REGISTRATION ERRORS-ADMINISTRATORS

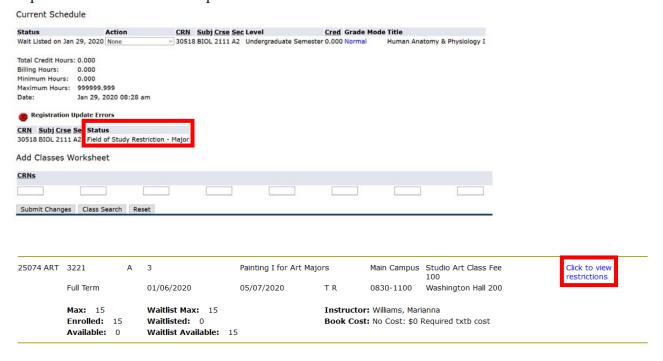
REGISTRATION ERRORS FOR ADMINISTRATORS

PROCESS

Listed below are common errors students may experience when trying to register through POUNCE. These errors will also prevent students from successfully wait listing for a section. Below are some instructions on how to troubleshoot these errors and assist students in successfully registering. Some errors require that a permission be entered in SFASRPO in Banner in order for the student to register for a particular section. Instructions on entering permissions are also included in this document.

FIELD OF STUDY RESTRICTION- MAJOR

This error indicates that the course is restricted to students within a certain major. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what major population of students this section is reserved for, you can view the student's major on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the major criteria, you will need to enter a MAJOR permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



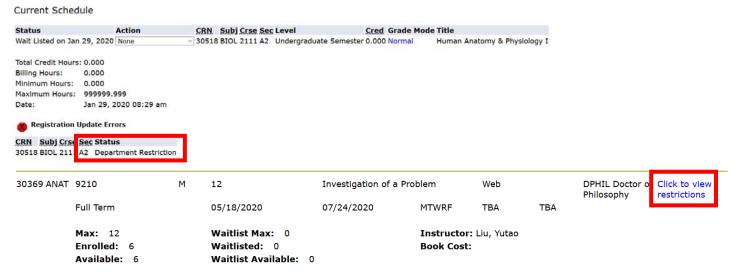
Restriction Information
Painting I for art majors and art minors - 25074 - ART 3221 - A

Associated Term: Spring 2020

Restrictions:
Must be enrolled in one of the following Majors:
Art

DEPARTMENT RESTRICTION

This error indicates that the course is restricted to students within a certain department. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what department this section is reserved for, you can view the student's department on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the department criteria, you will need to enter a DEPARTMENT permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



CLASS RESTRICTION

This error indicates that the course is restricted to students within a certain class. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what class of students this section is reserved for, you can view the student's class on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the class criteria, you will need to enter a CLASS permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



LEVEL RESTRICTION

This error indicates that the course is restricted to students within a certain level. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what level of students this section is reserved for, you can view the student's level designation on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the level criteria, you will need to enter a LEVEL permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



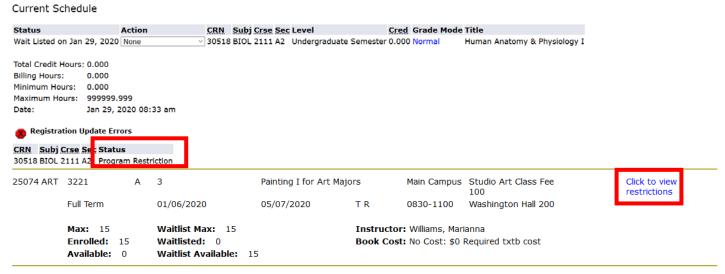
DEGREE RESTRICTION

This error indicates that the course is restricted to students within a certain degree. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what degree population of students this section is reserved for, you can view the student's degree on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the degree criteria, you will need to enter a DEGREE permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



PROGRAM RESTRICTION

This error indicates that the course is restricted to students within a certain program. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what program this section is reserved for, you can view the student's program on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the program criteria, you will need to enter a PROGRAM permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



