

Spring 2010 Advisement & Fall 2010 Registration Information & Instructions For Faculty and Advisors

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Advisement & Registration Timeline

Advisement begins Monday, March 22, 2010

Formal advisement two week long

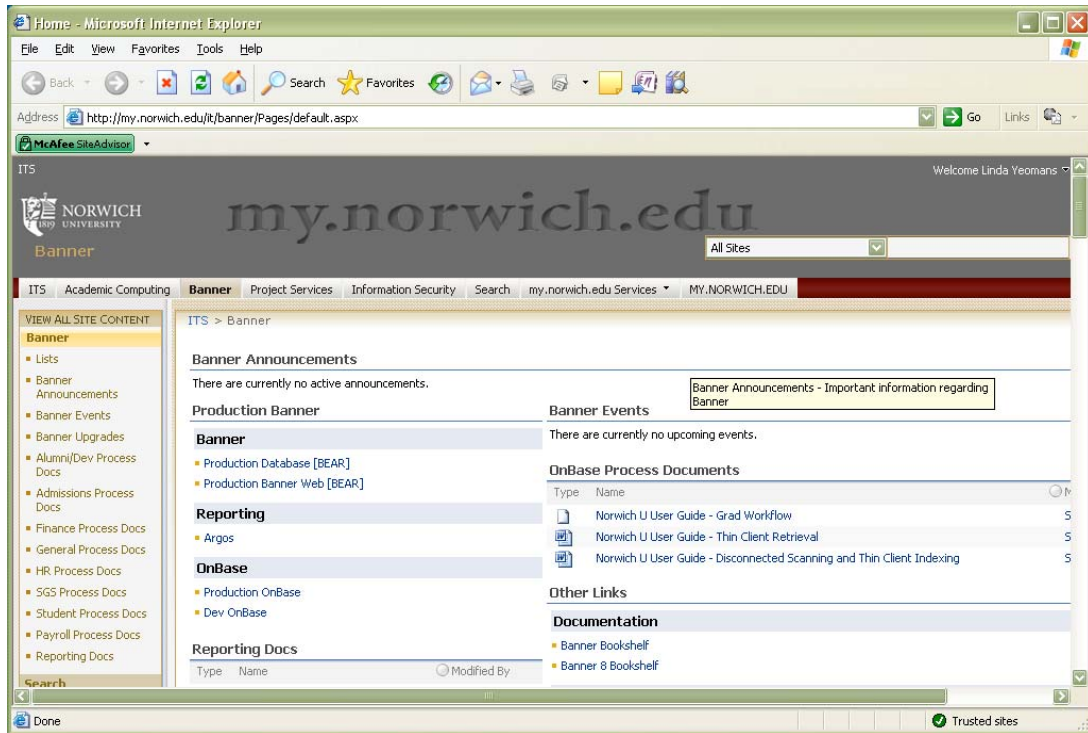
Informal advisement continues through the Fall
2010 drop/add period

- ITS generates for each advisor their list of advisee pins for web registration
- Students make appointments with their advisors to plan for the Fall 2010
- Student receives pin for web registration from their advisor at completion of appointment
- Students may make request to department chairs for “Overrides” for Class & Major restrictions,
 - pre & co-requisite issues, course time conflicts, and special approvals to prepare for web registration
- Decisions are made on Overrides requested, approvals are posted in the Banner system and students are informed of denials by academic departments in-person or by email

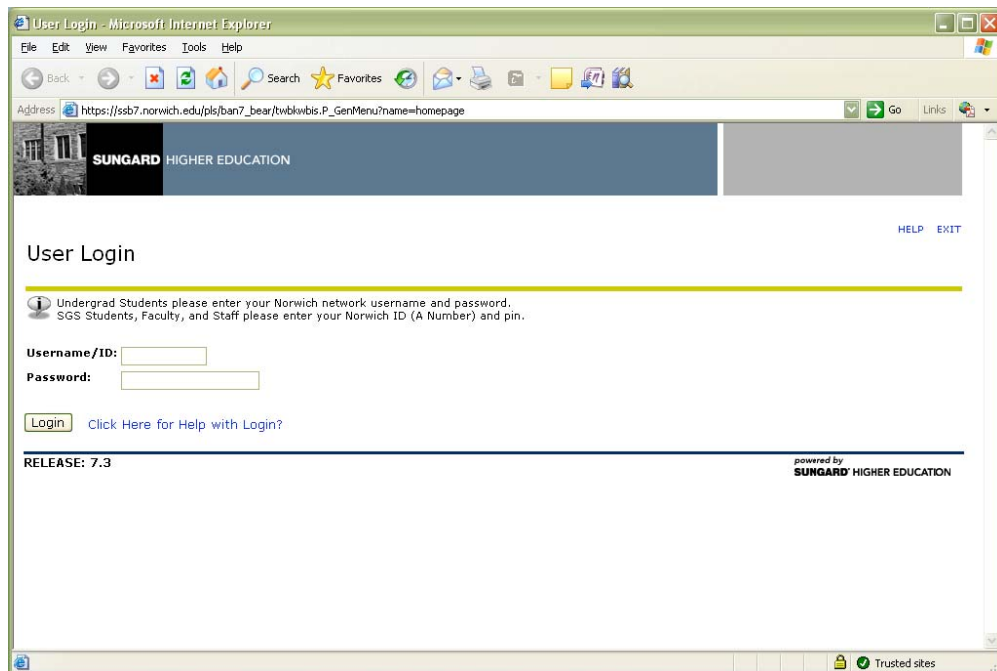
**** Students make further Override request as additional issues are realized and course sections close from enrollment. Overrides are posted in Banner for approvals. When overrides are approved and posted – students return to web registration for another attempt to place the overridden course into their schedule.**

Banner Web Password Entry

It starts with this screen. If you do not have an icon on your computer to bring up this screen, you need to contact ITS and request it to be added.

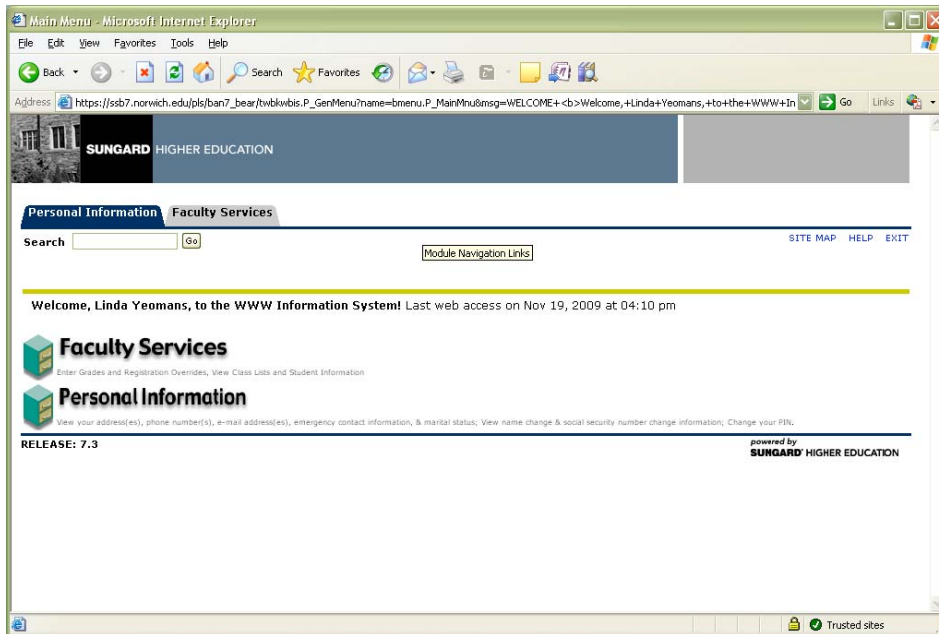


Under the Title Banner you click on Production Database Web [BEAR]. You will get a User Login screen. You must enter your Username/ID: (your A00#), then your Password, before clicking the Login button. If you have a problem with your username or password, contact ITS.

