Registration Errors Cheat Sheet

1. **CORQ XXXX Req'd:**
   a. **Reason:** corequisite error: there are two courses, such as a foreign language and its lab or a chemistry course and its lab, which must be taken in the same semester.
   b. **Solution:** Both CRN's must be added to the class worksheet at the same time and submitted together to avoid this error.
2. **Time Conflict:**
   a. **Reason:** this can occur if courses overlap for even one minute (ie: one course ends at 6:00, the other begins at 6:00, this error will be returned).
   b. **Solution:** Registrar staff can override up to 15 minutes of conflict, anything more than that has to be signed off on by both instructors.
3. **Closed Section:**
   a. **Reason:** this course is at or over cap already.
   b. **Solution:** Students may only register with the signature/online override of the instructor or department chair.
4. **Major Restriction:**
   a. **Reason:** some courses (for example, many HHP and Music/Theatre courses are this way) are only open to students who have a specific major recorded in the database.
   b. **Solution:** student should complete the change of major form and then the Registrar staff member can override the error.

5. **Repeat Count Exceeds 0:**
   a. **Reason:** this student has already taken this course and received a grade of C or better (or transferred in its equivalent).
   b. **Solution:** Registrar staff can override this error if we can verify that he/she has a grade of lower than a C.
6. **PREREQ or Test Score Error:**
   a. **Reason:** there is a prerequisite to this course that the student has not satisfied.
   b. **Solution:** Student must obtain the signature/online override of the instructor/department chair.
7. **Signature req'd:**
   a. **Solution:** the student must have an add form signed by the professor or department chair (or an online override) to register for this course.
8. **Class Restriction:**
   a. **Reason:** First year students may not register for 3000 or 4000 level courses, Sophomores may not register for 4000 level courses. ONLY first year students may register for the First Year Seminar (so transfers may get this error and need it overridden-no paperwork required).
9. **Maximum Hours Exceeded:**
   a. **Reason:** Students may register for a maximum of 17 credits.
   b. **Solution:** Drop a course or two to make room for the one(s) you're trying to add.
10. **Reserved Seating:** Reserved seats are available for Frost Professional and Continuing Education students only. These sections are offered typical in the evening or online. Any reserved seats not used by the start of classes are opened to all students approximately the day before classes start.