“Helping Students with Enrollment”

What Do Those Error Messages Mean?

Presented by: Bond Allen, Records
During Sessions, please:

- Silence Cellphones
- Save Questions to the end of the Session
- Avoid Side Conversations
- Complete Our Survey

...Thank You!
Overview

• Common Registration Issues
• Waitlisting
• Permission Numbers
• PERC
• Reserve Capacity Issues
• Editing a class
• Tools
• Questions?
Common Registration Issues

- Duplicate Enrollment
- Time Conflict
- Registration Holds
- Prerequisite Issues
- Unit Load
Duplicate Enrollment

- Student is already enrolled in a different section of a class they are trying to add or waitlist for
- Student needs to drop themselves from enrolled class before they can get into another section
Time Conflict

- If there is any overlap in the time of classes, the system will not enroll the student.
- Students can waitlist for classes that are at the same time, but the system will never pull them off the waitlist.
- If the students are trying to take conflicting courses, they must complete and submit a time conflict request by the add/drop deadline.

Time Conflict Request

Due Monday, September 30, 2019

Only one time conflict involving two courses per quarter – no exceptions.
Registration Holds

- Holds on a student’s record may prevent registration
- Common holds: Student Accounts, immunizations, advising, departmental
- Student’s can view their holds (as well as the contact information associated to them) on their Student Center
Prerequisites
Issues

• Students with incoming transfer credit may not meet the prerequisites
• Class standing is a common prerequisite issue, based on units earned
• Credit met with course substitutions do not meet prerequisites
Unit Load

- Student may enroll up to 16 units during the first round of registration and 22 units during the second round.
- The waitlist will not add a student to a class if they do not have enough units.
- If students are going to exceed 22 units, they will need to submit an Excess Unit Petition.
Waitlisting

- Students can waitlist for up to 16 units
- The waitlist process runs nightly during registration to enroll students in courses with enrollment capacity and that they meet the requirements for
- The waitlist process runs twice a day during the first 4 days of instruction for a term
Permission Numbers

- Released to faculty on the 5th day of instruction for the term
- Permission numbers are all set differently
- Some permission numbers override requisites
- Some permission number override closed class
- Some override both
Post Enrollment Requisite Check

- Occurs after the fully graded term
- Verifies requisites have been completely fulfilled for a future class the student was conditionally enrolled in
- Students who do not fulfill requisites will be dropped from courses
Reserve Capacities

- Set by the department to ensure a certain population of students is able to enroll
- Multiple reserve capacities can exist for one class
- PASS groups the reserved seats available together
- Maintain Schedule of Classes (PeopleSoft) – has the reserves capacities broken down by each reserve
• Once registered, a student may edit class grading basis or changes units for variable unit courses

• If multiple lab sections are available for a class, the student may also use the edit function to change lab sections
• Once registered, a student may choose to swap classes
• This action performs an add and drop together
• If a student selects to waitlist the class they are trying to add, it may drop them from their enrolled class
Tools for Troubleshooting

- PolyProfile – can check for prerequisites, class standing,
- Advisee Student Center – can see what the student is currently enrolled in, Degree Progress Report, weekly schedule
- Catalog – best place to reference for prerequisites for courses
Tools for Troubleshooting, cont’d

- Maintain Schedule of Classes - reserve capacities and enrollment capacities
- PASS – class schedule information, can assist with finding time conflicts, view reserve information
- The Office of the Registrar website – provides tutorials from a student’s view and information for faculty
- The Office of the Registrar staff – we are always happy to help!
Questions?