


Registration Errors Frequently Asked Questions

Updated August 2009

1. What are registration errors?

These are errors messages you might receive when you try to register and you are not successful.

2. What does a Registration Add Error look like?

 Registration Add Error

3. What else will I see?

You will also see this box.

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
LEVEL RESTRICTION	6923	POLI	613	01	Graduate	3.000	Normal Grade	The Judicial Process

The information in the “Status” box will tell you what type of error(s) you have. You could have multiple errors. The other columns are CRN (course reference number), Subj (course subject), Crse (course number), Sec (course section number), Level (level of the course), Cred (number of credit hours), Grade Mode (how the class is graded), and Title (title of the course).

4. What do I do when I receive this message?

For all errors you must contact the instructor of the class and inform him/her of the error message you have received (make sure you write down the information in the “Status” box). If the instructor approves, they will then issue an override or permit for each error message you received, so that you can enroll into the class. You may go directly to the department if you cannot reach the instructor.

Please note: The Office of the Registrar cannot approve or issue overrides or permits; you must see the instructor or go to the academic department.

5. How do I find out who is the instructor for the class?

You must go back to Banner and look up the class to find the instructor. You can look up classes on the Banner homepage under Class Schedule or you can log in again and try Add/Drop Classes or Look-Up Classes.

6. What other “Status” codes might I see in the Status block?

Invalid Level for Course – You are an undergraduate trying to register for a graduate level course

Prerequisite and Test Score Error – You do not meet the prerequisites of the course

Time Conflict – You are trying to register for a course that meets at the same time as one that you are already registered

Closed Section – The section has reached its enrollment limit

Instructor – The class requires an instructor permit for registration

Major Restriction – This class is limited to certain majors only

Please note: The office of the registrar cannot approve or issue overrides or permits; you must see the instructor or go to the academic department.

7. What do I do once the instructor issues the permit?

Once the instructor issues you the permit and informs you, you should be able to register for the class.