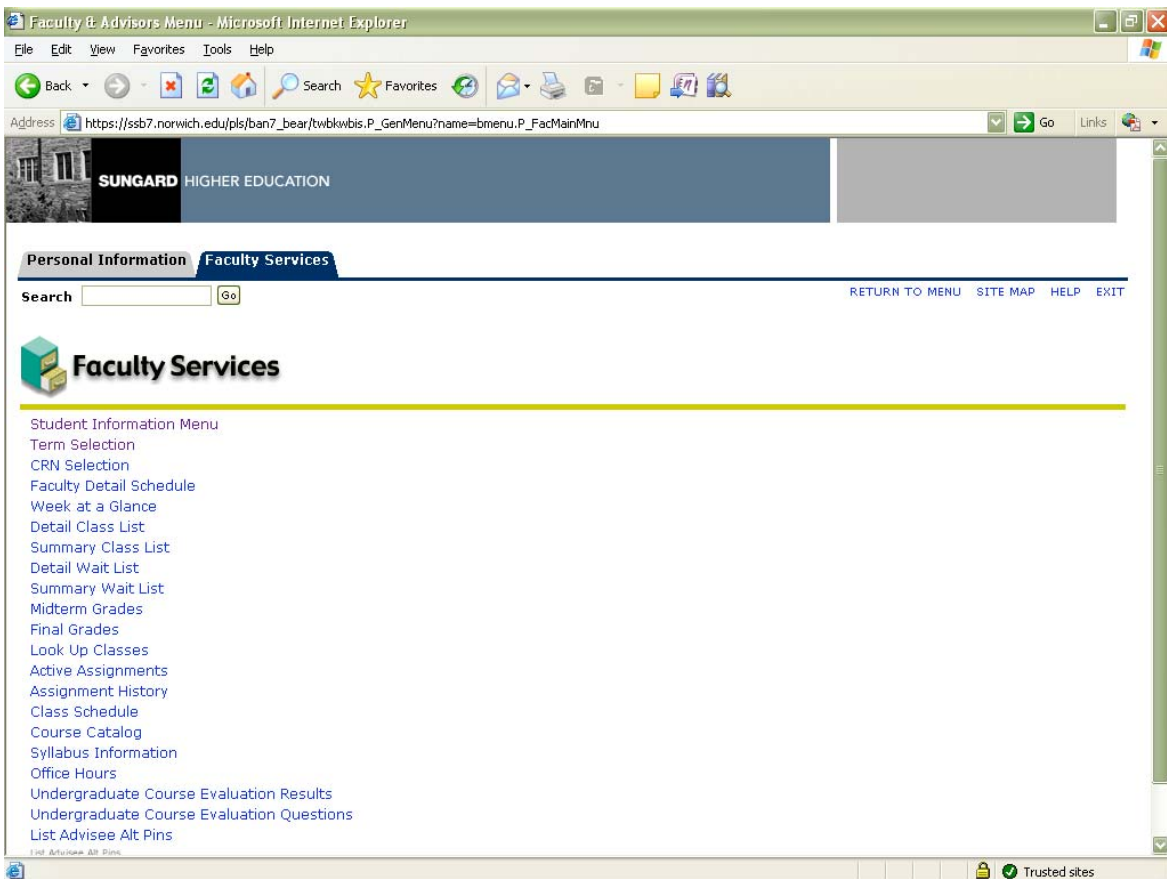


Then the main menu to Banner Web will appear showing the tabs of information available to you. You should at least have a tab for Personal Information and a second tab for Faculty Services.

You may click the Faculty Services tab or click on the large words “Faculty Services” in the middle of the page.



The menu of faculty services that you have available to you, depending on your security access level, will appear.

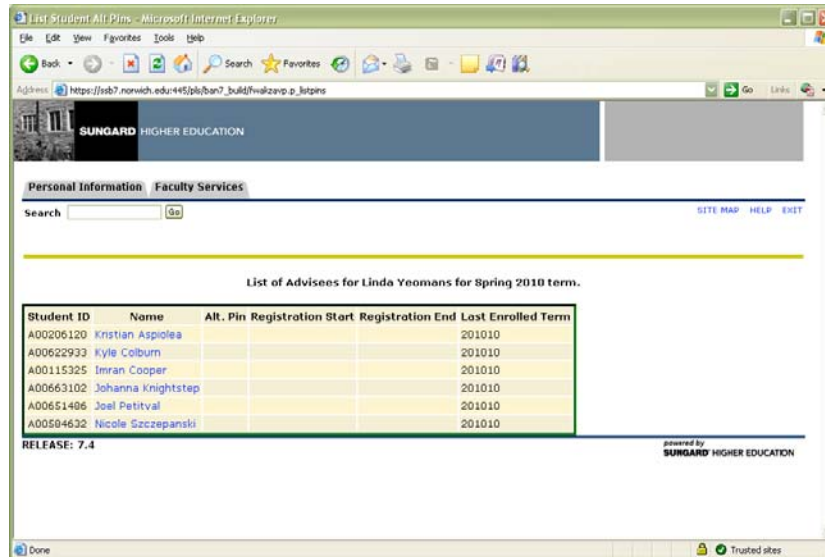


Student Web ALT Pins are Generated by ITS

To access the student Alt Pins, required for a student to perform a web registration, you will need to bring up a Banner form through the Faculty Services menu. At the bottom of the listing, you click on "List Advisees Alt Pins."

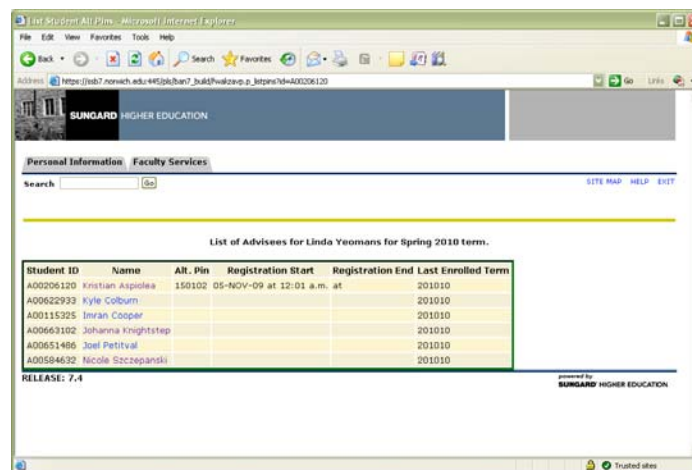
Note: the only way that a student may receive their ALT Pin, that will allow them to access web registration through their my.norwich student account, is from their advisor. This forces the student to make an appointment, with their assigned advisor, for advisement.

The following screen appears:



This screen displays all of your advisees, along with areas for their Alt Pin, web registration Start and End dates. The start and end dates are based on Class Level. Class level is based on the number of completed credits in the student's academic history plus any transferred credits. Class level is NOT based on the year of requirements from the curriculum map for their matriculated degree program.

