University of Manitoba

Aurora Self Service Registration

Updated: November 11, 2010
Self-Service Registration

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Aurora Self Service vs INB (Banner)

Aurora Self-Service should be the primary application you use to answer questions about a student’s registration. There is less chance for error and it’s easier to find the information you are looking for as opposed to going through a number of INB forms.

Logging into Aurora

Access Aurora Student through the U of M Home Page and click on Aurora Student or bookmark the URL: https://aurora.umanitoba.ca/banprod/twbkwbis.P_GenMenu?name=homepage

Select “Enter Secure Area”

Enter your Employee ID (E123456) and your 6 digit pin number. (NOTE: your PIN is not your INB Banner Password). If you are accessing Aurora for the first time enter your date of birth as your PIN (YYMMDD). You will then be asked to change your PIN, and for security reasons, it can no longer be your birthdate.

The Advisor Menu

Click the “Advisor Services” tab to access the menu you will use to find student information:
Registration Concepts

Term Dependent vs Term Independent Items

The Advisor menu is broken up into Term Dependent and Term Independent items. Selecting an item under the Term Dependent Items will display records that are specific to a term and will only show records for the term selected. Selecting any Term Dependent Item will bring up the select term screen. Select the term and the page you selected under the Term Dependent Items will appear.

Term Independent Items will display records for the student since banner was launched in 2006 with the exception of the Academic Transcript and the Pre 2006 Academic History.

Student Contact Information

Click to view the student’s address, phone and email.

Time Tickets

Most students at the U of M register through the Aurora System. In order to register in Aurora, students require a time ticket based on their program or GPA. Time tickets are assigned about a week before our registration periods open. To view a student’s ticket, click Registration Time and Status. If a student believes their time ticket is incorrect or the student does not have a time ticket assigned, ask your student advisor to confirm and/or correct ticket for the student.
This page will also display any Registration Overrides that have been afforded to the student. Registration overrides can be provided prior to registration. This page also displays the student’s program information.

- You have no Holds which prevent registration.
- Your Academic Standing is Not Applicable which permits registration.
- Your Student Status permits registration.

### Registration Permits and Overrides

<table>
<thead>
<tr>
<th>Permit/Override</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Restriction Override</td>
<td>FREN</td>
<td>1150 INTRO FRENCH</td>
<td></td>
</tr>
<tr>
<td>Level Restriction Override</td>
<td>FREN</td>
<td>1150 INTRO FRENCH</td>
<td></td>
</tr>
<tr>
<td>Special Approval Granted</td>
<td>24699 EDUC</td>
<td>7080 LANG &amp; RHET ED</td>
<td></td>
</tr>
<tr>
<td>Special Approval Granted</td>
<td>24699 EDUC</td>
<td>7180 READ EDUCATION</td>
<td></td>
</tr>
</tbody>
</table>

### Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Institutional</td>
<td>42.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Institutional</td>
<td>67.000</td>
</tr>
</tbody>
</table>

### Curriculum Information

**Current Program**

- Level: Graduate
- Program: Graduate Studies-PhD
- Admit Term: Fall 2008
- Admit Type: Regular Student
- Catalog Term: Fall 2008
- Faculty: Faculty of Graduate Studies
- Campus: Main (Fort Garry & Bannatyne)
- Major: Education
- Major Concentration: Language and Literature

### Pre-requisites

Students often are prevented from registering for a course with a Pre-requisite Error. Your task is to find out exactly what the pre-requisites for the course are by checking the course calendar.

Once the prerequisites for the course have been determined, you or your faculty student advisor must verify if the student in fact has the pre-req (or an equivalent to the pre-req) by looking at their transcript or Registration History (Post banner implementation (Fall 2006)).

Remember there are grades assigned to pre-req courses so even though the course may show up on the student’s transcript, they may not have a high enough grade to get the pre-req.
Student Program information

Click the View General Record link to view information about a student’s program. You must enter a term. This is helpful in determining if a student is registered for a term, the year they were admitted to the program, their major, if they are an active student, etc.

General Record

Student Information effective from Fall 2008 to The End of Time

Registered for Term: No
First Term Attended: 2004-2005 Regular Session-05R
Last Term Attended: Winter 2009
Status: Active
Residence: Canadian Citizen
Citizenship: Canadian citizen
Student Type: Continuing
Rate: Regular Student
Class: Year 1

Curriculum Information

Current Program
B.M.R. P.T

Level: Undergraduate
Program: Physical Therapy-BMR PT
Admit Term: Fall 2008
Admit Type: Regular Student
Catalog Term: Fall 2008
Faculty: School of Medical Rehab.
Campus: Main (Fort Garry & Bannatyne)
Major: Physical Therapy

RELEASE: 7.0
Holds

To view a student hold, click Select ID in the Term Independent items, enter the student number, confirm it is the student you wish to view, select View Holds.

