



Panthersoft Waitlist Overview

Updated Sept. 2025

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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 DO NOT have Co-Requisites**

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



My Favorites



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 | View

Effective Date 08/19/2016 Status Active

Description Intro to Philosophy

Course Offering

Find | View

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

☐ Allow OEE Enrollment

Course A

☒ Allow C

☐ Exam C

☒ Catalog Print

☒ Print Instructor in S

☒ Schedule Print

☒ Schedule Term Roll

☐ Use Blind Grading

☐ GL Interface Require

☐ Split Ownership

Enrollment Requirement Group

Requirement Group 005107 P:ENC1101,1102

Long Description Prerequisites: ENC1101 and ENC1102

Detail

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.

< Faculty

Course Catalog

005107

P:ENC1101,1102

Effective Date 07/30/2016

Active

Always Report

Academic Requirements

(

Group Line Type: Course

Requisite Type: Pre-Requisite

Course ID 016621

Elements Of Writing

Check every line of the academic requirement.

If there is no "Co-Requisite" in any line, then the class is clear to have Waitlist Enabled.

ENC 1101

rses

Or

Group Line Type: Course

Requisite Type: Pre-Requisite

Course ID 016622

Elements Of Writing

Include Equivalent Courses

ENC 1101

Or

Group Line Type: Course

)

ENC 1101

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, **DO NOT SWAP Students into a Waitlisted course.** 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 **will not** be able to add themselves to a waitlisted course
- Courses with Co-Requisites **cannot** use Waitlist

How do you know if a class has Waitlist enabled?

< Scheduler/Credentialing Maintain Schedule of Classes

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data GL Interface Register Alumn

Course ID 027023 Course Offering Nbr 1
Academic Institution Florida International Univ
Term Spring Term 2023 Undergrad
Subject Area PHI Philosophy
Catalog Nbr 2010 Intro to Philosophy

Enrollment Control 1 of 15 View

Session 1 Regular Academic Session Class Nbr 18156
Class Section B51 Component Class Event ID 000267401
Associated Class 1 Units 3.00
*Class Status Active

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required
*Drop Consent No Special Consent Required

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Requested Room Capacity 34 Total
Enrollment Capacity 32 0
Wait List Capacity 20 0
Minimum Enrollment Nbr

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify

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 swaps 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

Class Search and Enroll

Browse Course Catalog

Schedule Builder (Link)

Course History

Enrollment Dates

View My Classes

Drop Classes

Drop/Withdraw All Classes

Swap Classes

Update Classes

Shopping Cart

Select Optional Campus Fees

BIOL 241

Human Anatomy Observation Laboratory

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 9 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lab Main-Class # 18406	08/26/2019 - 12/20/2019	Tuesday Thursday 8:30AM to 10:20AM	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 3 of 5 >
2	Wait List	Regular Academic Session	Lab Main-Class # 13990	08/26/2019 - 12/20/2019	Tuesday Thursday 10:30AM to 12:20PM	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 1 of 5 >
3	Wait List	Regular Academic Session	Lab Main-Class # 13991	08/26/2019 - 12/20/2019	Tuesday Thursday 12:30PM to 2:20PM	Haworth 1031	Victor Gonzalez Betancourt	Waitlist Available Places 1 of 5 >
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 >