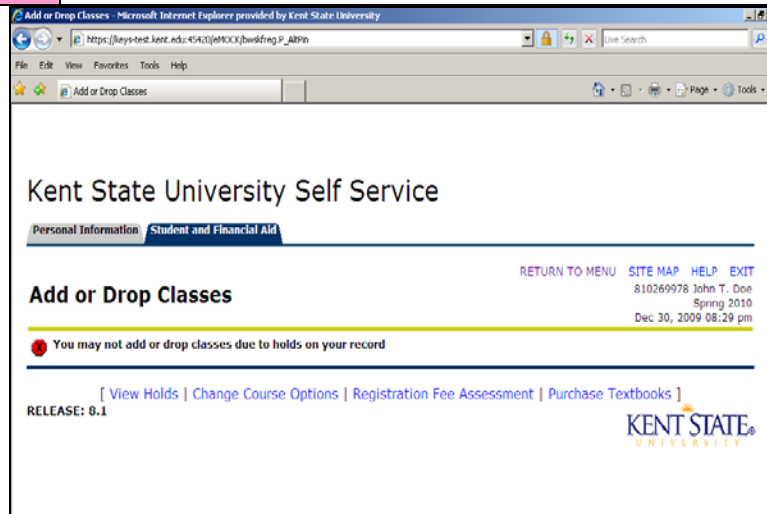


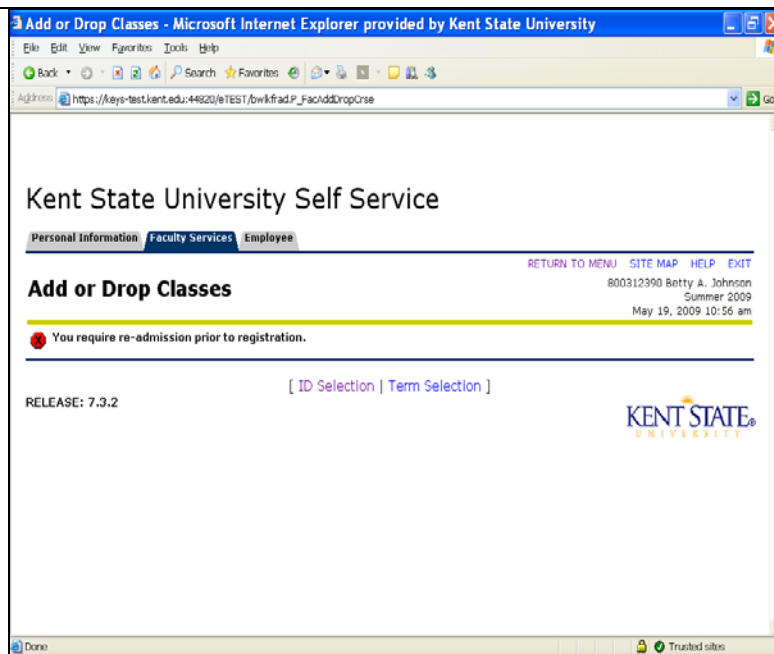
# Registration Status Codes and Error Messages

Revised 5/9/13

Status Codes		Look Up Classes	
On the Look Up Classes page in SSB, if the <input type="checkbox"/> (Select box) does not appear to the left of the CRN, the following values will indicate the registration status:			
<div>C – Indicates section is closed.</div> <div>NR – Indicates section is not available for registration at this time.</div> <div>SR – Student has restrictions that prevent registration.</div> <div>XGC – not allowed for registration-crosslist group closed</div>			
Error Message		Procedure	
Student Generated Errors			
<div>You may not add or drop classes due to holds on your record</div>		<div></div> <div>The student has a <b>HOLD</b>. The student or advisor may view their <i>Registration Status</i> 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 <i>Registration Status</i> page to access the <i>View Holds</i> page or the <i>Holds</i> line on the Student Records menu or click on the <i>Holds</i> link in the Academic Profile block on their Student Tools and Courses tab.</div>	

