



Common Registration Errors

Listed below are common registration error messages that you may encounter while attempting to register for courses. Review the explanation of the meaning of each message, and a recommended solution to resolve the respective registration error message.

Very Important Note: If you live on campus and to avoid charges to your account, please contact housing (in person, via telephone, or email) to finalize the resignation process.

ERROR MESSAGE	WHY YOU RECEIVED THIS MESSAGE	SOLUTION
<i>The last class cannot be dropped via NSUConnect</i>	You tried to drop your last class via NSUConnect	You cannot drop your last class via NSUConnect . If you want to resign from the University (drop all of your classes), download a copy of the Resignation/Cancellation Request form . Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu .
<i>The last class cannot be dropped via NSUConnect</i>	You tried to change section for your last class via NSUConnect .	If you want to change a course section or add a different course, add the desired course and then drop the course that you do not want.
<i>Corequisite (Lecture and companion lab courses</i>	This course has both a lecture and a companion lab section. You tried to add only one part of the class.	Enter the CRN for the lecture section and lab section together and then click "Save."
<i>Course Closed</i>	You tried to register for a course that is already full.	(a) Use the Class Schedule Search to see if there are other sections available and register for a different section. (b) Contact the department head of the course. If space is available, the department head of the course can override course capacity. (c) Select a different course that is open. Note: Only the department that offers the course can override course capacity. If you do obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.

<i>Duplicate Course</i>	You are attempting to register for a course section with the same course number as a course for which you have already registered.	Contact the department head of the course for a permit. Then, you can go back and add the duplicate section in the same term.
<i>Instructor Approval</i>	This course requires permission from the department that offers the course.	You must get permission from the department that offers the course. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Maximum Hours Exceeded</i>	You tried to register for more credit hours than you are allowed. The maximum credit hours an undergraduate student may register in a regular semester is 21 semester hours (12 hours in a summer session). The maximum credit hours a graduate student may register in a regular semester is 12 semester hours (9 in a summer session).	Undergraduate students wishing to exceed the semester credit hours limit must obtain approval from his/her academic dean. Graduate students must obtain approval from the major professor/advisor and the Dean of the Graduate School. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Permission of the Department</i>	This course requires permission from the department that offers the course.	You must contact the department that offers the course for permission to register for this course. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Prerequisite and/or Test Score</i>	You did not meet the prerequisite and/or test score required to register for the course.	If you think you have transfer credits that should clear the prerequisite requirement, visit your major academic advisor or department head. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Major/Minor Restriction</i>	Major/Minor – Some courses are limited to students in a certain major/minor.	Contact the department offering the section for an override. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Classification Restriction</i>	Classification – Some courses are limited to students who are junior level or above.	Contact the department offering the section for an override. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Level Restriction</i>	Level – Graduate level courses are restricted to graduate students.	Contact the department offering the section for an override. If you obtain permission, it is then your responsibility to log back into

		NSUConnect and actually register for the course.
<i>Program Restriction</i>	Program – Some courses are limited to students in a certain program.	Contact the department offering the section for an override. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Mutual Exclusion Restriction</i>	Mutual Exclusion – Although different courses are the same, but students are excluded from receiving credit for both courses.	Contact the department offering the section for an override. If you obtain permission, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>Time Conflict</i>	You tried to add a course that conflicts with another course already on your schedule.	(a) Select another section or drop the conflicting section. (b) Choose a different course. To register for both conflicting courses, contact the dean who is responsible for the course. If the dean approves an override for the time conflict, it is then your responsibility to log back into NSUConnect and actually register for the course.
<i>You require re-admission prior to registration</i>	You did not register for the term in which you were admitted.	Contact the Admissions Office for assistance.
<i>You require re-admission prior to registration.</i>	You registered, but have withdrawn from the admission term.	Contact the University Registrar's Office for assistance.
<i>You require re-admission prior to registration.</i>	Since your last registration, you have not been enrolled for three or more consecutive semesters.	Contact the Admissions Office for assistance.
<i>Academic Standing prohibits registration.</i>	A suspension is still active on your record.	Contact your Academic Advisor for assistance if you are in an active suspension status. After you have served your suspension term, contact the University Registrar's Office for assistance.