For academic advisement and registration questions:

Option 1: Contact your Enrollment Support Team (EnrollmentSupportCenter@gwinnetttech.edu)
Option 2: Contact your faculty program advisor (www.gwinnetttech.edu/advisement)

Solving Common Registration Errors

Error #1: Field of Study Restriction- Major

October 10 = First day of Fall Semester, Term C October 23 - Last day to withdraw with a W Term A only (Aug 19 to Dec 6 classes only) November 13 = Last day to withdraw with a WTerm Conly (Oct 10 to Dec 6 classes only) Dec 9 -14 = Final Exams—Term A & C WARNING - Please be advised that classes dropped or withdrawn will not be reinstated. Please be sure that you are dropping the correct class Semester class after May 22, you will be issued a later registration time ticket for the next registration. If you are withdrawing from all of you Records Desk.	What this means: All majors at Gwinnett Tech allow students to only take courses within that major. If you try to
• Registration Add Errors Status CRN Subj Crse Sec Level Cred Grade Mode Title Field of Study Restriction - Major 20814 WELD 1000 102 Undergraduate 3.000 Normal Intro to Welding Technology Add Classes Worksheet	(not listed in the program's requirements in the catalog), you
CRNs Submit Changes Class Search Reset [View Holds View Fee Assessment Page Troubleshooting Registration Instructions State State	will receive a Field of Study Restriction- Major.

Example 1 (screen shot above): You are an Accounting student and try to register for a welding course. Welding courses are not open to you, as they are not required in the Accounting program.

Example 2: You are a pre-Radiology student taking prerequisites to apply to the Radiology program. You try to register for a medical course in the Radiology program. You will receive an error because you have not been accepted to this major and do not have access to the course.

Error #2: Instructor's Approval

November 13 = Last day to withdraw with a WTerm C only (Oct 10 to Dec 6 classes only) Dec 9 - 14 = Final Exams—Term A & C WARNING - Please be advised that classes dropped or withdrawn will not be reinstated. Please be sure that you are dropping the correc Semester class after May 22, you will be issued a later registration time ticket for the next registration. If you are withdrawing from all o Records Desk. Property Registration Add Errors		What this means: Some courses in certain majors will require that you meet with your faculty advisor and obtain
Status CRN Subj Crse Sec Level Cred Gra Instructor's Approval 20177 COSM 1000 101 Undergraduate 4.000 Norn Add Classes Worksheet	e Mode Title al Intro to Cosmetology Theory	permission and complete an approval form in order to take that course.
CRNs Submit Changes Class Search Reset [View Holds View Fee Assessment Page RELEASE: 8.5.1.2	Troubleshooting Registration Instructions	Example 1 (screen shot): Cosmetology courses require approval- see advisor first!

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Error #3: Prerequisite and Test Score Error

October 23 - Last day to withdraw with a W Term A only (Aug 19 to Dec 6 classes only) November 13 = Last day to withdraw with a WTerm C only (Oct 10 to Dec 6 classes only) Dec 9 -14 = Final Exams—Term A & C WARNING - Please be advised that classes dropped or withdrawn will not be reinstated. Please be sure that you are Semester class after May 22, you will be issued a later registration time ticket for the next registration. If you are wit Records Desk.		What this means: A prerequisite is a class that you must successfully complete before you enroll in
Prerequisite and Test Score error 20208 ACCT 2155 101 Undergraduate 3.000 Normal Principles Add Classes Worksheet	of Fraud Examinatio	the next class. Some courses require certain test scores on the COMPASS or other entrance
CRNS Submit Changes Class Search Reset [View Holds View Fee Assessment Page Troubleshooting Registration	on Instructions Stud	exam in order for you to take the course. If your test score is too low for the course, you will also receive this error.

Example 1 (screen shot above): You try to register for ACCT2155. This is an advanced level accounting course. You must pass ACCT1105 first.

Example 2: You did not pass the algebra portion of the COMPASS and have been placed into MATH0098 with your score. You try to register for College Algebra MATH1111. You will receive this error message because your test scores are too low to take College Algebra.

Error #4: Receiving a Prerequisite & Test Score Error when registering for science classes, and you have degree-level test scores