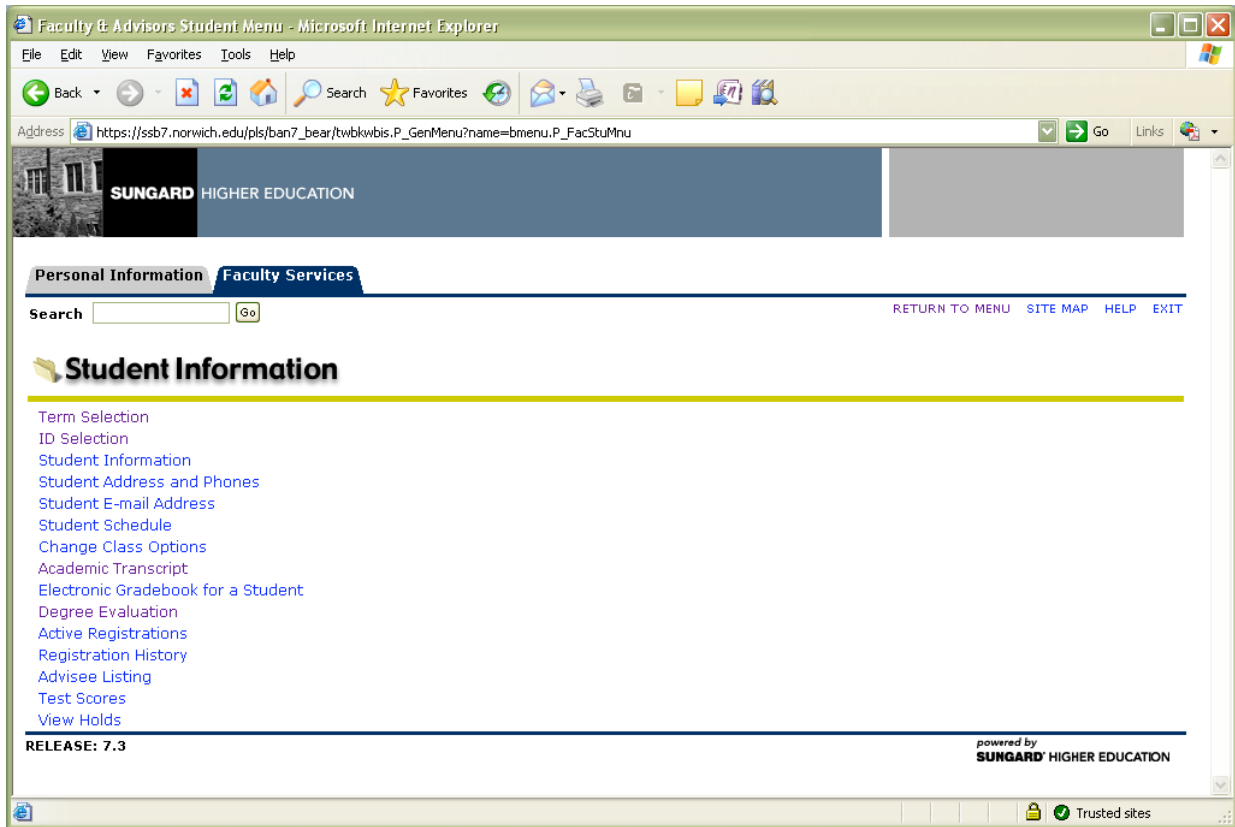
The ALT Pin, start and end dates will be blank. You must click on the Student's name in Blue to see the "private" ALT pin number, along with their registration dates. Only one student's information will be displayed at a time. When you click on each student's name it will turn purple, showing that you have visited that student for their information at least once.



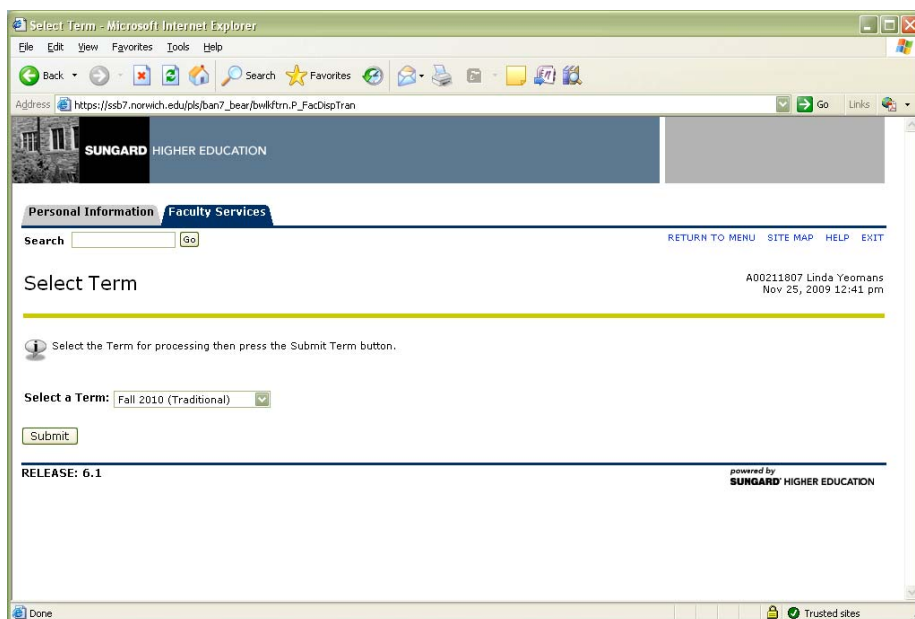
When you are finished with this screen, you may click the Red "X" in the top right corner.

Web Student Academic History

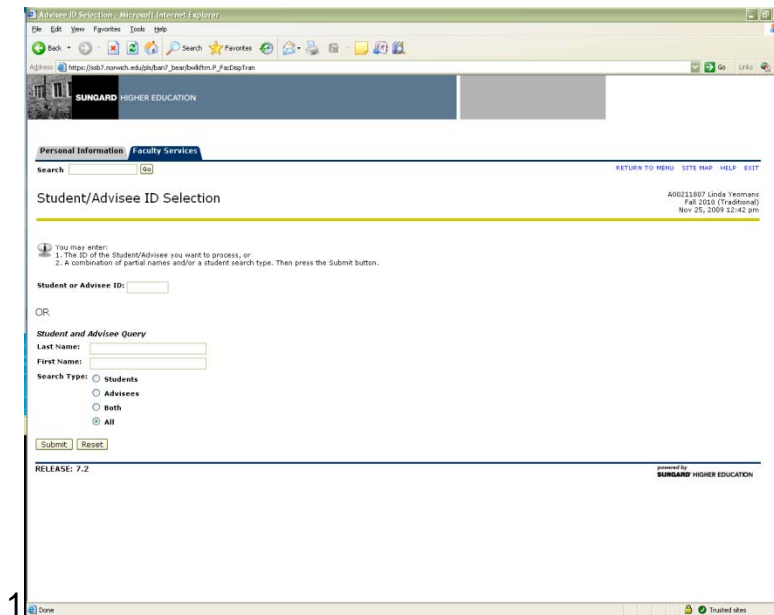
To access a student's academic history, you will need to bring up a Banner form through the Faculty Services menu. The first choice on the menu is "Student Information Menu," click on this item. The following screen appears



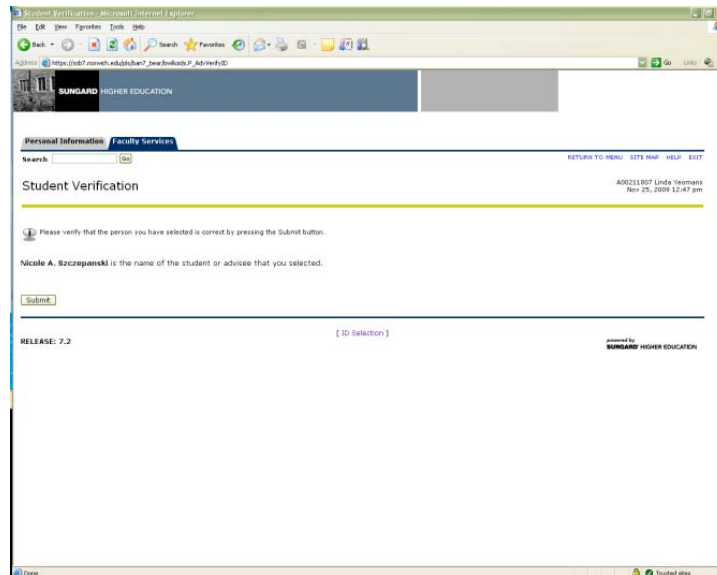
In the middle of the menu you will see Academic Transcript, click on this item and the following will appear.



