



UNIVERSITY
OF MANITOBA

| Registrar's Office

Registration Error Messages and Resources

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The following are examples of errors that students may encounter during registration, and the resources available to assist you when they contact you. If you have questions or your students receive errors that you are unable to resolve, contact the following:

1. your advising coordinator or another advisor in your faculty/college/school for assistance
2. the academic scheduler in the faculty/college/school offering the course
3. your Records Advisor in the Registrar's Office
(<http://intranet.umanitoba.ca/student/records/contact.html>)

Error or Problem Type	Example	Hint /Resources
Error message or problem related to registration dates	<ul style="list-style-type: none"> • <i>Error: Registration changes are not allowed. Course status dates not within range for part of term.</i> • The action box is not available in Aurora 	Confirm the registration dates applicable to the course.
Error message or problem related to time tickets	<ul style="list-style-type: none"> • <i>Error: You have no Registration Time Ticket. Please contact your faculty/school advising office.</i> • Student thinks their time ticket is incorrect. 	Protocol – Change Student Time Tickets Fall/Winter Registration http://intranet.umanitoba.ca/student/records/media/Change_Student_Registration_Times.pdf
Error message or problem related to specific course	<ul style="list-style-type: none"> • <i>Error: Section is closed (when there is space available and there is no waitlist)</i> • <i>Error: Linked course required.....</i> • The action box is not available in Aurora • <i>Error: An error has prevented the processing of your transaction. Please inform your Registrar that a Communication Error has occurred.</i> 	<p>Is the course cross-listed? Is the Cross List Maximum Enrolment equal to the sum of the Section Maximum Enrolments?</p> <p>Are the courses linked correctly? Is the student registering for the correct lecture/lab combination?</p> <p>Linked errors often show up as the first error reported, even though that is not the actual problem (i.e., student has a time conflict, prerequisite error)</p> <p>Is the course web-enabled on SSASECT?</p> <p>Contact your Records Advisor in the Registrar's Office directly if students encounter this particular error. http://intranet.umanitoba.ca/student/records/contact.html</p>

Prerequisite or Co-requisite Errors	<ul style="list-style-type: none"> Student meets the prerequisites outlined in the calendar but is getting a prerequisite or co-requisite error 	Contact Gloria.Saindon@umanitoba.ca in the Registrar's Office
Mutually Exclusive, Sequence, Topic Matters Errors (look at both courses that are mutually exclusive)	<ul style="list-style-type: none"> <i>Error: Mutual Exclusion – SUBJ CRSE is similar to this course OR the sequence in which you take these courses matters OR the topic matters. Please contact your faculty for permission and more information.</i> 	<p>Protocol – Applying SEQ, TOPIC, MUTEX Overrides http://intranet.umanitoba.ca/student/records/media/Applying_SEQ_TOPIC_MUTEX_Overrides.pdf</p> <p>If you note a mutually exclusive error that does not seem like it should be an error, contact Angela.Bailly@umanitoba.ca in the Registrar's Office</p>