<p><b>The student is not permitted to register at this time.</b></p>	<p>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.</p> <p>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.</p> <p><b>If no Registration PIN is assigned the student will receive the following message:</b></p> <ul style="list-style-type: none"> <li>• Your registration window has not been assigned for &lt;term&gt;. Please contact the Office of the University Registrar at 330-672-3131.</li> </ul> <p><b>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:</b></p> <ul style="list-style-type: none"> <li>• You are not permitted to register for &lt;term&gt; at this time. Your registration window for this term opens on &lt;date&gt; at 12:01 a.m.</li> </ul> <p><b>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:</b></p> <ul style="list-style-type: none"> <li>• The &lt;college&gt; or &lt;Regional Campus&gt; has a requirement that prevents your registration. You must meet with an advisor; click here for an appointment: <a href="http://www.kent.edu/advising">www.kent.edu/advising</a>.</li> </ul> <p><b>If the student is an athlete and has an advising requirement with the Athletics Office, the student will receive the following message:</b></p> <ul style="list-style-type: none"> <li>• The Athletics Office has a requirement that prevents your registration, please contact your athletic academic counselor for assistance.</li> </ul> <p><b>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:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>NOTE:</b> A registration PIN begins with a number. <b>Only registration PINs may begin with a number.</b></p> <p><b>NOTE:</b> 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</p>
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**You require re-admission prior to registration or Student has not been enrolled since the re-admit term.**



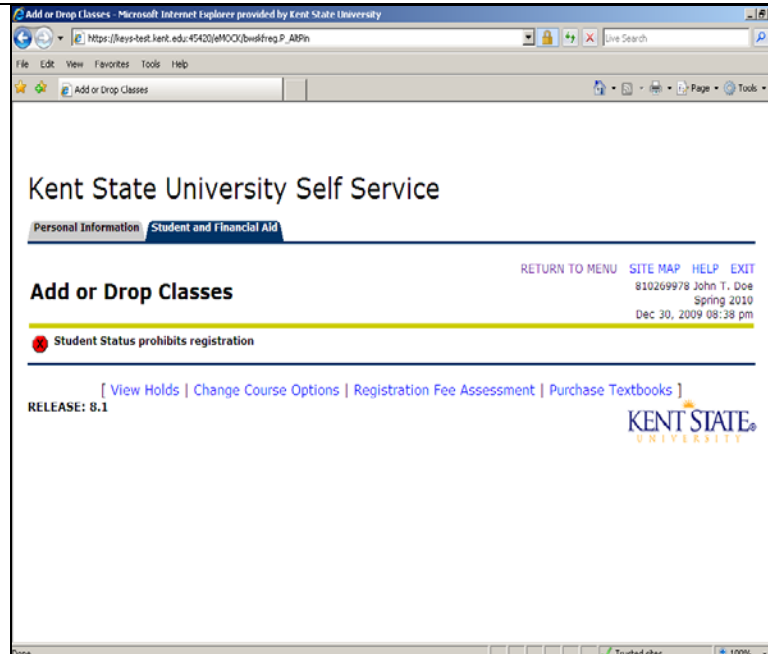
The student **has not been enrolled during the past year**. This error message will be displayed on the Registration Status page. If they receive this message, they may need to process either a reenrollment, reinstatement or a new admission depending upon the answers received when processing a reenrollment 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.

**Invalid Student Status Code**  
(This error can not be duplicated)

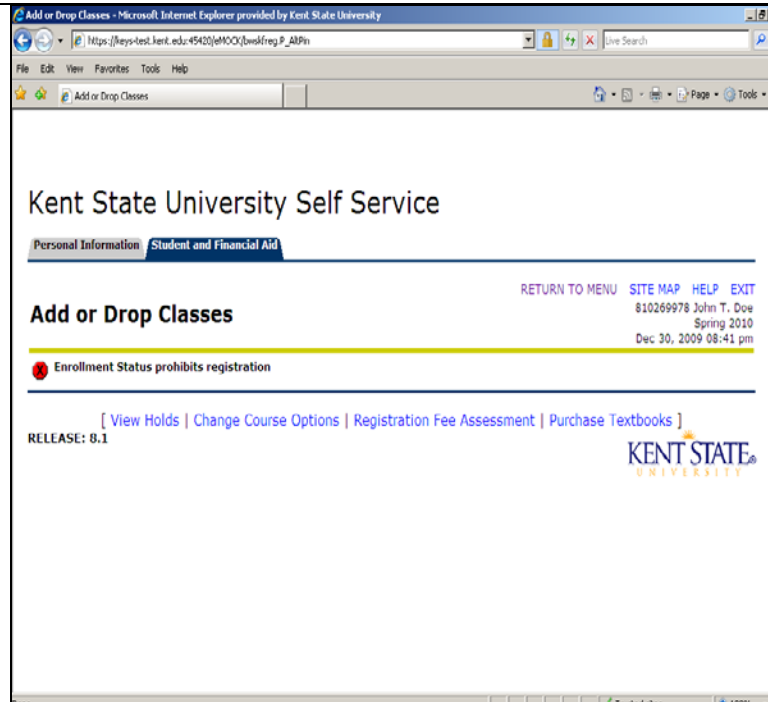
If the student has not been admitted for the term they are attempting to register for, they will receive this error message. They should click on the Admissions link on the Kent home page and access *Apply Now* to begin the admission process.