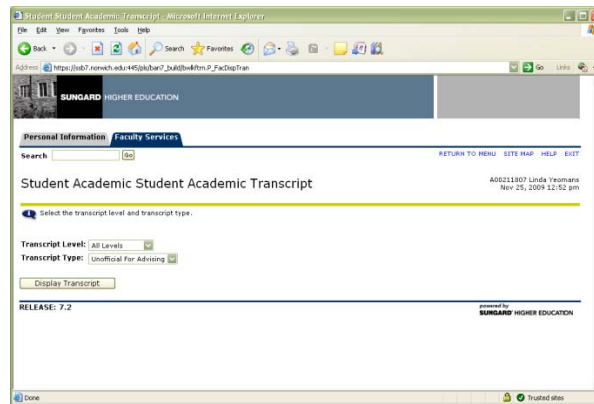
You will need to select the current term and then the submit button. This will display the following screen, which requires additional information.



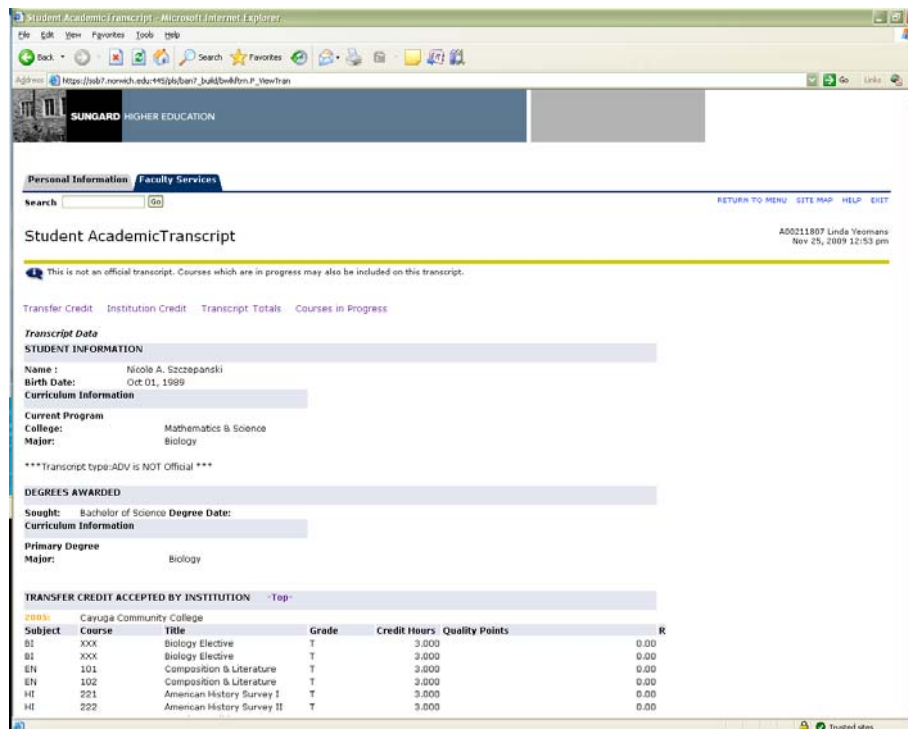
You will need to enter either your advisee's A00# or their name, then click on the submit button. The next screen displayed is



This is to verify that you have the correct student. If yes, click the submit button, otherwise click on the back green arrow in the top left corner. The next screen to appear is



Click on “Display Transcript” to see the unofficial academic transcript.



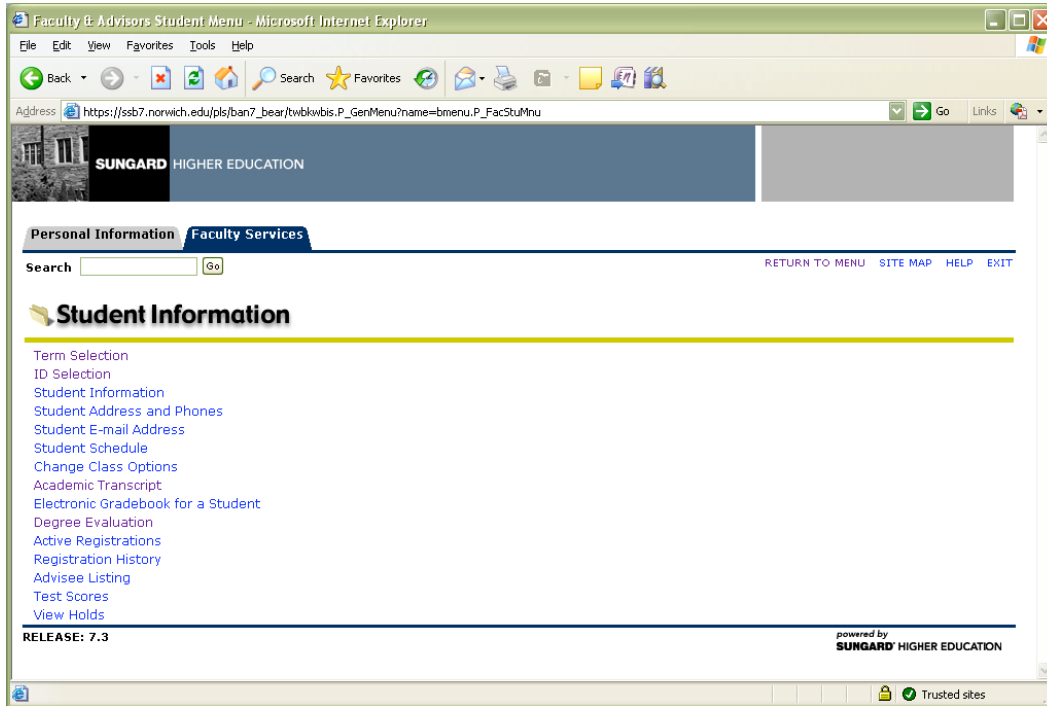
You will need to use the Green scroll bar on the right hand side of the screen to see the entire academic history of the student. When finished you may use the Green back arrow icon at the top left of the form or use the Red “X” to exit the form.



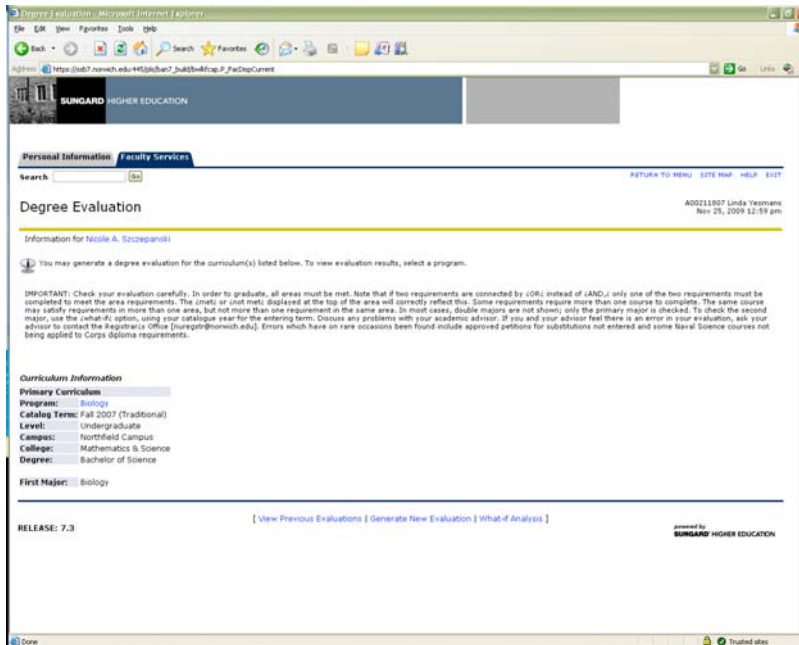
Web Student Academic Degree Audit

The Academic Degree Audit displays all of the areas of academic requirements each individual student needs to complete based on their matriculated degree program, declared minors or concentrations, general education requirements, bachelor of arts requirements, Corp diploma requirements, and an area for all programs based on catalog 2007 and forward years showing Unused courses completed that are listed in the student's academic history.

