

Who to contact if you encounter a problem with Web Registration

<u>Login/WebAdvisor Access</u>		<u>Contact</u>
Unable to log in to WebAdvisor		Student Records x6060
WebAdvisor page won't load		Student Records x6060
<u>Holds</u>	<u>Error Message</u>	<u>Contact</u>
Business Office	"Please call the Business Office"	Business Office x7023
Chapel	"You have exceeded 12 chapel absences for the semester"	Campus Pastor's Office x6170
Going on Off-Campus Program	"You may not register for on campus classes."	You do not need to register since you are going off-campus
Major Declaration	"You must submit a major declaration form in order to register."	Have Major Declaration form signed by your advisor and return to the Student Records Office
Application for Degree	"You must submit an application for degree before you can register."	Jennifer Salemann x6206
<u>Registration Restrictions</u>	<u>Error Message</u>	<u>Contact</u>
Advisor Clearance	"This student has not been cleared by the advisor."	Your Advisor
Audit a course	"Taking this course for Audit is not allowed."	Instructor of course
First Year Students restricted from taking upper-division courses	"You are restricted from taking upper division courses"	Instructor of course
Honors Courses -- must have a 3.5 GPA	"You are not eligible for honors courses."	Instructor of course
Instructor's Consent	"Student requires instructor's consent to register."	Instructor of course
Overload -- must have a 3.0 GPA to take more than 18 units	"You are not eligible for more than 18 units. Petition required."	Submit petition to Student Records Office. If your petition is approved, you will need to add the course in the Student Records Office
2 PE Courses	"You may not register for two PEA courses for credit in a semester."	
Prerequisites	"Prerequisites have not been started" or "Prerequisites are not fully met"	Instructor of course
Take course Pass/No Credit	"Taking this course for Pass/No Pass in not allowed."	Instructor of course