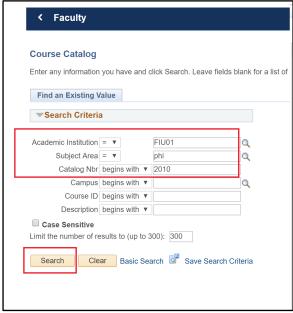
- Appointments (if date < open enrollment date)</li>
- Service Indicators
- Department/Instructor Consent
- Unit Load
- Requisites

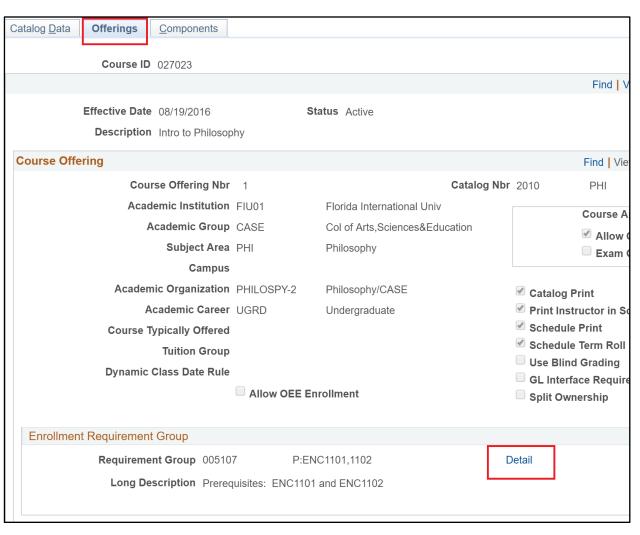
When the enrollment engine attempts to enroll students from the wait list into a class, the process checks:

- Time Conflicts
- Unit Load
- Requisites
- Repeat Checking

## How to Check Course Co-Requisites in Panthersoft (Part 1)

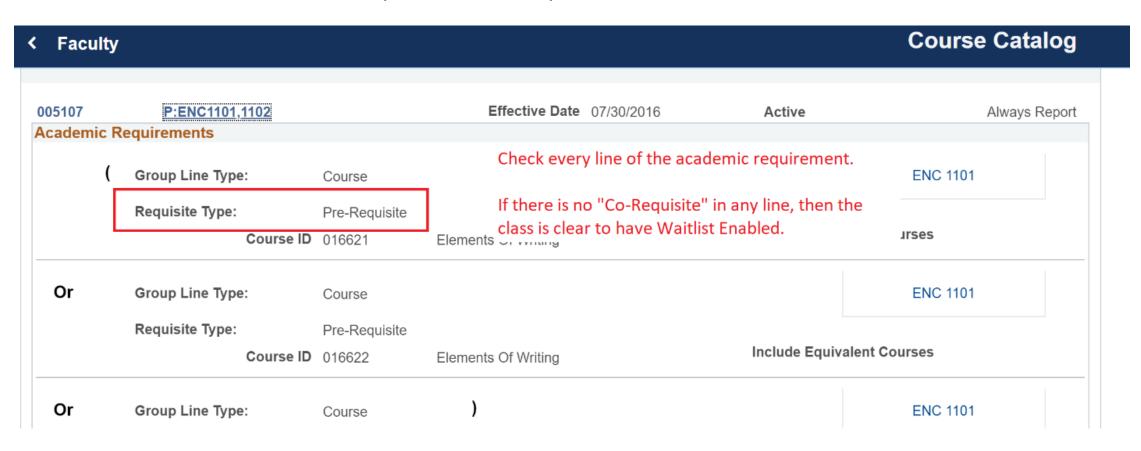






# How to Check Course Co-Requisites in Panthersoft (Part 2)

\*\*\*If Blank under Enrollment Requirement Group – then the course is fine to have Waitlist Enabled.



#### **Waitlist Disclaimers**

- (1) No override permissions to enroll in a closed class for these sections until ADD/DROP week.
  - overrides for pre-req/career/consent permissions are fine
- (2) Waitlist cannot be turned off once there are students on the waitlist.
- (3) There is no waitlist during ADD/DROP week. The last day that Waitlist remains active is on the Friday before ADD/DROP week.
- The Registrar's Office runs an automatic process to purge all students from all waitlists by end of business day on the Friday before classes start.
- (4) Try not to put Waitlist **on ALL sections** of a course. Why? Because then you will not be able to accommodate any urgent overrides for a student who may need a seat in the course to graduate in that term.
- By Waitlisting ALL sections of a course you would have to defer issuing an override permission date to the beginning of ADD/DROP week
- Panthersoft does not have the ability to set a START DATE on override permissions, so you would have to remember to issue the Closed Class Permission during ADD/DROP Week).