**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.

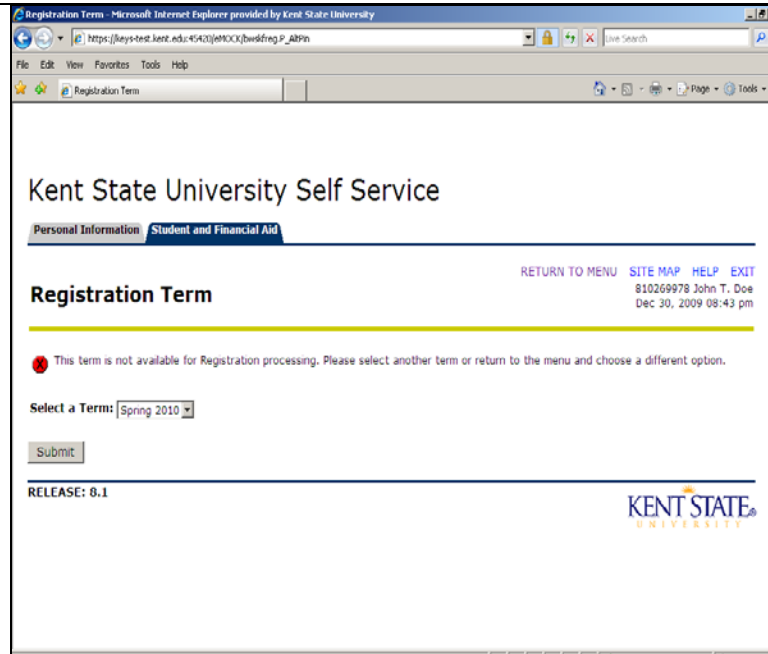
## Enrollment Status prohibits registration



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.

**Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University**

Address: [https://kps-test.kent.edu:44800/TEST/lookstohedwlp\\_interscpt\\_add\\_drop](https://kps-test.kent.edu:44800/TEST/lookstohedwlp_interscpt_add_drop)

course is one in which you do not receive a grade and is not counted for enrollment certification purposes.

**To Change Grade Option (pass/fail or credit):** Click on the selected course's Grade Mode. You will make the grade option change to the selected course on the Change Class Options page.

**To Change Credit Hours on a Variable Hour Class:** Click on the selected course's credit hours. You will make the credit hour change to the selected course on the Change Class Options page.

**Duplicate CRN Error Message:** During the second week of the semester (or the prorated equivalent for each Part of Term) if you drop a course and then attempt to reregister for that course, you will receive the Duplicate CRN message. Contact the Office of the University Registrar at 330-672-3131 for assistance.

**Registration ADD Error Message:** To obtain permits for Registration ADD errors, contact the department/school/Regional campus offering the course. View your Registration Status page for registration permits and overrides received.

**To Wait List a Class:** If the section has been set up as approved for wait listing, you may put yourself on the wait list by selecting the Web Wait listed option under the Action box in the Registration ADD Errors section. Contact the department/school/campus regarding your wait list status.

**Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.**

If you would like to look up any errors you have encountered please [Click Here](#)

**Note to Advisor:** You may register a student from here.

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred Grade Mode	Title
Registration changes are not allowed. Course status dates not within range for part of term.	11093	SOC	12050	001	Undergraduate	INTRODUCTION TO SOCIOLOGY

