"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
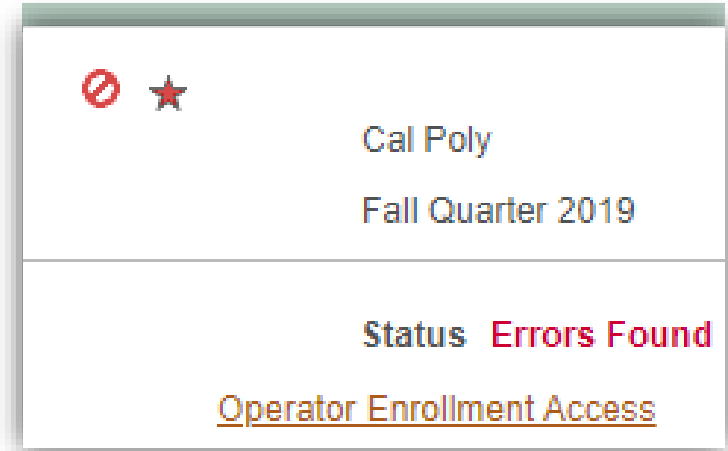- ✓ Complete Our Survey

…Thank You!

Overview

- Common Registration Issues

- Waitlisting

- Permission Numbers

- PERC

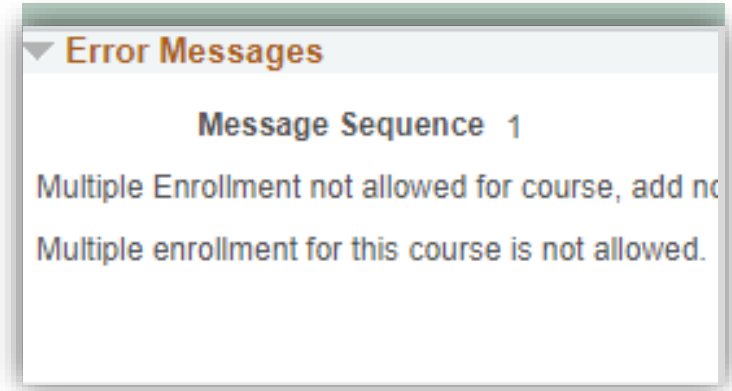- Reserve Capacity Issues

- Editing a class

- Tools

- Questions?

Common Registration Issues

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

⊘ ★

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Fall Quarter 2019

Status Errors Found

Operator Enrollment Access

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

Error Messages

Message Sequence 1

Multiple Enrollment not allowed for course, add no

Multiple enrollment for this course is not allowed.

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.
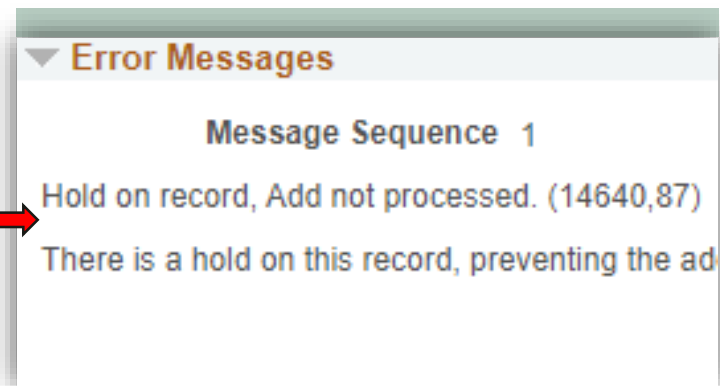
Time Conflict Request

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

▼ **Error Messages**

Message Sequence 1

Hold on record, Add not processed. (14640,87)

There is a hold on this record, preventing the ad

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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

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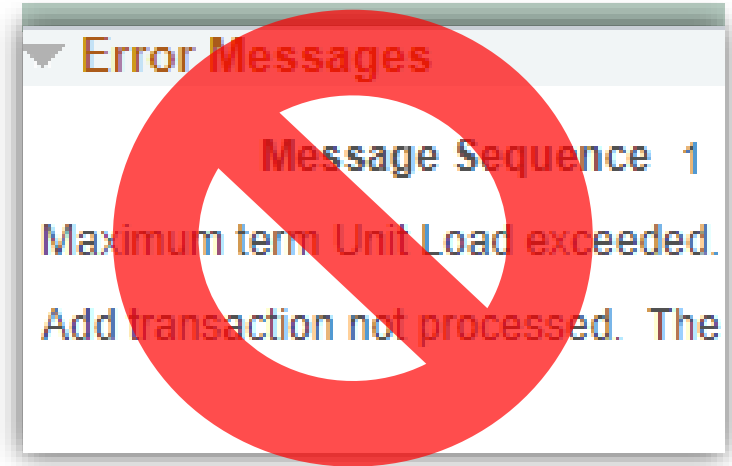
Waitlisting

- Students can waitlist for up to 16 units

- The waitlist process runs nightly during registration to enroll to 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

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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
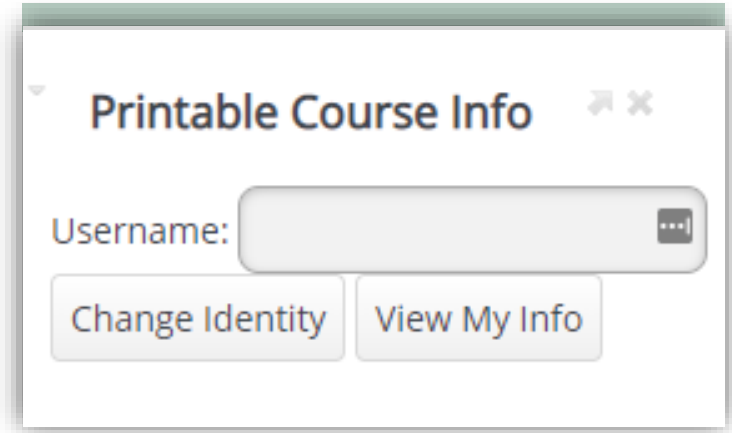
PERC

- 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

MATH 142. Calculus II. 4 units

GE Area B1

Term Typically Offered: F,W,SP,SU

Prerequisite: MATH 141 with a grade of C- or better

Techniques of integration, applications to physics, tr
HNRS/MATH 142. Fulfills GE B1; for students admitt
required to fulfill GE Area B.

