Registration Tips

Form Submission Timelines:

Advance in Class	Spring and Summer: Feb 2- Oct 1 Fall: Oct 2- Feb 1
Overload Request	To be submitted before or during registration period
Petition to Repeat	To be submitted before or during registration period
Petition to Audit	Must be completed by the end of Add/Drop
Time Conflict Override Request	Must be completed by the end of Add/Drop
Waiver of Prerequisite/Corequisite	To be submitted between the first day of the term to the end of add/drop

- Students should use the following tools to identify the courses and schedule needed before registration opens: Schedule Planner, Curriculum Sheets, Academic Requirements Report, Elective Course List (these can be found under Student Forms and Resources under the Office of the Registrar website and in PeopleSoft Student Center).

- Students should check their "holds" before attempting to add courses in their PeopleSoft Student Center. Holds can prevent students from registering for courses. For information on how to clear a hold, click on "details" under the Holds section and click on the Hold Item for direction. One example of this is the, "Advisor Hold". Every student must have this hold lifted by their Program Advisor before registering for courses.

- Students cannot enroll in a course if they do not have the required prerequisite. Prerequisites and corequisites can be found in the Academic Catalog, or online in the Course Catalog. If a student tries to enroll without the required requisite, they will get a "requisite" error message. In order to have a prerequisite waived a student must submit a Waiver of Pre-Requisite/Co-Requisite form to the Office of the Registrar (these forms will not be accepted until the first day of the term).

- When adding courses with "co-requisites", student should be sure to enroll in the requisite course(s) at the same time. Otherwise a student will get an error message and not be able to enroll in any of the sections.   Examples of this are: CHE105 and CHE105L; PHY100 and PHY100L; and DL 105, DL 105L, DL 105X. Students must make sure that all sections of the co-requisite course(s) have open seats. If one of the courses is waitlisted students will not be able to enroll in the other co-requisite course(s).

- Many of the impacted courses have "class requisites" assigned to them. Students trying to enroll in these courses will receive a "requisite" error message. To identify which courses have "class requisites" please review the "Class Requisites" sheet located in the Office of the Registrar, SEAS building, Library, and on the Department Chairs' office doors.

- Students cannot enroll in more than 20 units (or 15 if on Academic Probation). In order to enroll in units above these limits a student will need to have an Overload form approved by their Academic Advisor and Department Chair. Once the approved form is submitted to the Office of the Registrar the unit limits will be increased.

- Students should register for their courses as quickly as possible according to their registration time (located in their PeopleSoft Student Center), as class sections can fill up quickly.

- Typical registration errors are: class conflicts with another class, class is full, or requisites not met. If an error appears a student will need change the course that is causing the error. In some cases, a student will need to remove the course causing the error in order to reset the system.

- If the class section a student is attempting to register in is "full", they should try to get into another section before placing themselves on the Waiting List. Once a student is registered for a section they may try and "swap" sections if an open seat becomes available in the other section they are attempting to enroll in. A student should not drop the section they are currently registered in as they may lose their seat. The "swap" option ensures a student keeps a seat in at least one of the sections.

- Students may add themselves to a waitlist for a class that is full until the start of the term. If seats become available before the term begins student will be enrolled in the order they are listed on the waitlist. Once the term starts all waitlists are closed and students must enroll using an add code that can be requested from the instructor.