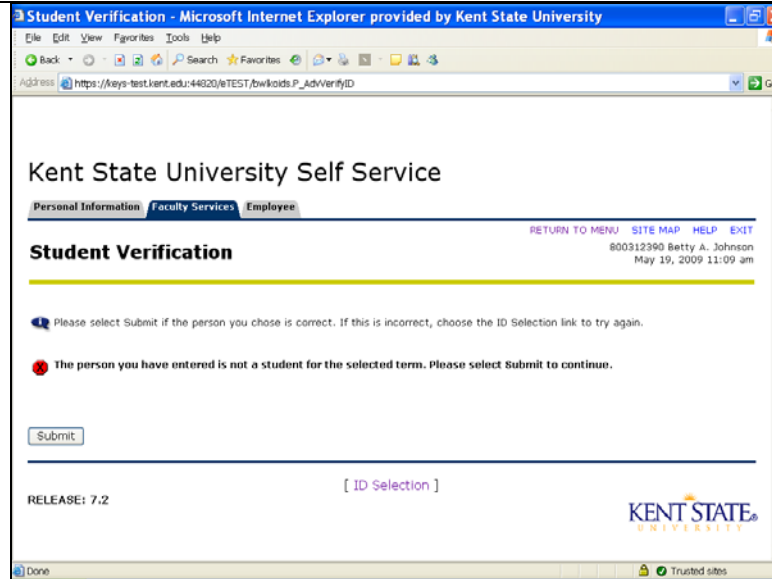
**Add Classes Worksheet**

CRNs

Done Trusted sites

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

The screenshot shows a web browser window titled 'Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University'. The address bar shows a URL from Kent State University. The page displays a 'Student Banner Id: 810160849' and a 'Current Schedule' table. Below the schedule, there is a 'Registration Add Errors' section with a red error icon and the message 'DUPLICATE CRN 10064 SOC 12050 001 Undergraduate HONORS INTRO TO SOCIOLOGY'. At the bottom, there is an 'Add Classes Worksheet' section with input fields for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Drop on May 21, 2009	None	10064	SOC	12050 001	Undergraduate	0.000 Standard Letter	HONORS INTRO TO SOCIOLOGY

Total Credit Hours: 0.000  
Billing Hours: 3.000  
Maximum Hours: 18.000  
Date: May 21, 2009 03:34 pm

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
DUPLICATE CRN	10064	SOC	12050 001	Undergraduate		HONORS INTRO TO SOCIOLOGY

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

[ ID Selection | Term Selection ]

- 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.

Under the ACTION box in the registration ADD errors section, contact the department/school/campus regarding your wait list status. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

**Current Schedule**

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 04, 2010	None	19660	BSCI 20001 001	Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 10:39 am

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
This section is cancelled for this term. Check 'Look Up Classes' for other sections of this course.						
	10128	JMC 41002 001	Undergraduate	3.000	Standard Letter	ADVANCED ADVT COPYWRITING

Add Classes Worksheet

This section is cancelled.

Under the ACTION box in the registration ADD errors section, contact the department/school/campus regarding your wait list status. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

**Current Schedule**

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 04, 2010	None	19660	BSCI 20001 001	Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 10:41 am

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
This section is closed. 13904 ACCT 23021 003 Undergraduate 3.000 Standard Letter INTRO TO MGR ACCOUNTING-HONORS						

Add Classes Worksheet

This section is closed.

**Add or Drop Classes** - Microsoft Internet Explorer provided by Kent State University

Enter the ACTION box in the registration ADD ERRORS section. Contact the department/school/campus regarding your wait list status. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

**Current Schedule**

Status	Action	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
Web Registered on Jan 04, 2010	None	19660	BSCI 20001	001 Undergraduate	4.000 Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 10:40 am

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
Special Approval	10064	ARTF 44099	001 Undergraduate	3.000 Standard Letter-IP	SENIOR PROJECT: FINE ARTS - WRITING INTENSIVE

**Add Classes Worksheet**

This section requires Special Approval which must be obtained from the department who owns the course.

**Add or Drop Classes** - Microsoft Internet Explorer provided by Kent State University

**Duplicate CRN Error Message:** During the second week of the semester (or the prorated equivalent for each Part of Term) if you drop a course and then attempt to reregister for that course, you will receive the Duplicate CRN message. Contact the Office of the University Registrar at 330-672-3111 for assistance.

**Registration ADD Error Message:** To obtain permits for Registration ADD errors, contact the department/school/Regional campus offering the course. View your Registration Status page for registration permits and overrides received.

**To Wait List a Class:** If the section has been set up as approved for wait listing, you may put yourself on the wait list by selecting the Web Wait listed option under the Action box in the Registration ADD Errors section. Contact the department/school/campus regarding your wait list status.

Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
Course has a prerequisite and/or required test score. Click CRN to the right or from Look Up Classes search and click View Catalog Entry for requirements. Contact the dept/campus offering course.	10004	MKTG 35015	001 Undergraduate	3.000 Standard Letter	SERVICE MARKETING

**Add Classes Worksheet**

**CRNs**

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

RELEASE: 8.1

This section has a pre-requisite 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.

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu/45420/4P000/whltozwdnrl.p\_intercept\_add\_drop

File Edit View Favorites Tools Help

Add or Drop Classes

### Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 04, 2010	None	19660	BSCI 20001	001 Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 11:05 am

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
This course has a prerequisite. You must register for all courses (CRNs) at the same time.						
	10076	SOC 32220	001 Undergraduate	3.000	Standard Letter	DATA ANALYSIS

### Add Classes Worksheet

CRNs

This section requires a prerequisite. Both CRN numbers must be entered at the same time for registration to be successful.