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

ANT 202 - World Prehistory — Units: 4 GE GED3

Include	Sec.	Type	Class #	Instructor	Open Seats Available	Reserved Seats Available	Seats Taken
☑			Section Notes: This section is made possible by College Based Fees. Son Anthropology/Geography or Sociology majors during the registration rotation be made available to all students on the first day of open enrollment. Some freshman or transfer students. Any remaining seats will be made available to of the second round of registration.				
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Still open seats available

Reserve Capacity has been met

Editing a Class

- 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

1. Select a class to edit - Enrollment Preference

Winter Quarter 2018 | Undergraduate | Cal Poly

HIST 223 - World History, 1800-Present

Class Preferences

HIST 223-01	Lecture	● Open	Permission Nbr	
				Credit / No Credit: Student Op
Session	Regular Academic Session		Grading	✓ Graded
Career	Undergraduate		Units	4.00

Enrollment Information

- GE Area D3

Requirement Designation
General Educ Area D3
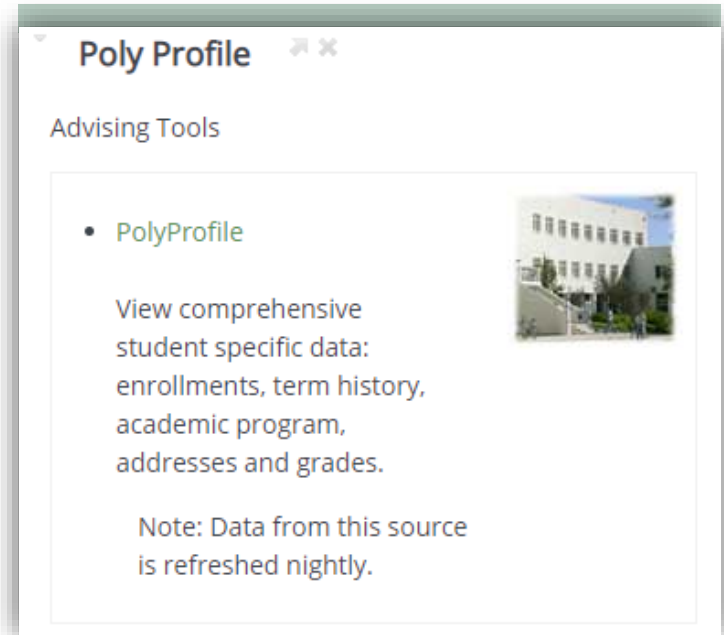
Swappping a Class

- Once registered, a student may choose to swap classes

- This action preforms 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
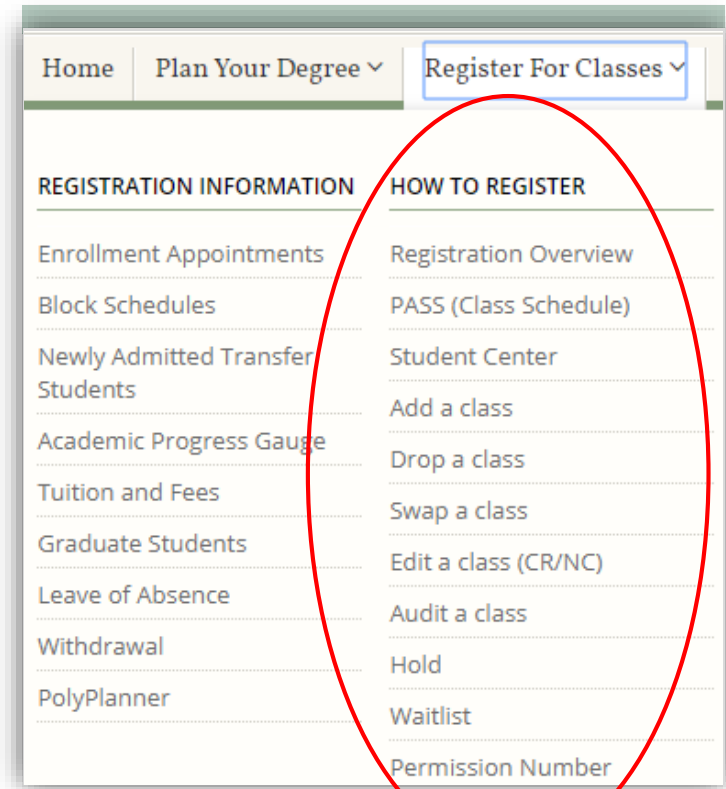
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Tools for Troubleshooting

- 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

Poly Profile

Advising Tools

- PolyProfile

  View comprehensive student specific data: enrollments, term history, academic program, addresses and grades.

  Note: Data from this source is refreshed nightly.

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!

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Questions?