

Registration Errors

OFFICE OF THE REGISTRAR

INDIANA STATE UNIVERSITY

Registration Errors

Registration Error	What it means	Who can Override via	SFASRPO override/permit Scheduling form signature Or Authorization process
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Closed section OR Instructor's Signature	Student cannot register due to the course already being at capacity or the Special Approval field has been selected on the course.	Instructor	CAPACITY permit should be used
Class Restriction	Student cannot register because it has been restricted to include or exclude certain class.	Department Chair	CLASS permit should be used
College Restriction	Student cannot register because it has been restricted to include or exclude certain Colleges	Department Chair	COLLEGE permit should be used
Co-requisite	Student cannot register because they are required to take another course as a co-requisite during the same semester.	Department Chair	COREQ permit should be used * NOTE: The permit should be placed on the course in which the student would like to stay registered, when dropping a co-requisite course.
Prerequisite and Test score error	Student cannot register due to not meeting the specific prerequisite(s) the course requires	Department Chair	PREREQ permit should be used
Time Conflict	Student cannot register due to a time frame overlap in a course in which they are already registered	Instructor	TIME permit should be used
Department restriction	Student cannot register because the section is restricted to a specific academic department, which is different than the department listed on their academic record. *NOTE: The department restriction "looks at" Majors, Minors and Concentrations. This means if the student has the restricted department on any of these fields in their curriculum they will be permitted to register for the course without an override.	Department Chair	CAPACITY permit should be used
Duplicate Course	The section requires approval for the student to be registered in two sections of the same course in a semester. (i.e. the student is taking two separate topics courses with the same subject and course number)	Instructor *NOTE: ORR can register students after verifying courses are two separate topics.	DUPLICATE permit should be used

Major Restriction	The section requires the student must be part of a specific curriculum to register (i.e. Elementary Education major only) . *NOTE: The Major Restriction (housed under Field of Study in SSARRES) “looks at” Majors, Minors and Concentrations when the “ALL FIELD OF STUDY TYPES” box is checked. This means if the student has the restricted curriculum code on their record in any of these fields, they will be permitted to register for the course without an override. When the course is set up without the “ALL FIELD OF STUDY TYPES” box checked the course can be restricted to just majors OR minors OR concentrations depending on the type selected.	Department Chair	The MAJOR permit should be used if you want to allow a student from a different curriculum the ability to register into the course. NOTE: A student’s curriculum is determined by what that student currently has declared in Banner. It can be located on SGASTDN in Banner or on a current MYSAM of the student. If a student has just filed a Change of Major request, it may not have been processed into Banner yet.
Student Attribute	The section requires the student be assigned a specific attribute in order to be eligible to register for specific courses. (i.e. reserved seating is used to hold spaces for true distance students and the student does not have the DIST attribute on their record)	Department Chair	STUATTRIB permit should be used
Maximum Hours Exceeded	Student cannot register due to the amount of allowable hours for a semester	Deans office	Deans office must physically go into Banner to increase the hours
Academic Standing prohibits registration	Student cannot register due to Academic dismissal	Deans office	If they so choose, the Deans office can place a PD on students record in Banner
Term exceeds expected graduation term	Student cannot register due to application for graduation term is preceding registration term		Undergraduates can update their graduation date (if appropriate) via the portal. Graduates need to contact the College of Graduate and Professional Studies.
Reserve Closed	Student cannot register due to not meeting requirements for available seats		Capacity