Restriction Information

Investigation of a Problem - 30369 - ANAT 9210 - M

Associated Term: Summer 2020

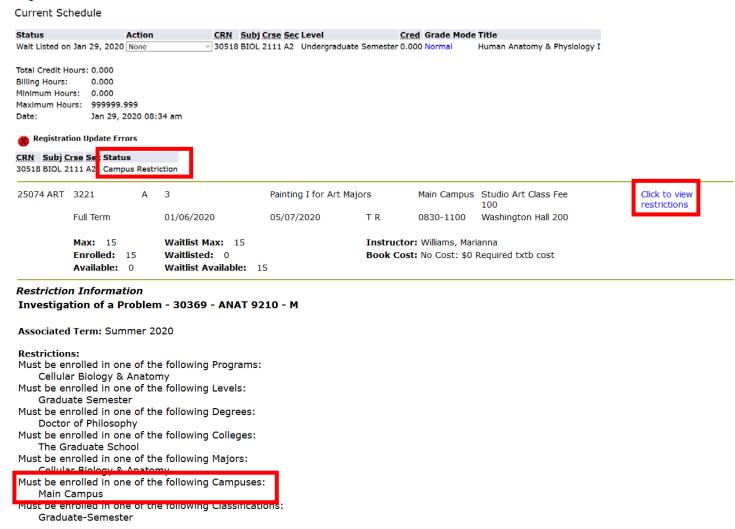
Restrictions: Must be enrolled in one of the following Programs: Cellular Biology & Anatomy Must be enrolled in one of the following Levels: Graduate Semester Must be enrolled in one of the following Degrees: Doctor of Philosophy Must be enrolled in one of the following Colleges: The Graduate School Must be enrolled in one of the following Majors: Cellular Biology & Anatomy Must be enrolled in one of the following Campuses: Main Campus

Must be enrolled in one of the following Classifications:

CAMPUS RESTRICTION

Graduate-Semester

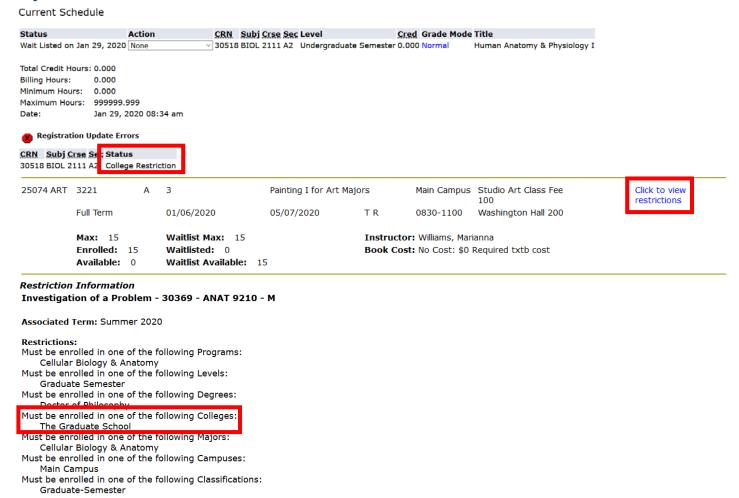
This error indicates that the course is restricted to students within a certain campus. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what campus this section is reserved for, you can view the student's campus on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the campus criteria, you will need to enter a CAMPUS permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



COLLEGE RESTRICTION

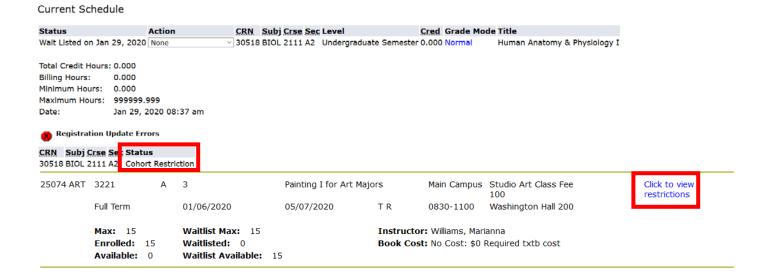
This error indicates that the course is restricted to students within a certain college. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what college this section is reserved for, you can view the student's college on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the college criteria, you will need to enter a COLLEGE permission on SFASRPO. Please note,

permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



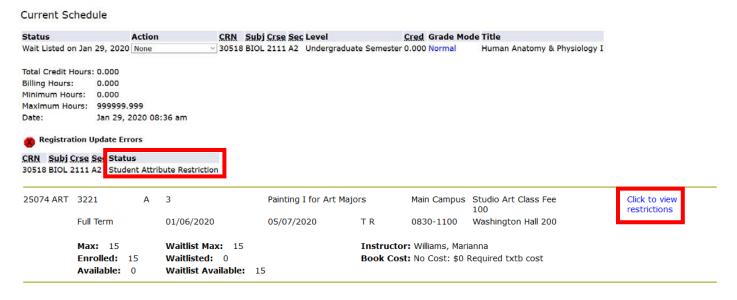
COHORT RESTRICTION

This error indicates that the course is restricted to students within a certain cohort. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what cohort of students this section is reserved for, you can view the student's current cohort on SGASTDQ or SGASTDN. If you still wish for the student to register for this section and the student does not meet the cohort criteria, you will need to enter a COHORT permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.



STUDENT ATTRIBUTE RESTRICTION

This error indicates that the course is restricted to students with a certain attribute. You can view this information on the Schedule of Classes or in Banner on SSARRES. Once you have confirmed what attribute this section is reserved for, you can view the student's attributes on SGASADD. If you still wish for the student to register for this section and the student does not meet the attribute criteria, you will need to enter an ATTRIBUTE permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.

