

Typical Enrollment Error Messages and how to resolve them

Class Closed Wait List available: The requested enrollment add was not processed. The enrollment limit for the specified class has been reached. If available, choose the Waitlist Ok option and resubmit the request. Status will read success/messages

Students are able to be placed on wait list. If the student would like to be dropped from a class if they are able to get into the wait list class follows these steps.

Step 1: Check the Wait List Okay button

WAITLIST – click the Wait list ok check box to put the student on the a wait list

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides									
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+	-	Advanced H 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos

Step 2: Click on the **Other Class Info** tab and use the look up to find the enrolled class. When the wait list batch process is run and a student meets the criteria they will be dropped from the “drop if enroll” class and placed in the wait listed class.

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides					
		Permission	Drop if Enroll	Ind Study Instructor	Action Reason
+	-	Advanced H 102	<input type="text" value="1212"/>	<input type="text"/>	<input type="text"/> Create Transcript Note

Other Error Messages:

Class closed: Click on the Closed Class override and resubmit the request. will read success.

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides									
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+	-	Accounting 98	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Requisites note met: Click on the Requisites check box and resubmit the request.

Class Enrollment										
		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
+ -	Accounting 98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To view additional information on this requisite go here:

Curriculum Management > Enrollment Requirements > Enrollment Requirement Group

For additional information on Enrollment Requirement Rules check the Registrar's web site and SIS training link.

Required Related component: A Required Related Class (component such as a lab or clinic or workshop) must also be selected. Click on the look up and select from list. Resubmit request.

Class Enrollment										
		*Action	Class Nbr	Section	Related 1					
+ -	Enroll	6371	Accounting 98	002	Success					
+ -	Enroll	6327	Classics 10	001	Errors	6328				

Use Look Up to pick

Check the Class Links box if you are authorizing enrollment in just one component.

Class Enrollment									
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ -	Accounting 21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Permission Needed: Department Consent Required to Enroll in Class, Add Not Processed. Click on Class Permission and resubmit request.

Class Enrollment									
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ -	Accounting 98	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos
+ -	Classics 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos
+ -	Accounting 94	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Override Career – student is undergrad and you have authority to enroll them into a graduate level class.

Class Enrollment										
		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
+ -	Accounting 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit Load- 1st check this check box to change a student's credit amount. For example a variable credit class.

Class Enrollment									
		Units and Grade	Other Class Info	General Overrides	Class Overrides				
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ -	Philosophy 70	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Next populate the Units Taken (credit amount) and resubmit request

Class Enrollment									
		Units and Grade	Other Class Info	General Overrides	Class Overrides				
		Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
+ -	Philosophy 70	4.00	1.00	UAG				No	

Hold on Student's Record: There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction. If possible, remove the Advisor Clearance Service Indicator by clicking on the Service Indicator icon. If the student has multiple service indicators they will need to be removed by each area before enrollment can take place.

Maximum Term Unit Load Exceeded: Open new window and Navigate to the Term Activation component and change enrollment limits, save changes. Return to Quick Enroll and resubmit request.

Records and Enrollment>Student Term Information>Term Activate a Student
Select Override Unit Limits check box to make changes. Save changes

Select to override the student's term enrollment limits for the approved academic load that you have selected. When using this override, the enrollment engine *does not* include the wait list units in the maximum total unit limit. For example, assume that you limit the student to 18 maximum total units, 3 maximum no GPA units, 3 maximum audit units, and 9 maximum wait list units. The student can enroll in a maximum of 18 units for the term. Of these 18 units, the student can take 9 no GPA units (including 3 audit units). In addition to the 18 maximum total units, the student can take an additional 9 wait list units.

Clear this check box to have the enrollment engine use the term enrollment limits that are set on the Enrollment page of the Academic Program Table component.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | External Study

Abee Doodle 11338384

Academic Career: Undergraduate

Academic Institution: New York University

Term: 2011 Fall Semester

Primary Academic Program: UA-Coll of Arts & Sci

Academic Group of Advisor: UA

*Approved Academic Load: Full-Time

Override Unit Limits:

Max Total Units:	<input type="text" value="18.00"/>	Max Audit Units:	<input type="text" value="18.00"/>
Max No GPA Units:	<input type="text" value="18.00"/>	Max Wait List Units:	<input type="text" value="18.00"/>
Min Total Units:	<input type="text" value="0.01"/>	Max Total Courses:	<input type="text"/>

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

Check this box to open fields. **Change Max total units** and **SAVE** changes