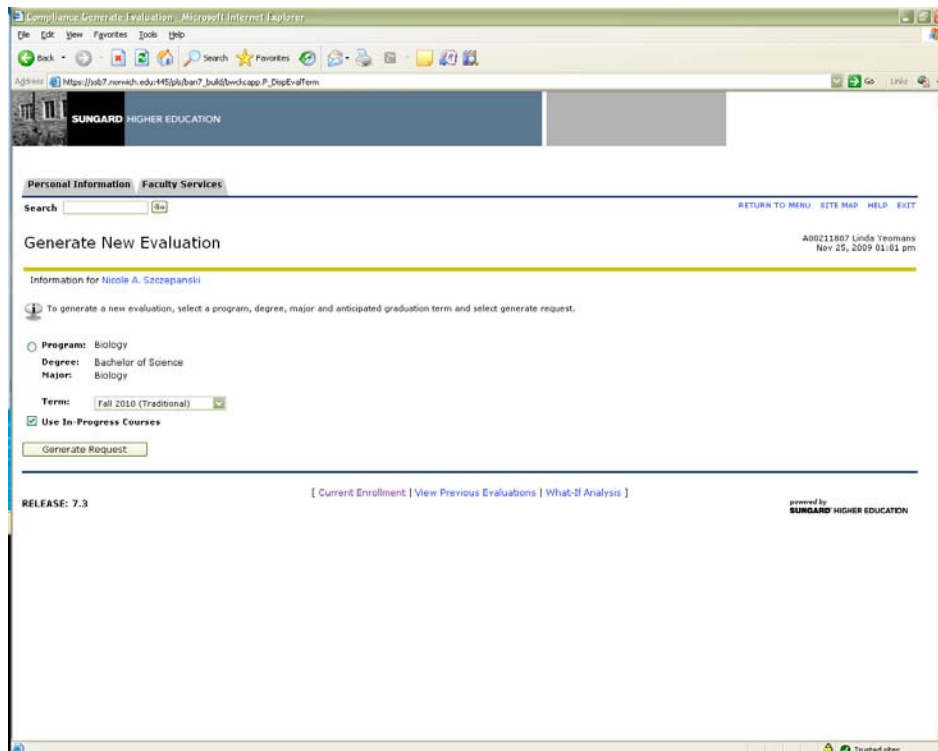
To access a student's degree audit, you will need to bring up a Banner form through the Faculty Services menu. The first choice on the menu is "Student Information Menu," click on this item. The following screen appears



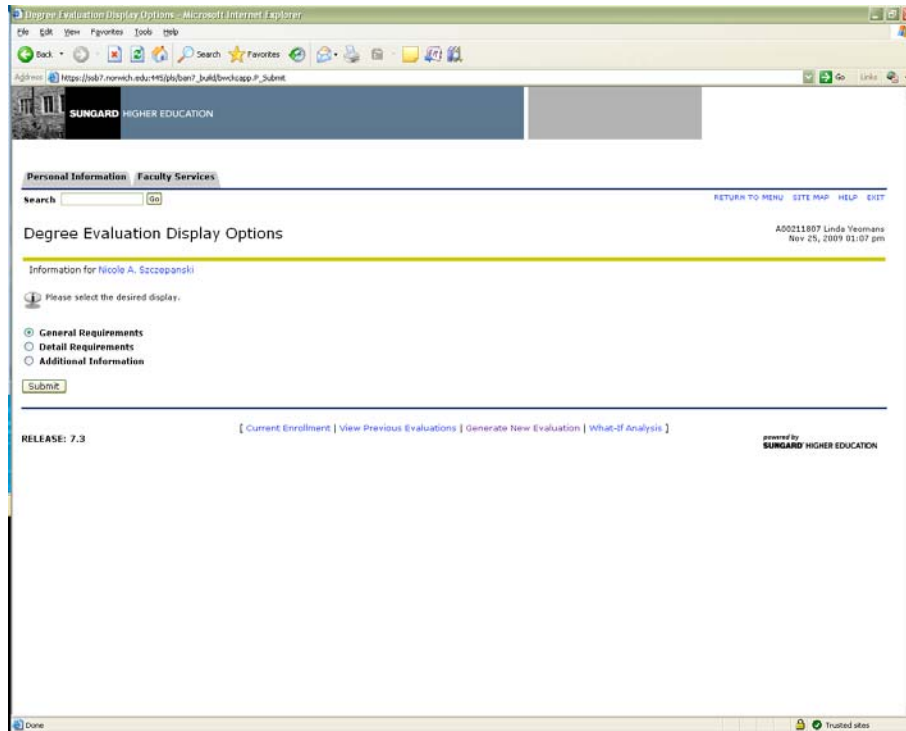
Two Thirds down the menu you will see "Degree Evaluation," click on this item, the following will appear.



If you have the correct student, you need to select “Generate New Evaluation” in blue at the bottom center of the screen. This will lead to the screen below. If a student is working on a dual major, both majors would show on this screen. You must click on the in front of the word “Program.” You may change the defaulted Term listed, but this is for display on the degree audit only and does not affect the evaluation. Then you may need to make a decision on whether you want to include “In-Progress Courses,” the default is that you will use all currently registered courses.



Then click on the “Generate Request” button and the following will appear



You may display the degree audit in three ways. The most common use is “Detail Requirement” which supplies the best information for understanding the degree evaluation. Click on your choice and then click on submit.

To see the complete degree audit you will need to use the green scroll bar on the right hand side of the form.

Detail Requirements - Microsoft Internet Explorer

Address: https://ssb7.norwich.edu:445/pls/ban7_build/bwckcapp_P_VerifyDispEvalViewOption

SUNGARD HIGHER EDUCATION

Personal Information Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Detail Requirements

A00211807 Linda Yeomans
Nov 25, 2009 01:09 pm

Information for **Nicole A. Szczepanski**
This is NOT an official evaluation.

Program Evaluation

Biology Program

Program :	Biology	Catalog Term :	Fall 2007 (Traditional)
Campus :	Northfield Campus	Evaluation Term :	Fall 2010 (Traditional)
College :	Mathematics & Science	Expected Graduation Date :	May 15, 2011
Degree :	Bachelor of Science	Request Number :	41
Level :	Undergraduate	Results as of :	Nov 25, 2009
Majors :	Biology	Minors :	
Departments :		Concentrations :	

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	126.000	125.000		36
Required Institutional :	Yes	60.000	89.000		24
Last Number Institutional Required :	Yes	45.000	62.000		28
...Out of Last Earned :	Yes	60.000	62.000		28
Program GPA :	Yes	.00	3.38		
Overall GPA :	Yes	2.00	3.38		
Other Course Information					
Transfer :			36.000		12
In Progress :			29.000		8

*** This is NOT an official evaluation. ***

Area : General Education Req. - Not Met

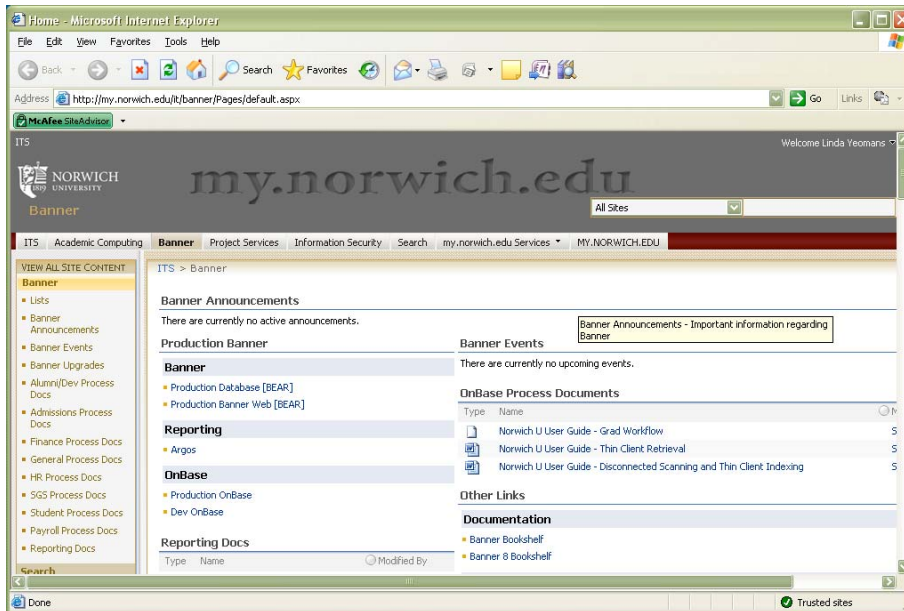
Description : General Education Requirements for all Baccalaureate Degrees may be found on page 5 of the University Catalog, Section 1 located on the Registrar's Office web site page in a boxed area on the top left. There are ten general education requirements, of which two require two courses to complete. Students who require EN005 must enroll in EN005 during their first semester at Norwich. Students who require MA005 must enroll in MA005 during their first year at Norwich. Required 100 level courses in English and mathematics must be completed by the end of the sophomore year.

