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 W--**Term 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WARNING - Please be advised that classes dropped or withdrawn will not be reinstated.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 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 your c Records Desk.

⊘ 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

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

[View Holds | View Fee Assessment Page | Troubleshooting | Registration Instructions | Stud

What this means:
All majors at Gwinnett Tech allow students to only take courses within that major. If you try to register for a class that is not within your major's curriculum (not listed in the program's requirements in the catalog), you 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 W--**Term 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WARNING - Please be advised that classes dropped or withdrawn will not be reinstated.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 correct 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.

⊘ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Instructor's Approval	20177	COSM	1000	101	Undergraduate	4.000	Normal	Intro to Cosmetology Theory

Add Classes Worksheet

CRNs

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[Submit Changes] [Class Search] [Reset]

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RELEASE: 8.5.1.2

What this means:
Some courses in certain majors will require that you meet with your faculty advisor and obtain permission and complete an approval form in order to take that course.

Example 1 (screen shot):
Cosmetology courses require approval- see advisor first!

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 W--**Term 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 correct class a
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 your cc
Records Desk.

🛇 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20208	ACCT	2155	101	Undergraduate	3.000	Normal	Principles of Fraud Examinatio

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

[View Holds | View Fee Assessment Page | Troubleshooting | Registration Instructions | Stud

What this means:

A prerequisite is a class that you must successfully complete before you enroll in the next class.

Some courses require certain test scores on the COMPASS or other entrance 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

Sections Found
Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL Rem	Instructor
☑	20281	BIOL	1111	101	1	3.000	Biology I	MW	1.Pick lecture pm						0	Samara Jakes (P)
C	20296	BIOL	1111	102	1	3.000	Biology I	MW	10:00 am-11:20 am	56	56	0	0	0	0	Margaret Long (P
☐	21041	BIOL	1111	103	1	3.000	Biology I	TR	01:00 pm-02:20 pm	48	32	16	0	0	0	Philip G. Gibson (P)
☐	20282	BIOL	1111L	101	1	1.000	Biology Lab I	M	07:30 pm-10:20 pm	28	19	9	0	0	0	Samara Jakes (P)
☐	20283	BIOL	1111L	102	1	1.000	Biology Lab I	W	07:30 pm-10:20 pm	28	21	7	0	0	0	Samara Jakes (P)
C	20288	BIOL	1111L	103	1	1.000	Biology Lab I	W	11:30 am-02:20 pm	28	28	0	0	0	0	Mohd Salameh (P
C	20297	BIOL	1111L	104	1	1.000	Biology Lab I	M	11:30 am-02:20 pm	28	28	0	0	0	0	Margaret Long (P
☑	21043	BIOL	1111L	105	1	1.000	Biology Lab	T	2. Pick lab pm						0	Robert Powers (P)
C	21044	BIOL	1111L	106	1	1.000	Biology Lab I	R	02:30 pm-05:20 pm	0	0	0	0	0	0	Robert Powers (P)

[Register] [A... 3. Click Register

What this means:

Degree science classes have two parts, a lecture and a lab. Students must register for BOTH parts in the same transaction in their account. Otherwise, you will receive a prerequisite and test score error.

What you will need to do is to place a check mark next to the lecture time you would like, then place a check mark next to the lab time you would like, and then click Register.