

Registration Errors and What to Do About Them


During the registration process you may encounter one or more of the following errors – this document is a guide to what the errors mean and what you need to do.

No Time Ticket
Campus Restriction
Closed Class/Closed Section*
Co-requisite/Prerequisite/Test Score Errors*
Course Status Dates Out of Range
Instructor Approval Required*
Level/Degree/Program/Major Restriction Errors*
Linked Courses/Link Errors*
Maximum Hours Exceeded
Time Conflict Errors*

No Time Ticket

This is not a registration error but a status message. If you clicked on "Prepare to Register" and we are not in the **pre-registration period** (1st week of registration), you do not need a time ticket to register. Simply go back to the Banner Registration landing page and begin registering for classes.

If we are in the pre-registration period and you do not have a time ticket, check to see if you meet one of the following conditions:

- 1) Be sure you have selected the term for which you want to register, FIRST.
- 2) 

Non-degree students or second-degree students who may have taken prerequisite courses at another institution must obtain instructor permission (prerequisite override). Students should be prepared to provide a transcript from the school where the course was originally taken and/or a syllabus or catalog description for the instructor's review when requesting permission.

The Registrar's Office does not evaluate transcripts and cannot give prerequisite overrides based on official or unofficial transcripts from another institution.

Course Status Dates Out of Range

This error means the deadline to register for the course has passed and no registrations can be processed online. To see the eligible dates for registration, click on the course link in XE Registration. The student who gets this error must submit a completed registration form, with instructor's approval, to the Registrar's Office for processing. Instructors MUST approve all registrations after the deadline to register or add courses for the session.

Instructor Approval Required

Some courses require the student to obtain instructor approval *prior to registering*. Students should contact the instructor to request approval. Instructors may indicate their permission via LEO Online or on a registration form, but the override given MUST MATCH the registration error.

Level/Degree/Program/Major Restriction Errors

LEVEL: If you are an undergraduate attempting to register for a graduate class, you must submit a completed [Undergraduate Request to Take Graduate Courses](#) form (available from the Registrar's web site) to the Registrar's Office before you can be registered. Certain conditions must be met and permissions obtained. These are specified on the form. **This applies to both local and distance learning students.**

DEGREE/PROGRAM/MAJOR: Some courses are designated by the department as restricted to students in a specified degree, program, or major. Some courses are restricted only to students who are DECLARED in a major (e.g., your degree cannot be "intended"). Students may request an override from the instructor. Instructors may indicate their permission via LEO Online or on a registration form, but the override given MUST MATCH the registration error. **Upper-level courses offered by the College of Business that give a Program Restriction error require permission from the Dean's Office of the College.**

Linked Courses/Link Errors

A course is linked when another component of the course (such as a lecture/lab or lecture/recitation) is necessary to complete your educational mastery of a subject. These classes have the same subject and course number as the component course and must be taken

the same letter/Registration session. Center Registration Class Session

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or class If you contact the Registrar's Office - 513-370-1000 D. 609 (regi

Maximum Hours Exceeded

Undergraduate students carrying 12 or more semester hours are considered full-time. Undergraduate students seeking to take more than **18** credit hours must have a 3.0 or better overall GPA and must obtain the recommendation of their advisor and *written permission from the Dean of the college in which their major program resides*. Students without a declared major must obtain the recommendation of their advisor *and written permission from the Executive Director of Advising and Transfer Programs* to enroll in more than 18 hours.

Graduate students carrying 9 or more semester hours are considered full-time. No graduate student may take more than 12 credit hours without