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		ETHICS	GEET Ethics Requirement													
			One course in ethics from the following list: AP436, BI401, C3410, CM436,													

If you would like a printed copy of the evaluation, click on the "printer" icon at the top of the page. It should print to the printer your computer is attached to.

ARGOS Reports

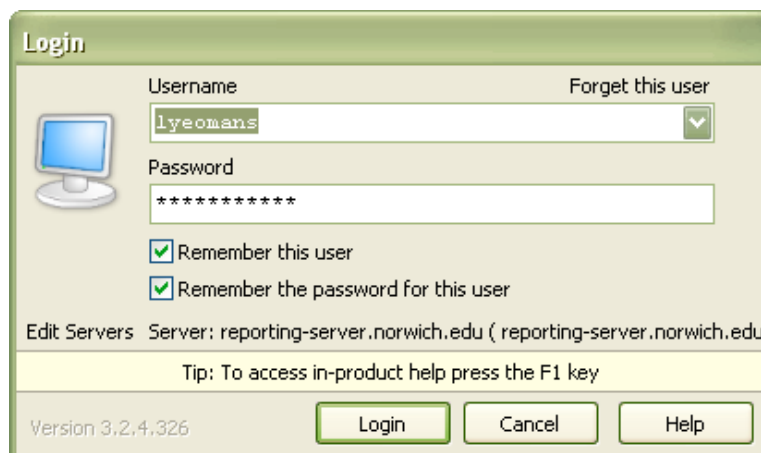
Argos Reports are used to pull data out of the Banner computer system into an Excel Spreadsheet format. You enter the Argos Report software from the menu below. Under the word **Reporting** in the left column, you click on Argos.



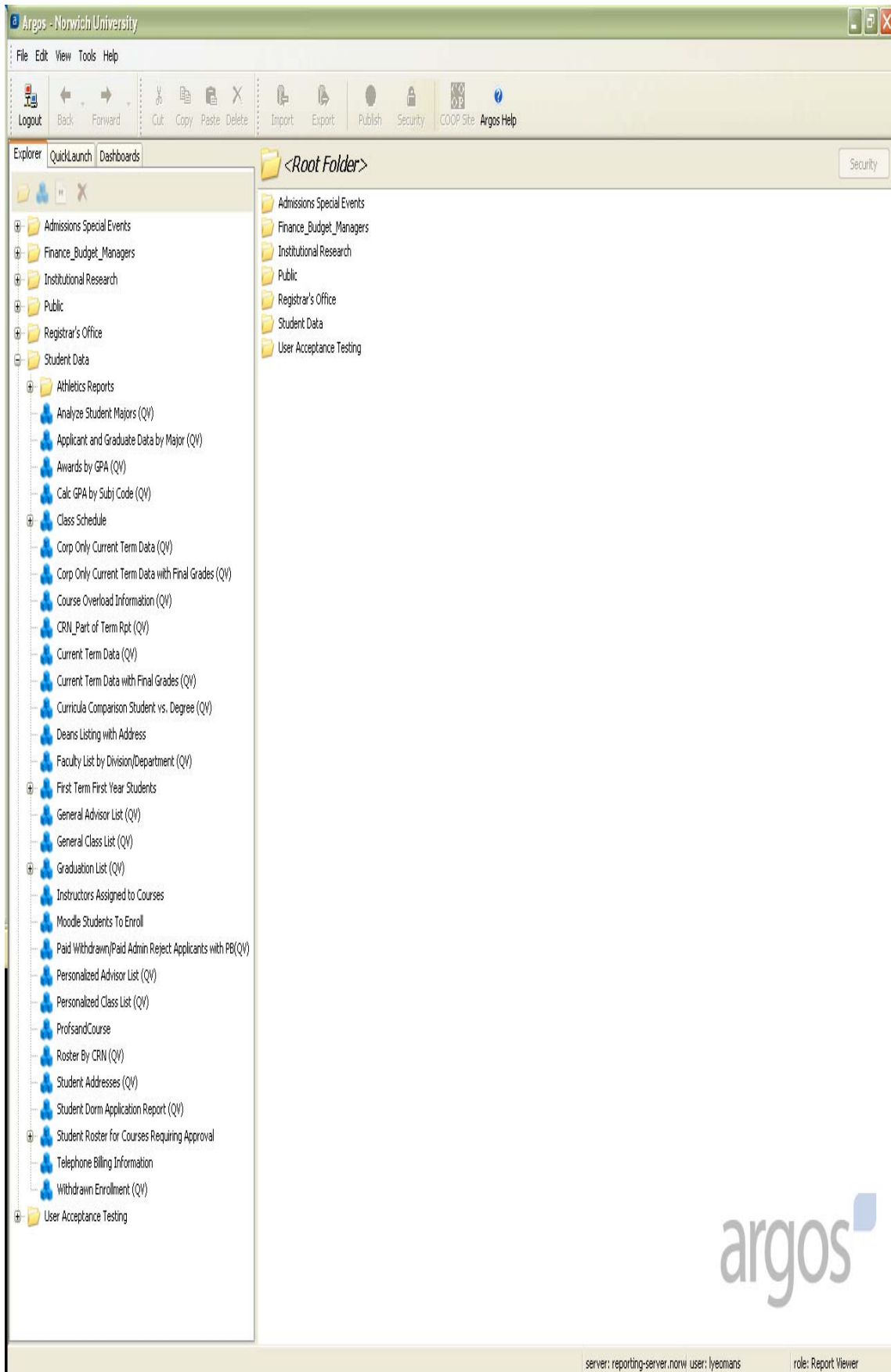
This screen briefly appears showing that the software is loading.



Then the Login box will appear, requesting your Username and Password. If you have any problems with your username or password, contact ITS.



The next screen is the Index of Folders of Argos Reports that are available for you to use



You double left click on the Argos Report that you would like to run to get to the report selection page.