### Waitlist & Class Permissions

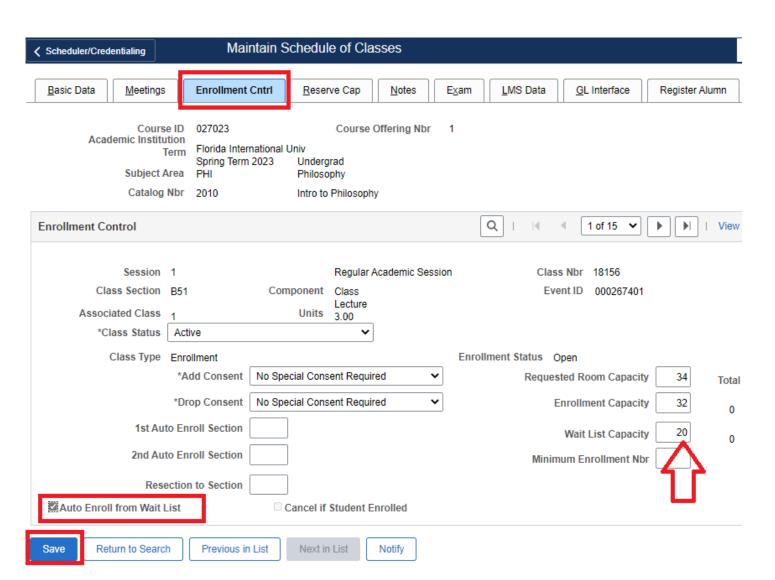
- Students who do not meet the pre-reqs to enroll in a particular class will not be able to waitlist for that class
- Class Permissions for Pre-req overrides may be issued to the student, and that will allow the student to waitlist
- DO NOT give CLOSED CLASS Override Permissions for any classes that have Waitlist enabled.
  - Students can see their Position Number on the Waitlist.
- If you have Quick Enroll Access, <u>DO NOT SWAP Students into a</u>
   <u>Waitlisted course</u>. The student will need to SWAP into the
   Waitlisted course from their own account.

### Waitlist Availability/Limitations

- Only Undergraduate Students will be able to add themselves on to a waitlisted course
- Non-Degree Students <u>will not</u> be able to add themselves to a waitlisted course

Courses with Co-Requisites <u>cannot</u> use Waitlist

# How do you know if a class has Waitlist enabled?



#### **Enrollment Scenarios**

Enrolled in one section, wait listed for another section:

The system will allow the student to be wait listed but the enrollment engine will not process the transaction.

Solution: Students should Enroll in one section of a course and Swap into a Waitlisted section of the same course. This was included in the Registrar's Instructions to Students about Waitlist.

Student joins a wait list, then enrolls in another section:

The system will automatically remove the student from the wait listed section.

Student is enrolled in a class and <u>swaps</u> into a wait list for another class:

Once a seat is available, the process will enroll the student into the new class and drop the student from the enrolled class.

#### Class Cancellation

Notifications are only sent to the enrolled students that are dropped from the class.

### Communication Students Receive When They are Auto-Enrolled into a Class from Waitlist

**Wait Listing** 

#### **Communication Template**

Dear Gilberto, PID: 3915043

As a result of your request to be Wait Listed, you have been successfully enrolled in the following class:

Class Nbr: 19340 Subject: GEB

Catalog Number: 2011

Section: RVD

Please review your Class Schedule for accuracy and your tuition bill for any changes that may have occurred as a result of this enrollment transaction.

If you have additional questions or concerns, please contact the OneStop Office by phone (305-348-7000) or Live Chat (<a href="http://onestop.fiu.edu/contact-us">http://onestop.fiu.edu/contact-us</a>).

Wishing you continued success,

**Enrollment Management and Services** 

### Waitlist Ends Friday Before Classes Start

- Waitlist will not be available during Add/Drop Week (too many negative consequences for FIU financials/registrar's processes if left available)
- Waitlists Will Be Purged by Registrar's Office by 5pm on the Friday before Classes Begin
- Decisions about increasing enrollment caps and/or adding new sections of a class to accommodate waitlists
- Students on waitlist cannot be automatically enrolled into new sections. They must be notified about new sections, and they must swap on their own.

### What students see on the Class Schedule

Class Search and Enroll	BIOL 241	ĺ							
Browse Course Catalog	Human Anatomy Observation Laboratory  * Add to favorite courses  Course Information								
Schedule Builder (Link)									
Course History	→ Class Selection  Select a class option  Selected Filters 9 options								
Enrollment Dates	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
View My Classes	1 Wait List		Regular Academic Session	Lab Main-Class # 18406	08/26/2019 - 12/20/2019	Tuesday Thursday 8:30AM to	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 3 of 5 >
Trop Classes						10:20AM			
Drop/Withdraw All Classes	2	Wait List	Regular Academic Session	Lab Main-Class # 13990	08/26/2019 - 12/20/2019	Tuesday Thursday 10:30AM to	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 1 of 5 >
Swap Classes						12:20PM			
→ Update Classes	3	Wait List	Regular Academic Session	Lab Main-Class # 13991	08/26/2019 - 12/20/2019	Tuesday Thursday 12:30PM to	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 1 of 5 >
Y Shopping Cart						2:20PM			
Select Optional Campus Fees	4	Wait List	Regular Academic Session	Lab Main-Class # 13993	08/26/2019 - 12/20/2019	Monday Wednesday 2:30PM to 4:20PM	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 1 of 5 >
	5	Wait List	Regular Academic Session	Lab Main-Class # 13992	08/26/2019 - 12/20/2019	Tuesday Thursday 2:30PM to 4:20PM	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 2 of 5 >