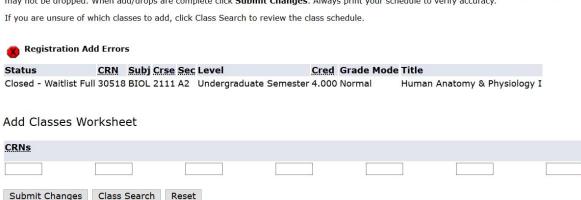


WAITLIST FULL

This error indicates that the waitlist for this section is full and there are no seats currently available on the waitlist.

Add or Drop Classes

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class R Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options availab may not be dropped. When add/drops are complete click **Submit Changes**. Always print your schedule to verify accuracy.



HOLDS ON RECORD

This error indicates that the student has a current hold on their account that is preventing registration at this time. The student should log into POUNCE and view their holds then contact the office that has placed the hold on their account to see what conditions need to be met in order for the hold to be lifted. Additional information regarding holds can be found at: https://www.augusta.edu/registrar/holdsinfo.php

Add or Drop Classes



You may not add or drop classes due to holds on your record

DUPLICATE CRN

This error indicates that the student has already registered for another section of the same course. If you still wish for the student to register for this section, you will need to enter a MULTIPLE permission on SFASRPO. This error typically appears if the student is trying to register for multiple special topics courses.



PREREQUISITE AND TEST SCORE ERROR

Add or Drop Classes

This error indicates that the student has not satisfied the prerequisite courses that are required in order to register for this section. In order to determine is the student has met the prerequisite requirements for this section, log in to Jagtrax and review the student's academic history. If you still wish for the student to register for this section, you will need to enter a PREREQ permission on SFASRPO. Please note, permission cannot be entered in banner without the approval of the department chair of the department that owns the course.

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Regis Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field verify accuracy. If you are unsure of which classes to add, click Class Search to review the class schedule. Registration Add Errors Status CRN Subj Crse Sec Level Cred Grade Mode Title Prerequisite and Test Score error 30518 BIOL 2111 A2 Undergraduate Semester 0.000 Normal Human Anatomy & Physiology I Add Classes Worksheet CRNs Submit Changes Class Search Reset

ENTERING PERMISSION IN BANNER (SFASRPO)

Navigate to SFASRPO in Banner to enter a registration permission.

Enter the student's ID number and the term for which they are trying to register.



Use the error message from the table below to determine the correct permit-override to enter in Banner. Enter the correct Permit-Override code in the "Permit" field in Banner. For example, is a student is receiving a time conflict registration error, you would enter TIME and the CRN for that section.

ERROR MESSAGE	DESCRIPTION	ORIGINATION	PERMIT-OVERRIDE
Campus Restriction	must be certain campus to	SSASECT Campus Block	CAMPUS
	register for course		

Class Restriction	must be certain class level to	SSARRES level	CLASS
	register for course	restriction block	
Closed Class	no more seats are available for	SSASECT section	CLOSED
	this course	enrollment	
College Restriction	must be declared in college to	SSARRES college block	COLLEGE
	register for course		
Coreqs Restriction	must be registered for required	SSADETL coreq. block	COREQS
	coreq. in order to register for		
	course		
Degree Restriction	must be declared in degree to	SSARRES degree	DEGREE
	register for course	restriction block	
Department Restriction	must be declared in major	SGASTDN department	DEPARTMENT
	within department to register	block	
	for course		
Hour Restriction	bypass minimum hour	SFAREGS max hour	HOUR
	requirements	block	
Level Restriction	must be undergrad, grad, etc. in	SSARRES level	LEVEL
	order to register for course	restriction block	
Field of Study Restriction	must be declared in major to	SSARRES field of study	MAJOR
	register for course	restriction block	
Duplicate Course	student is already registered for		MULTIPLE
	same course		
Mutual Exclusion	courses student is attempting to	SSAMEXC mutual	MUTUAL
	register for are mutually	exclusion block	
	exclusive		
Departmental Approval	must obtain special permission	SSASECT course section	PERM
	from the department in order to	information	
	register		
Prereq & Test Score Error	bypass prereq. and placement	SSAPREQ	PLACEMENT
	test requirements		
Prereq & Test Score Error	bypass prereq.	SSAPREQ	PREREQ
Prereq & Test Score Error	Prereqs. satisfied by transfer	SSAPREQ	PREREQT
	work		
Program Restriction	must be declared in program in	SSARRES program	PROGRAM
	order to register for course	restriction block	
Time Conflict	course overlaps in time with	SSASECT meeting time	TIME
	another course	block	
Level	undergraduate student taking		UGRAD
	graduate level course		

CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.