



The Registrar's Office is available by email to assist students when resolving registration errors. Below please find a list of common registration errors and steps you should take to resolve the issue.

Checking Prerequisites and/or Restrictions

Registration Error Message	How to Resolve Error
CAMPUS RESTRICTION	Error will occur for UVI Online students. To resolve this error, students must register only for courses designated with 'O' as the campus for the course. Students who have signed up as a UVI Online student must receive permission to take courses on one of the main campuses.
CLASS RESTRICTION	Error refers to a course that is restricted by student classification. To resolve this error, student must select a different course or seek override permission from the Academic Dean.
CLOSED SECTION	Error occurs when students attempt to register for a class that is full. To resolve this error, students should register for another section of the course or select a different course. If the course section offers a waitlist, consider waitlisted for the course.
CORQ_COURSEXXXREQ	Error occurs when students do not register for a group of courses that are linked together. To resolve this error, students must register for all co-requisite courses (CRNs) at the same time.
CRN DOES NOT EXIST	Error occurs when entering the correct CRN for a specific semester. To resolve this error, either enter the correct CRN grouping (as indicated below) or select a different term. Semester CRN <ol style="list-style-type: none"> 1. Fall Semester Begins with 8**** (202008) 2. Spring Semester Begins with 1**** (202001) 3. Summer Terms Begins with 5**** (202005)
DEPARTMENTAL APPROVAL	Error occurs when students attempt to register for courses that are reserved for specific group of students. To resolve this error, students will need to contact the Professor. Once permitted, the student must submit the approval form to the Professor and have that Professor sign the form and submit to the Registrar's Office.
DUPL CRSE WITH SEC-XXXXX	Error occurs when students attempt to register for the same subject and course number twice. Students needing to register for more than one special topic course may contact the Registrar's Office to receive an override.

MAJOR RESTRICTION	Error occurs when students attempt to register for courses that are reserved for a specific degree/major or group of majors. To resolve this error, students should seek override permission from the department offering the course.
MAXIMUM HOURS EXCEEDED	<p>During the Fall and Spring semesters, a student may register for up to 16.5 credit hours once they are in good standing on the Undergraduate level.</p> <p>A Graduate student may register for up to 9 credit hours once they are in good standing on the graduate level. Additional hours can be approved by the Academic Advisor and Academic Dean once the student has the required GPA.</p> <p>Students not in good academic standing will be limited to</p> <ol style="list-style-type: none"> 1. 12.5 credits if on Undergraduate Probation. 2. 6 Credits if on Undergraduate Suspension. 3. 1 approved Course if on Undergraduate Academic Dismissal. 4. 3 Credits if on Graduate Probation. 5. 0 Credits if on Graduate Dismissal (students must receive approval from Academic Deans to register for courses).
PREQ & TEST SCORE-ERROR	<p>Error occurs when students attempt to register for courses in which they do not meet the course pre-requisites during the registration process. To resolve this error, students should register for a different course in which they meet course pre-requisites. To see a list of course pre-requisites students must look at the course catalog or graduate bulletin. The course pre-requisites are listed at the end of each course description.</p> <p>When registering for courses that requires a lab, both the lecture and lab courses must be entered in order for the registration to be successfully. You will receive a course Prerequisite & Test Score or Coreq Course XXXX Req Error until registration for both courses (Lecture and Lab) are successfully entered.</p>
REPEAT COUNT EXCEEDS 1	Error occurs when a student has exceeded the number of attempts allowed to repeat a course. To resolve this error, the student may consult the academic department of that discipline to be considered for an override.
TIME CONFLICT WITH XXXX	Error occurs when students attempt to register for courses that conflict or overlap by time. To resolve this error, students should register for one of the courses on a different day or time.

NOTE:

- Students may add/drop courses anytime before the first Friday of the first week of courses for that semester.
- Students who would like to completely withdraw from all courses for the semester would receive a partial refund depending on the percentage of the semester. (Fees are not refunded after the add/drop period).

WAITLISTING

Course waitlisting is available for course sections at the time of registration. Students must meet all course registration requirements (***including pre-requisites and co-requisites***) before being waitlisted.

1. Students will receive an email (UVI student email address) notification when a seat becomes available.
2. Students have **24 hours** from the date and time of seat notification to register for the course. If student does not respond to the notification your waitlisted course(s) will be deleted. Notification of seat availability are emailed to students UVI email accounts.
3. All waitlisted course(s) will expire at the end of Registration. Students will be removed from the waitlist.
4. Students may register for open seats during the remaining days of Add/Drop.
5. Students **MUST** meet all pre-requisites, co-requisites and registration requirements to be eligible to be waitlisted.
6. Time conflicts and repeat limits are checked when waitlisting for a course.