Panthersoft Waitlist Overview

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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 have Co-Requisites</u>

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

- Appointments (if date < open enrollment date)
- 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)

NavBar

Recent Places

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Navigator

MyFIU Portal

Main Menu

Curriculum Management

Course Catalog

> Browse Catalog

> **Course Catalog**

> Catalog Summary

← **Faculty**

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

▼ Search Criteria

Academic Institution	= ▼	FIU01	🔍
Subject Area	= ▼	phi	🔍
Catalog Nbr	begins with ▼	2010	
Campus	begins with ▼		🔍
Course ID	begins with ▼		
Description	begins with ▼		

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search]   [Clear]   Basic Search 📑 Save Search Criteria

Catalog Data | **Offerings** | Components

Course ID 027023

Find | V

Effective Date 08/19/2016		**Status** Active	

Description Intro to Philosophy

Course Offering

Find | Vie

Course Offering Nbr 1		**Catalog Nbr** 2010	PHI
Academic Institution FIU01	Florida International Univ		
Academic Group CASE	Col of Arts,Sciences&Education		
Subject Area PHI	Philosophy		
Campus			
Academic Organization PHILOSPY-2	Philosophy/CASE		
Academic Career UGRD	Undergraduate		
Course Typically Offered			
Tuition Group			
Dynamic Class Date Rule			

Course A

☑ Allow
☐ Exam

☑ Catalog Print
☑ Print Instructor in Sc
☑ Schedule Print
☑ Schedule Term Roll
☐ Use Blind Grading
☐ GL Interface Require
☐ Split Ownership

☐ Allow OEE Enrollment

Enrollment Requirement Group

Requirement Group 005107	P:ENC1101,1102		Detail
Long Description	Prerequisites: ENC1101 and ENC1102		

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

- **<u>DO NOT give CLOSED CLASS Override Permissions for any classes that have Waitlist enabled.</u>**
    - Students can see their Position Number on the Waitlist.

- If you have Quick Enroll Access, **<u>DO NOT SWAP Students into a Waitlisted course.</u>** The student will need to SWAP into the Waitlisted course from their own account.

Waitlist Availability/Limitations

- **<u>Only</u>** 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 <u>Enroll</u> in one section of a course and <u>Swap</u> 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 <u>enrolls</u> 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 (http://onestop.fiu.edu/contact-us).

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