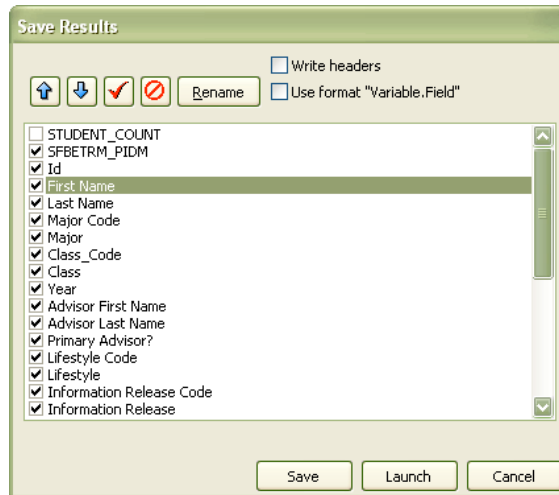
This example is the Current Term Data Report in which I have selected the Spring 2010 for Undergraduates

Current Term Student Information

Select Term: 201011 Spring Quarter (U2) Student Count: 1893

Id	First Name	Last Name	Major	Class	Year	Lifestyle	Information Release	RSTS_CODE	Course	Credit_Hr	Mid	Cum_Gpa	Total Cr
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	AC336A	3	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	AC419A	3	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	EC310A	3	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	EC419A	3	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	EN204C	3	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	MG099A	1	3.75	60	3.75	60
A00010256	Derek	Hungerford	Accounting	Junior 1	201110	Civilian Resi...	RE	QM370A	3	3.75	60	3.75	60
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	AS202C	1	2.79	35	2.79	35
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	AS202LL1	0	2.79	35	2.79	35
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	EN202D	3	2.79	35	2.79	35
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	HI235B	3	2.79	35	2.79	35
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	PO202B	3	2.79	35	2.79	35
A00010435	Joshua	Nowak	History	Sophomore 1	201210	Corps Of C...	RW	SP112A	6	2.79	35	2.79	35
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	HI222C	3	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	IS240B	3	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	MA318A	3	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	MS212D	2	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	MS212LL1	0	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	PV240B	3	3.89	36	3.89	36
A00010537	Ian	Hulse	Computer S...	Sophomore 1	201210	Corps Of C...	RE	QM213B	3	3.89	36	3.89	36
A00011460	Timothy	Gompf	Criminal Jus...	Junior 1	201110	Civilian Co...	RW	CJ201C	3	2.5	58	2.5	58
A00011460	Timothy	Gompf	Criminal Jus...	Junior 1	201110	Civilian Co...	RW	CJ310D	3	2.5	58	2.5	58
A00011460	Timothy	Gompf	Criminal Jus...	Junior 1	201110	Civilian Co...	RW	CJ312A	3	2.5	58	2.5	58
A00011460	Timothy	Gompf	Criminal Jus...	Junior 1	201110	Civilian Co...	RW	CM109B	3	2.5	58	2.5	58
A00011460	Timothy	Gompf	Criminal Jus...	Junior 1	201110	Civilian Co...	RW	IS300CCJ	3	2.5	58	2.5	58
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	AS102A	1	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	AS102LL1	0	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	CH104C	4	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	CH104LP	0	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	CM251A	3	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	EH102S	3	0	11	0	11
A00012665	Garrett	Kennedy	Chemistry	Freshman 1	201310	Corps Of C...	RE	MA122A	4	0	11	0	11
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	BI253A	4	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	BI253A	4	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	BI253L1	0	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	BI253L1	0	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE371A	4	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE371A	4	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE371LL1	0	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE373A	3	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE373A	3	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE432A	3	2.87	66	2.87	66
A00014594	Tyler	Riel	Physical Ed...	Junior 1	201110	Civilian Resi...	RE	PE432A	3	2.87	66	2.87	66
A00015168	Jason	Springer	Physical Ed...	Sophomore 2	201110	Civilian Co...	RE	BI101A	4	2.17	48	2.17	48
A00015168	Jason	Springer	Physical Ed...	Sophomore 2	201110	Civilian Co...	RE	BI101L1	0	2.17	48	2.17	48
A00015168	Jason	Springer	Physical Ed...	Sophomore 2	201110	Civilian Co...	RE	PE305A	4	2.17	48	2.17	48
A00015168	Jason	Springer	Physical Ed...	Sophomore 2	201110	Civilian Co...	RE	PE342A	4	2.17	48	2.17	48
A00015168	Jason	Springer	Physical Ed...	Sophomore 2	201110	Civilian Co...	RE	PE432A	3	2.17	48	2.17	48
A00016407	Daniel	Unright	Sports Medi...	Junior 1	201110	Civilian Resi...	RE	CH104E	4	2.71	64	2.71	64
A00016407	Daniel	Unright	Sports Medi...	Junior 1	201110	Civilian Resi...	RE	CH104L2	0	2.71	64	2.71	64

After the Term is selected the report processes then appears on the screen. There are scroll bars on both the bottom and right side of the report because only a part of this report shows on the screen. The best method to work with an Argos report, is to save it to an Excel spreadsheet format. This is done by placing the mouse somewhere within the report area and right clicking. A small box appears that provides two choices: save results . . . or edit sort . . . you would click on the "save results." This causes a Save Results box to appear in the center of the screen.



This dialog box allows you to leave all data columns checked to be saved or select only the columns you need for your report. After you have selected the columns you want in your report, click on save, and

Another dialog box will appear to select where you want to save the Excel Spreadsheet to:



You should note that Argos Reports are saved with a file extension of “csv” and not xls orxlsx depending on the version of Excel that resides in your computer. When you go to first open the saved Argos report, you will need to use the “csv” extension or (*.*) all files under File Name.

When you are finished with Argos, click on the Close button at the bottom right of the screen. Then close out the Argos windows by clicking on the Red “X” at the top right of the screen.

You retrieve, manipulate, and print your Argos reports through Microsoft Excel.

Official Instructions for using Argos reporting

There is available on the Initial my.norwich.edu menu, where you selected Argos, in the fourth area in the left column titled Reporting Docs, the ITS document.

Student Registration – Override Steps/Instructions

1. Under Production Banner
 - a. Click Production Database [BEAR]
 - b. Sign-on
 - c. Top-left box [Go To...] enter SFASRPO
 - d. Enter the student's A00 number and Term
 - e. Ctrl key and Page Down key at the same time
 - f. Enter the Permit code
 - g. Tab over and enter the CRN number or subject with course number
 - h. F10 key to save the entry, click rollback icon, then click on "X" at top of screen

2. SFASRPO is used to assign specific permit-override codes to individual students on a term and course or section bases.

Code may be assigned to a CRN number which will default the subject, course # & section
 Code may be assigned to a subject, course number, & section, the CRN # will default
 Code may be assigned to just a subject and course number allowing a student to enter any section of the course

The User will be documented to the permit assigned to a course with activity date

Registration permit-override code; press LIST for valid codes
 Record: 1/? | ... | List of Valu... | <OSC>

Codes may be applied prior to advisement for Special Populations, during advisement, or at any time during the registration, drop/add period.

Note: Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN #.

Note: Multiple permit-override codes may be needed in order to get a student registered for a desired section of a course; prerequisite, slight time conflict, major

Note: Caution in creating a situation where permit-override is assigned to subject & course with no CRN number and later an additional permit-override is assigned to a CRN for an open subject & course without a section # attached.

Available Codes

ROVR_PREQ	Override of Prerequisite or Co-requisite	
ROVR_CLAS	Override of Class	(F1,F2,S1,S2,J1,J2,R1,R2)
ROVR_MJAR	Override of Major	
ROVR_Time	Override Time Conflict	
ROVR_CAP	Override Capacity	
ROVR_LNKS	Override Course Links	
ROVR_SPAP	Override Special Approval	
ROVR_MSTR	Master Override of all Conditions	

In viewing the SFAMASS form which allows a view of the students in a course by entering the term and CRN number, you may see the order in which students registered for a section. The bottom of the list show the last students registered. Then using the A00 of any student on the listing, in which there is a concern for an improper OVERRIDE, use the SFASRPO form to see who put on the OVERRIDE code for the student.

