

Enrollment Errors

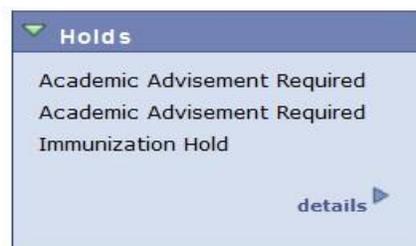
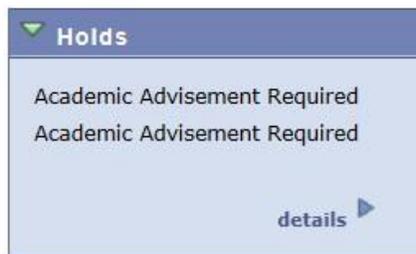
Students encounter enrollment errors for a variety of reasons. It is very important when searching for courses to check the class details page for each course you are interested in to insure that you are eligible to enroll. Examples of the most common errors and messages students typically encounter are listed below.

EXAMPLES:

1. [HOLDS](#)
2. [REQUISITES NOT MET](#)
3. [INSTRUCTOR or DEPARTMENT CONSENT REQUIRED](#)
4. [MAXIMUM UNIT LOAD](#)
5. [COURSE REPEAT](#)
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7. [INVALID ENROLLMENT DATE/TIME](#)
8. [PEOPLESOFT CODES](#)

1. HOLDS Error

Holds can be placed on your account by a variety of University offices. If you have a hold, you will be referred to the appropriate office to resolve the matter. Click on the **details** link listed below the Holds box in your student center. The hold(s) must be lifted before you can enroll or transact any University business (this includes enrollment, access to grades and transcripts etc.). Types of holds include academic, office of residence life, missing data, office of International Services, disciplinary, high school transcript, advising, immunization and financial. A few examples are listed below. A detailed listing of all service indicators is included at the end of this document.



2. REQUISITES NOT MET Error

In the following example prerequisites have not been met to enroll in Econ 1100 due to the lack of prerequisites. Note also that this course requires a minimum grade in the prerequisite courses. **It is your responsibility to abide by the grade requirements.** If the minimum grade is not received and you are enrolled in the next level course for the following term, you will need to adjust your schedule accordingly.

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
ECON 1100	Error: Unable to add this class - requisites have not been met. PREQ: ECON 0100 and 0110 and [MATH 0120 or 0220 or (0125 and 0126) or 0230 or 235]; MIN GRADE: 'C' For All Listed Courses	✘

3. INSTRUCTOR or DEPARTMENT CONSENT REQUIRED error

In the following example, the error that displays says **Instructor Consent Required** or **Department Consent Required**. A permission number is required to enroll in the course from the academic department the course is offered through.

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
ANTH 1535	Error: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✘
Enrollment Information		
Add Consent	Department Consent Required	

If a professor gives you written permission by note or e-mail, an administrator authorized in the department the course is offered through can issue you a permission number to enroll in the course. Below it shows where to enter the permission number for a course.

BIOSC 0150 - FOUNDATIONS OF BIOLOGY 1

Class Preferences

BIOSC S 0150-1030 **Lecture** ● Open
 BIOSC S 0150-1045 **Recitation** ● Open

Wait List Wait list if class is full

Permission Nbr
←

Grading

Session Full Term Session

Career Undergraduate

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1030	Lecture	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016
1045	Recitation	Th 1:00PM - 1:50PM	A224 Langley Hall	Erica McGreevy	08/29/2016 - 12/17/2016

NOTE: Your academic advisor in Arts and Sciences is not authorized to generate or issue permission numbers.

4. MAXIMUM UNIT LOAD Error

The Peoplesoft enrollment system will not allow you to enroll yourself in more than 18 units/credits in any given term. If you try to do so, the following error message will display.

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✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
GER 0001	Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗			

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

5. COURSE REPEAT Message

The PeopleSoft system will also give you an error message if you enroll in a course that you have already taken or have already received credit for by way of Advanced Placement, International Baccalaureate, College in High School, or Transfer credit. Please note that this message does not prevent you from enrolling in the course, it is a warning message to alert you that you have already taken or received credit for the course. A course can only be attempted a total of 3 times, meaning it can only be repeated twice.

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✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
ENGCMP 0200	Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✓			

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

6. RESERVE CAPACITY Error

In every Fall term, some seats are reserved in courses for the incoming class. Although the course may display in the Basic Class Search with a green dot (showing that it is open), it may or may not be open to you. You will need to review the class details page each time to see for what student population the restriction applies.

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✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
URBNST 0080	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗			

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

7. INVALID ENROLLMENT DATE/TIME Error

In the first three to four weeks of each fall and spring term, you are assigned a specific enrollment date and time by the registrar's office to register for the following term. This is the error message received when a you try to enroll in your courses before your assigned enrollment date/time. You must see your academic advisor for your required advising appointment in the weeks and months leading up to your assigned enrollment date/time before you can enroll in classes on your assigned enrollment date/time.



8. PEOPLESOFT PREREQUISITES AND COREQUISITES CODES

(Listed on the Class Details screen in Basic Class Search)

PREQ – a course or courses that must have been taken and passed in a previous term. In-progress courses will fulfill the prerequisite.

CREQ – a course that must be taken during the same term as the course for which you are trying to register or has been taken and passed in a prior term.

LVL – based on the units in-progress or completed. For example, Junior, Senior, Sophomore, Freshman

PROG – the school in which you are enrolled. For example, UA-S (Dietrich School of Arts and Sciences), ENGR (Swanson School of Engineering).

PLAN – Your major, minor or certificate. For example, History Majors, Music Minors, or Global Studies Certificate.

SBPLAN – Forensics (Administration of Justice Sub Plan), School Leadership (Administration Policy Studies Sub plan).

MIN GPA – Some courses require a minimum overall Grade Point Average to enroll, e.g. UHC (University Honors College) courses.

MIN GRADE - Some courses that are required as a prerequisite must be passed with a minimum grade. If you are currently taking the prerequisite course you may still enroll in a course that has a minimum grade requirement but may need to adjust your schedule accordingly if you do not receive the minimum grade required.



Examples of Service Indicators

Code	Description	Code	Description
A01	Final Official Transcript	R01	Academic Hold
A01	High School Transcript Hold	R02	Transcript Hold
ADV	Academic Advisement Required	RES	Appeals - No Classification
ANN	Annual Payment Plan	RGR	Release Grades to Parent
C01	Disciplinary Hold	S01	Student Accounting & Billing
C02	Regionals - Financial Hold	S02	University Collections
C03	Immunization Hold	S03	Student Payment Center
C04	Judicial Hold	S04	Prior Term Agreement
C05	Housing Hold	S05	UPT Student Accounts
DEC	Decedent Flag	S06	Suppress Billing
F01	Exit Interview Hold	S07	Write Off
F02	Heal Default Hold	S08	Collections - Agency
F03	FA Do Not Process Hold	S09	Withdrawal Review
F04	FA - Do Not Process FA	S10	Refund Review
F05	Overaward Review	S11	Financial Aid No Registration
FAL	Fall Term Payment Plan	S12	Department Aid No Registration
I01	INS Missing Data Hold	S13	Electronic Check Block
I02	Eng. Language Proficiency Hold	SPR	Spring Term Payment Plan
ORL	Office of Resident Life Hold	SUM	Summer Term Payment Plan
PNG	Persona Non Grata	ACRS	Transcript Exists
PPD	Prior Pitt Degree Exists	TRN	