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu/45420/4P000/whltozwdnrl.p\_intercept\_add\_drop

File Edit View Favorites Tools Help

Add or Drop Classes

If you would like to look up any errors you have encountered please [Click Here](#)

### Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Drop -80% on Jan 20, 2010	None	19660	BSCI 20001	001 Undergraduate	0.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 0.000  
Billing Hours: 4.000  
Minimum Hours: 12.000  
Maximum Hours: 23.000  
Date: Jan 28, 2010 08:06 pm

**Registration Add Errors**

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
This course is restricted to students pursuing a specific major, minor or concentration. You do not meet this requirement.						
	19696	MATH 10006	099 Undergraduate	4.000	Standard Letter	CORE MATHEMATICS I AND II

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

This section has a field of study (major, minor or concentration) restriction.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 04, 2010	None	19660	BSCI	20001 001	Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE
Web Registered on Jan 11, 2010	None	12320	NIS	44285 001	Undergraduate	3.000	Standard Letter	INTG BUS POLICY/STRATEGY

Total Credit Hours: 7.000  
Billing Hours: 7.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 11:09 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
This course is restricted to graduate level students. Please make sure you have chosen the appropriate CRN number.	19555	CI	50093	002	Graduate	1.000	Satisfactory/Unsatisfactory WKSP: BUILD SELF ESTEEM

Add Classes Worksheet

CRNs

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.

[illegible]

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

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu/15420/PROJ/onlineadd/drop\_add.php

Add or Drop Classes

Web Registered on Jan 04, 2010 None 19080 BSCI 20001 001 Undergraduate 4.000 Standard Letter ZOOLOGICAL FOUNDATIONS OF MEDICINE

Web Registered on Jan 11, 2010 None 12320 MIS 44285 001 Undergraduate 3.000 Standard Letter INTG BUS POLICY/STRATEGY

Web Registered on Jan 11, 2010 None 18789 THEA 42192 700 Undergraduate 3.000 Satisfactory/Unsatisfactory-IP PRACTICUM II: PERFORMANCE

Total Credit Hours: 10.000  
Billing Hours: 10.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 11, 2010 11:10 am

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
This section is restricted to students with a particular student 16782 SOC 12050 202 Undergraduate 3.000 Standard Letter INTRODUCTION TO SOCIOLOGY					

Add Classes Worksheet

This section has a student attribute restriction.

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu/15420/PROJ/onlineadd/drop\_add.php

Add or Drop Classes

If you would like to look up any errors you have encountered please [Click Here](#)

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
Web Wait Listed on Jan 17, 2010	None	10183	AMST 40096 001	Undergraduate	0.000 Standard Letter	INDIVIDUAL INVESTIGATION
Web Registered on Jan 20, 2010	None	18789	THEA 42192 700	Undergraduate	3.000 Satisfactory/Unsatisfactory-IP	PRACTICUM II: PERFORMANCE

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jan 20, 2010 09:41 am

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
This course is restricted to students pursuing a specific degree. You do 11531 THEA 31501 001 Undergraduate 1.000 Satisfactory/Unsatisfactory JUNIOR PORTFOLIO REVIEW					

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

This section has a degree restriction.

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/efNOX/swkztdwbl\_p\_intercept\_add\_drop

If you would like to look up any errors you have encountered please [Click Here](#)

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Wait Listed on Dec 21, 2009	None	16643	ACTT	11001	200 Undergraduate	0.000	Standard Letter	ACCOUNTING II-MANAGERIAL
Registered on Jan 11, 2010	None	10999	GEOG	10160	001 Undergraduate	3.000	Standard Letter	INTRODUCTION TO GEOGRAPHY

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jan 28, 2010 08:25 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
This course requires that you have attained a specific class rank (eg. JR, SR) as of your last graded term. You do not meet this requirement.	18789	THEA	42192	700 Undergraduate	3.000	Satisfactory/Unsatisfactory-IP	PRACTICUM II:PERFORMANCE

Add Classes Worksheet

CRNs

This section has a class rank restriction.

## Wait listing

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/efNOX/swkztdwbl\_p\_intercept\_add\_drop

If you would like to look up any errors you have encountered please [Click Here](#)

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Wait Listed on Jan 17, 2010	None	10183	AMST	40096	001 Undergraduate	0.000	Standard Letter	INDIVIDUAL INVESTIGATION

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jan 20, 2010 09:38 am

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
This section has an open waitlist. To be added to the waitlist, select the web waitlist option in the Registration ADD Errors section. Contact the dept/school/campus of course for waitlist status.	None	19660	BSCI	20001	001 Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Add Classes Worksheet

CRNs

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.**

### Maximum Hours Exceeded

[illegible]

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.