NU Production Database BEAR (Inb1): Open - SFAMASS

File Edit Options Block Item Record Query Tools Help

Registration Mass Drop SFAMASS 7.2.1.1 (100509)

Term: 200940 Fall 2009 (Traditional) CRN: 40100 PS 201 L2

Registration Status Code	ID	Name	Credit Hours	Billing Hours	Grade	Grade Mode	Registration Status Date
RE	A00618553	Lee, Unna R.	.000	.000		N	06-APR-2009
RE	A00335475	Ryder, Cory R.	.000	.000		N	06-APR-2009
RE	A00598201	Cropp, Joshua D.	.000	.000		N	06-APR-2009
RE	A00554561	Steenburn, Frank V.	.000	.000		N	06-APR-2009
RE	A00623316	Eskedjian, Gregory S.	.000	.000		N	07-APR-2009
DR	A00110617	Cone, Kelsey E.	.000	.000		N	26-AUG-2009
RE	A00508155	White, Bryan D.	.000	.000		N	27-AUG-2009
RE	A00097243	Severini, Andrew M.	.000	.000		N	08-APR-2009
RE	A00231667	Simons, Anna V.	.000	.000		N	08-APR-2009
DD	A00344124	Shearer, Corey B.	.000	.000		N	11-AUG-2009
RE	A00613637	Webber, Sarah E.	.000	.000		N	08-APR-2009
RE	A00505280	Rich, Amber J.	.000	.000		N	02-JUN-2009
RE	A00066057	Kramer, Alexander H.	.000	.000		N	04-JUN-2009
DR	A00637168	Leavitt, Boyce T.	.000	.000		N	27-AUG-2009
RE	A00642375	Lovell, Jillian T.	.000	.000		N	15-JUN-2009
DR	A00636350	Thornton, Chad A.	.000	.000		N	04-SEP-2009
RE	A00619782	Ziemba, Morgan L.	.000	.000		N	11-AUG-2009
RE	A00078502	McKinnon, Thomas H.	.000	.000		N	21-AUG-2009
RE	A00615946	Coburn, Brian P.	.000	.000		N	31-AUG-2009

Registration status code; press COUNT QUERY HITS for course registration status for term; press LIST for valid codes
Record: 1/19 ... List of Valu... <OSC>

Registration Web Error Messages

CLASS RESTRICTION

Defined: Student's classification (F1, F2, S1, S2, J1, J2, R1, R2) prevents registration
Note: Class level is calculated by the computer based on number of credits earned at Norwich plus transfer credit brought into Norwich.

Class Year		Credits
Freshman		
First Semester	Second Semester	
0 – 12	13 – 26	
Sophomore		
First Semester	Second Semester	
27 – 41	42 - 56	
Junior		
First Semester	Second Semester	
57 – 72	73 - 88	
Senior		
First Semester	Second Semester	
89 – 103	104+	

Action: The student would need to make a request for an Override for class year to be able to register for the course

Comment: There are several reasons to place class year restrictions on courses, examples:

1. To prevent upper classroom from taking seats in freshman classes that need to be reserved for freshman
2. To prevent lower level students from taking upper level courses that are designed for upper level class discussions and writing skills

CLOSED SECTION

Defined: Course has reached maximum enrollment
Action: Student may request consideration for over-enrollment, need good justification such as required in matriculated curriculum map for that semester or last semester to graduation and this requirement is lacking.
Comment: A student should not expect an override just because they want the course if other courses are available to meet a curriculum requirement or they have other semesters in which to take the course.

CLOSED-XXX WAITLISTED

Defined: Course has reached maximum enrollment and a waitlist option is available
Action: The action is a decision on whether to chance the possibility to getting into the course by selecting to be placed on a waitlist for the course.
Comment: Waitlist may pay out by the start of a semester if enough other students choose other courses or enough students end up on a waitlist for a department chair to consider the creation of another section. To create another section is an issue of available room at a time that will work for student and the hiring of an adjacent instructor. This should not be counted on.

COLLEGE RESTRICTION

Defined: Student's college prevents registration
Action:
Comment: Norwich at this time is not using College Restrictions

CRN DOES NOT EXIST

Defined: Five-digit Course Reference number (CRN) entered is invalid
Action: This means you need to check the CRN number that was entered because the computer does not find it. It may be that the CRN was canceled or changed to a different CRN. The best place to proof the CRN number would be the Registrar's Office web page course schedule listing.
Comment: Normally the error message happens from a computer typo and the CRN needs to be reentered.

DEGREE RESTRICTION

Defined: Student's degree (BA, BS) prevents registration
Action:
Comment: Norwich at this time is not using Degree Restrictions for the BA or BS degrees.

DEPARTMENTAL APPROVAL (SSASECT form – main Banner form for each course defined)

- Defined: Enrollment for this course is controlled by special approval by instructor or department chair, and Override code is required
- Action: This error message for web registration COMPLETELY stops the registration process for the course. A student MUST see an academic program chair for an Override to retry to web register for the course.
- Comment: This type of approval should be used for senior level courses that require prior approval due to project based or discuss on expectations for completing the course, or this may be used of special populations such as “Learning Communities.”

DUPLICATE CRN

- Defined: This CRN is already listed on the student’s schedule
- Action: A student has attempted to register for the same course twice.
- Comment: This error message prevents a student from occupying more than one seat in the same course.

DUPL CRSE WITH SECT XXX

- Defined: The student is currently registered in another section (XXX) of this course
- Action: A student may not enroll for two or more sections of the same course. If a student has already registered for one section but believes they want a different section, they must first delete the first section prior to trying for a different section.
- Comment: Some time this error messages appears and other times it does not.

INVALID LEVEL FOR COURSE

- Defined: Student’s level (UN, GR) prevents registration
- Action:
- Comment: Norwich at this time is not seeing an issue concerning course level since the courses available for most students are UN, accept in the school of Architecture

INVALID SUBJECT/COURSE/SECTION AND CRN COMBINATION

- Defined: Information entered is invalid
- Action: Need to re-enter the course request
- Comment:

LINK ERROR: XX REQUIRED

- Defined: Another course CRN number is required (example: lecture with lab/mil lab) is linked to this course and the linked type of section must also be present for the computer to register for both. The computer will not accept only part of a linked combination for registration, all parts must be in registering mode to accept.
- Action: Either enter the missing linked CRN(s) or drop the linked section in error until the proper linked section(s) have been found to register for at the same time.

Comment: There are very few reasons for performing an Override for a linked error. An example would be in ROTC when a student is repeating the lecture section of a ROTC course but not the mil lab.

MAJOR RESTRICTION

Defined: Student's major (CS, HI, EE, BI, AST, SP, etc) prevents registration
Action: The student may want to request a consideration for an Override for major restriction to be able to register for the course
Comment:

MAXIMUM HOURS EXCEEDED

Defined: Maximum credit hours allowed for the student's academic standing exceeded (SFAMHRS)
Action: No action, this is seem for students who are currently on academic probaton. A student may petition the CASD for an exception.
Comment: This is seem for students on probation or some of the New Freshman who have been accepted on a provisional bases.

OPEN-XXX WAITLISTED

Defined: Open spaces reserved for previously waitlisted students
Action: No action at this time because waitlist is not avialable
Comment:

PREQ AND TEST SCORE

Defined: Course has a prerequisite (prior course or minimum test score) that the student has not met (identified on SSAPREQ, CAPP, SOATEST, SOATERM for in-process courses)
Action: Student may request consideration for an Override from an academic program chair.
Comment: The purpose of prerequisites and test scores is to make sure a student is not entering a course that they may not be prepared to successfully complete.

PROGRAM RESTRICTION

Defined: The student's program (BA-CJ, BS-MNG, etc) prevents registration
Action:
Comment: Norwich at this time is not Program restrictions

TIME CONFLICT WITH XXX

Defined: This course has a time conflict with another course on the student's schedule
Action: Student takes a different combination of courses. Student may request for a consideration to allow the time conflict if an agreement is reached between instructors and academic program chairs.

Comment: It is not in the best interest for most students to be allowed to have registered courses with time conflicts.

Registration Error Checking

First Check "Section Options" – order in which the computer performs the checks

1. Approval
2. Level
3. College
4. Degree
5. Program
6. Field of Study
7. Campus
8. Class
9. Repeat Limit
10. Repeat Hours
11. Department
12. Student Attribute
13. Cohort
14. Capacity

➤ If no errors from above then the computer continues checks for "Student Options"

1. Duplicate
2. Time
3. Prerequisite
4. Co-requisite
5. Link
6. Maximum Hours
7. (new for Release Banner 8) Minimum Hours