Registration Status Codes and Error Messages  
Revised 5/9/13

<table>
<thead>
<tr>
<th>Status Codes</th>
<th>Look Up Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Indicates section is closed.</td>
</tr>
<tr>
<td>NR</td>
<td>Indicates section is not available for registration at this time.</td>
</tr>
<tr>
<td>SR</td>
<td>Student has restrictions that prevent registration.</td>
</tr>
<tr>
<td>XGC</td>
<td>not allowed for registration-crosslist group closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Generated Errors</td>
<td></td>
</tr>
<tr>
<td>You may not add or drop classes due to holds on your record</td>
<td></td>
</tr>
</tbody>
</table>

The student has a **HOLD**. The student or advisor may view their Registration Status pages to determine if there are holds that prevent registration. For detailed information on the holds, the student can click the link on the bottom of the Registration Status page to access the View Holds page or the Holds line on the Student Records menu or click on the Holds link in the Academic Profile block on their Student Tools and Courses tab.
| The student is not permitted to register at this time. | Every student is assigned a default registration PIN for a specific term. The registration PIN allows a student to access registration on SSB during their designated registration time slot. The PIN assignment may also be maintained to enforce mandatory advising.

Students and advisors can view their Registration Status pages in FlashFAST to determine the student’s registration window. If the student is not permitted to register at the time, one of the following messages may display.

If no Registration PIN is assigned the student will receive the following message:
- Your registration window has not been assigned for <term>. Please contact the Office of the University Registrar at 330-672-3131.

If the student has a Registration PIN assigned, but their registration window for the term has not opened yet, the student will receive the following message:
- You are not permitted to register for <term> at this time. Your registration window for this term opens on <date> at 12:01 a.m.

If the student has an advising requirement with their college or Regional Campus prior to being able to register, the student will receive the following message:
- The <college> or <Regional Campus> has a requirement that prevents your registration. You must meet with an advisor; click here for an appointment: www.kent.edu/advising.

If the student is an athlete and has an advising requirement with the Athletics Office, the student will receive the following message:
- The Athletics Office has a requirement that prevents your registration, please contact your athletic academic counselor for assistance.

If the student is a new transfer student for the term and has a requirement that prevents registration, the student may receive the following message:
- The Transfer Center has a requirement that prevents your registration. You are required to attend the Transfer Kent State (TKS) orientation program. Refer to your “Next Steps” checklist within your FlashLine account to register for the program or contact the Transfer Center for more information, 330 672-8950.

**NOTE:** A registration PIN begins with a number. Only registration PINs may begin with a number.

**NOTE:** An advising PIN begins with a letter. In general, it begins with the 2 character designation of the college/campus, but may indicate non-academic units as well, such as athletics. The last 4 characters can be alpha or numeric depending on whether or not your college wishes to use them. Example: College of Business = BUADV or Athletics = SPORT. |
You require re-admission prior to registration or Student has not been enrolled since the re-admit term.

| Invalid Student Status Code | If the student has not been admitted for the term they are attempting to register for, they will receive this error message. They should click on the Admissions link on the Kent home page and access Apply Now to begin the admission process. |

The student **has not been enrolled during the past year**. This error message will be displayed on the Registration Status page. If they receive this message, they may need to process either a reenrollment, reinstatement or a new admission depending upon the answers received when processing a reenrollment form. Undergraduate students would process a reenrollment form through their Regional campus or the Office of the University Registrar. Graduate students would process a reenrollment form through their Graduate Admitting office.

Check SGASTDN in Banner for the student’s status.
Student status prohibits registration.

If the student’s status on the General Student form (SGASTDN) is inactive (IS) (e.g. they have graduated) they will receive this error message. If they receive this message, they may need to process either a reenrollment, reinstatement or a new admission depending upon the answers received when processing a reenrollment form. Undergraduate students would process a reenrollment form through their Regional campus or the Office of the University Registrar. Graduate students would process a reenrollment form through their Graduate Admitting office.
Enrollment Status prohibits registration

If the student attempts to register and they have an enrollment status on SFAREGS not equal to EL (eligible to register) they will receive this error message.

- In INB, go to SFAREGS, in the Enrollment Information box, check the Enrollment Status.
  - DS- Academic Dismissal: Refer student to their college office.
This term is not available for Registration processing.

The registration window for the term/part of term is not open.

Check:
- The appropriate term registration table on the Registrar’s Office website for available dates.
- The processing dates for classes are located on the Registrar’s Office website or on the Other Student Resources link on the Student Tools and Courses tab.
Registration changes are not allowed. Course status dates not within range for part of term.

Registration for this section is not available at this time. Go to the Look Up Classes page to search for other available sections for the term.
The person you have entered is not a student for the selected term. Please select Submit to continue.

If a student is admitted for a future term, and an advisor or the student attempts to register for courses in a term that they have not been admitted, they will receive this error message. Student needs to contact the appropriate admitting office. *(e.g. Student is admitted for Fall 2012 and attempts to register for a Summer 2012 class.)*

An error has prevented the processing of your transaction. Please inform your Registrar that a Processing Error has occurred. *(This error can not be duplicated)*

Contact the Office of the University Registrar at 330-672-3131 for assistance.
Course Generated Errors

Duplicate CRN Error Message

- During the second week of the semester (or the prorated equivalent for each Part of Term) if a student drops a course and then attempt to reregister for that same section, they will receive this error message. Have the student contact the Registrar’s Office for assistance.

- If the student waitlisted for a course and attempts to add the same section, the student will receive the Duplicate CRN message. They must contact the department/school/registration office of the campus offering the section for assistance.
Registration ADD Error Messages - To obtain permits for Registration ADD errors (e.g. prerequisites, corequisites, special approval, course restrictions, etc), students should contact the department/school/Regional campus offering the course for assistance. Students and advisors can view their Registration Status page for any registration permits and overrides that have already been assigned to them. After receiving the appropriate permits or overrides from the department, the student may register for the course.
This section requires Special Approval which must be obtained from the department who owns the course.

This section has a prerequisite or test score restriction. If you do not meet that requirement, you will receive this error message and will need to contact the department/school or campus that offers the course to discuss your eligibility for this course.
This section requires a corequisite. Both CRN numbers must be entered at the same time for registration to be successful.

This section has a field of study (major, minor or concentration) restriction.
If an undergraduate student has received a level restriction, the student has selected a graduate level course. There is NO override for this error message. Appropriate approval must be received for an undergraduate to take a graduate level course. OR have the student select an undergraduate level course.

This section has a time conflict with a course the student is already enrolled in.
This section has a student attribute restriction.

This section has a degree restriction.
Wait listing

If a section has been created with a wait list, the student may put themselves on the wait list by selecting the Web Wait listed option under the Action box in the Registration ADD Errors section on the Add or Drop Classes page.

The department/school/campus will notify the student regarding their wait list status once waitlist approval has been processed. **The student must then register for the class.**
The request the student has made resulted in a credit-hour overload. They must contact their college/Regional Campus registration office during normal office hours for information regarding overload permission. The Kent State University Request for Overload form is available on the Advising Web site.