**UWI MONA**

**Banner 9 Registration**
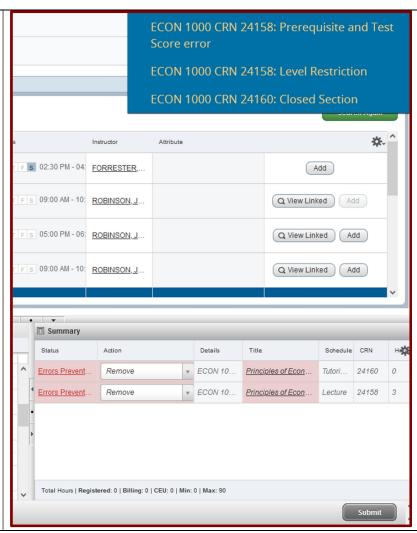**REGISTRATION Add ERRORS Quick Guide**

## A. Registration Add Error

When a *Course Criteria* is NOT Satisfied, a *Registration Add Error* will appear when the student attempts to add the course to their record.

- A "Registration Add error" may appear at the top right corner of the web page as in the image shown ➜ (blue background).

  In this example there are three (3) errors associated with the selection of the course ECON1000:

  (1) "**Prerequisite and Test Score Error**",
  (2) "**Level Restriction**" and
  (3) "**Closed Section**".

- In the **Summary** box, the **Status** for a section transitions from "*Pending*" to "Errors Preventing" which indicates the stream that has a specific error.



*Note*:
- There can be more than one type of error related to the course.
- Students can request an override for some types of errors.[1]

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[1] In exceptional cases the Faculty may facilitate registration for courses at another campus by granting a Campus Pre Approval. In such cases the student must receive a ***preapproval*** from the Dean of the Faculty offering the course prior to completing course selection.

## B. Types of Registration Add Errors

| Course Criteria | Criteria Description | Registration Add Errors | Course Override |
|---|---|---|---|
| Prerequisite | UWI Course(s) that the student must have already passed. | PREQ and TEST SCORE-ERROR | Can Request Override |
| Test Score | Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc. | PREQ and TEST SCORE-ERROR | Can Request Override |
| Co-requisite | UWI Course(s) that the student must be registered for in the same semester. | CORQ_{Course Code} (CRN) REQ e.g. COREQ_MATH3130 11236 REQ | Can Request Override |
| Student Restrictions | Stream/Section of the course restricted to a specified group of students, e.g. Law Majors, Faculty of Social Sciences students, Graduate students, etc. There could be one of seven (7) possible error messages. | • LEVEL RESTRICTION<br>• COLLEGE RESTRICTION<br>• DEGREE RESTRICTION<br>• PROGRAMME RESTRICTION<br>• MAJOR RESTRICTION<br>• CLASS RESTRICTION | Can Request Override |
| Faculty Credit Limits | Limit on the maximum number of credits a student can register for in a semester, without Faculty approval. | MAXIMUM HOURS EXCEEDED | Can Request Override |
| Quotas | Limit on the number of students allowed to register in the stream/section of a course. | CLOSED SECTION | Can Request Override |
| Student Restrictions | Stream/Section of the course restricted to a specified group of students with a particular attribute, e.g. GR GPA | • STUDENT ATTRIBUTE | Override Request not allowed |
| Repeat Course Already Passed | Students cannot register for courses they have already passed in their current programme | RPT HRS EXCEED | Override Request not allowed |
| Linked Sections | Students are required to register for all applicable '*schedule types*' associated with a course, e.g. *Lecture, Lab, Tutorial, Seminar*. | • Please register for Lecture section simultaneously<br>• Please register for the Tutorial section simultaneously. Etc.: Note: The message "LINK ERROR" may also occur | Override Request not allowed |
| Campus | Stream/Section of the course restricted to students at a specified campus, e.g. Mona, Western Jamaica, etc. | CAMPUS RESTRICTION | Override Request not allowed |
| *Note*:<br>• Students should review guidelines on how to request an override. | | | |