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