

# Troubleshooting Register for Courses



Sometimes course registration doesn't go as smoothly as you'd like. If you've already tried to register for courses and are experiencing problems, here are some tips on troubleshooting the process.

1. From the View Course Section registration screen, click **Troubleshoot**
2. Review **Enrollment Window**
  - a) Should be **Yes**, meaning the registration date window is open; **No** means the registration date window is closed
3. Review **Holds**
  - a) Should be **0**
  - b) If you have a Hold, click the **Number** link to view Holds
4. Review the **Can Register** columns in the Course and Course Section tables
  - a) If all lines = **Yes**, there are no registration issues
  - b) **Access to Enrollment = No**, see your school's Registrar to complete registration
  - c) **Eligible = No**, you haven't completed requirements and need instructor permission or to be enrolled in a specific Program or class year (in Course and Course Section tables)
    - i. Review the *Request Permissions to Register for a Course* video for b or c
  - d) **No Duplicate Registrations = No**, means you have taken the course before
  - e) **Has Capacity = No**, means this course section is full
  - f) **No Time Conflict Exists = No**, resolve the conflict
5. If you cannot resolve the issues on your own, **contact your Advisor or Registrar** for help

**Troubleshoot Registration**

Academic Period: Spring 2020 Eastman  
 Academic Record: Alana Ferris - School of Arts and Sciences/Undergraduate () - 08/23/2017 - Active  
 Course: ALC 211 - Entrepreneurship In Music  
 Course Section: ALC 211-4 - Funding Individual Artist

2 Enrollment Window: No  
 Maximum Units: 19.99  
 3 Enrolled Units: 0  
 Holds: 1

Restriction	Can Register
Has Published, Visible Sections	Yes
No Duplicate Registrations	Yes
Can Register for Co-Requisites	Yes
Can Repeat	Yes
4b Access to Enrollment	Yes
4c Eligible	Yes

Restriction	Can Register
4d No Duplicate Registrations	Yes
4e Has Capacity	Yes
4c Eligible	Yes
4f No Time Conflict Exists	Yes