REGISTRATION ERRORS:

WHAT THEY MEAN AND HOW TO ADDRESS THEM

Attendee is already booked for another business event XXX ### LEC.

What it means: You are already registered for another course at the same time of the course you are trying to register for, and it would be a schedule conflict.

What to do: Choose a different section of either course, or find another course to take if no other section works.

Course XXX ###: Conditional Registration: you may be dropped from this course / PREQ: XXX ### conditionally fulfilled.

What it means: There is some sort of conditional requirement. / You are currently taking a prerequisite for the course you are trying to register for.

What to do: You may register like normal for the course, but be mindful that if you do not meet the requirements prior to the start of the course, you will be dropped. Check to see what the requirement is by clicking on the *i* next to the course name and then clicking on the requirements tab of the pop-up.

Course XXX ###: Not enough prerequisites and/or corequesites have been met.

What it means: You have not satisfied the prerequisites or corequesites for a course.

What to do: Check to see what that requirement is by clicking on the *i* next to the course name and then the requirements tab of the pop-up. If you have taken a course, or believe you have, email your advisor for assistance. If it is a corequesite, you may need to register for both courses at the same time.

Course registration already exists.

What it means: You have already registered for the course.

What to do: Double check that you are not registering for the same course but different sections, or that you have not already registered for the course.

Exceeds Maximum Course Load.

What it means: You are trying to register for too many credit hours, per the university maximum course load (18 credit hours).

What to do: If you want to take between 18-21 hours, you need a permit. To get this permit you need to have taken 15 credit hours the semester before with a 3.0 or higher.

Email the Director of Advising in your college

PREQ: C- or better in XXX ### conditionally fulfilled. (C- is just an example, it could be a different minimum grade)

        What it means: There is a prerequisite requirement of a C- or better in a course that you are currently taking.

        What to do: Register for the course like normal. If you earn a C- or better you will remain enrolled in the course. If you do not earn the minimum grade in the prerequisite course you will not be able to continue.

PREQ: Major in XXXXXXXX not fulfilled.

        What it means: You must have a declared major, or potentially a minor, in a specific area to enroll in the course.

        What to do: If this course is required for your major, email your advisor to review your options toward fulfilling the requirement.

Registration date and time are not within allowed registration window.

        What it means: Your Registration window has not yet opened.

        What to do: Check the right corner under your name and student ID number to find out when your registration window opens.

Some sections of this semester can no longer be added.

        What it means: The date has passed to enroll in the course.

        What to do: You can no longer register for this course; you will need to find a new course option.

There are no open seats available for Section XXX.

        What it means: The section has been filled.

        What to do: You can keep this section in your cart and monitor it for an opening in the future and in the meantime select an alternate option

IF YOU HAVE ANY OTHER QUESTIONS NOT ADDRESSED HERE, PLEASE EMAIL YOUR ADVISOR OR STOP IN DURING COI ADVISING DROP-IN HOURS WITH A PEER COACH.