Academic units should only end the holds that they applied.

You should be aware of holds that your department/unit puts on students.

Term Spanning Courses

A term spanning course is a course that is split between two terms. The U of M has Fall/Winter and Winter/Summer (Distance) spanned courses. Students register in the first half of the spanned course and the system register’s them in the second half. Fees are split equally between the two terms.

Professors grade the second half of the course and the system applies the same grad to the first half. On the Transcript, spanned courses are shown in both terms with equal credit hours. They are noted on the transcript by having (Part A) in the title of the first half, and (Part B) in the title of the second half.
Class Lists

To view all students who have registered for a class, enter the term you wish to view the section in Term Dependent items, then Click Access Class Lists. Select from the list of sections or enter the CRN directly. All students who are currently registered, including those students who have VW’d the course will be displayed. To save the class list to an Excel spreadsheet, scroll to the bottom of the page and click Download Class list. The Class List will be displayed in Excel.

Course Information
Greek History: Classical Greece, 479-323 BC - CLAS 2150 A01
CRN: 20000
Duration: Jan 08, 2009 - Apr 09, 2009
Credits: 3
Location: UNIVERSITY COLLEGE Rm 298
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment:</td>
<td>53</td>
<td>37</td>
</tr>
<tr>
<td>Cross List:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Grade Mode</th>
<th>Level</th>
<th>Degree</th>
<th>Program</th>
<th>Major</th>
<th>Class</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Registered</td>
<td>Undergraduate B.A.</td>
<td>Arts-BA</td>
<td>History</td>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Registered</td>
<td>Undergraduate B. Sc. A.</td>
<td>Arts-BA</td>
<td>General</td>
<td>Undeclared</td>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Registered</td>
<td>Undergraduate B. Sc. (Major)</td>
<td>Science-BSc</td>
<td>Major Co-op</td>
<td>Computer</td>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Voluntary Withdrawal</td>
<td>Undergraduate Not Seeking Credential</td>
<td>Special</td>
<td>Undeclared</td>
<td>Special Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Voluntary Withdrawal</td>
<td>Undergraduate B. A. (Adv.)</td>
<td>Arts-BA</td>
<td>History</td>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Registration

To view a student’s current registration, Select ID (Term independent items), enter the student ID, click Registration History from the menu.

Registration History for

Information for

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

For information on Grade Modes, click on HELP above the menu bar.

<table>
<thead>
<tr>
<th>Associated Term</th>
<th>CRN</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits Level</th>
<th>Status</th>
<th>Grade Mode</th>
<th>Final Grade</th>
<th>Grade Comment</th>
<th>Grade Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2009</td>
<td>23423</td>
<td>EDUC 7406</td>
<td>Seminar in Adult and Post-Secondary Education</td>
<td>3.000</td>
<td>Graduate Registered Aug 07, 2006</td>
<td></td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2009</td>
<td>24599</td>
<td>EDUC 7090</td>
<td>Language and Rhetoric Education (Part B)</td>
<td>1.500</td>
<td>Graduate Registered Aug 07, 2006</td>
<td></td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2009</td>
<td>24599</td>
<td>EDUC 7100</td>
<td>Reading Education (Part B)</td>
<td>1.500</td>
<td>Graduate Registered Aug 07, 2008</td>
<td></td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2009</td>
<td>21104</td>
<td>FREN 1150</td>
<td>Introductory French (Part B)</td>
<td>3.000</td>
<td>Graduate Registered Aug 19, 2008</td>
<td></td>
<td>X</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Winter 2009</td>
<td>21129</td>
<td>FREN 1150</td>
<td>Introductory French (Part B)</td>
<td>0.000</td>
<td>Graduate Registered Aug 19, 2008</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>14678</td>
<td>EDUC 7840</td>
<td>Qualitative Research Methods in Education</td>
<td>3.000</td>
<td>Graduate Registered Aug 07, 2008</td>
<td></td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>14793</td>
<td>EDUC 7090</td>
<td>Language and Rhetoric Education (Part A)</td>
<td>1.500</td>
<td>Graduate Registered Aug 07, 2008</td>
<td></td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>14796</td>
<td>EDUC 7100</td>
<td>Reading Education (Part A)</td>
<td>1.500</td>
<td>Graduate Registered Aug 07, 2008</td>
<td></td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>11175</td>
<td>FREN 1150</td>
<td>Introductory French (Part A)</td>
<td>3.000</td>
<td>Graduate Registered Aug 19, 2008</td>
<td></td>
<td>X</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>11190</td>
<td>FREN 1150</td>
<td>Introductory French (Part A)</td>
<td>0.000</td>
<td>Graduate Registered Aug 19, 2008</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This will show all of the courses a student has taken in Banner since we went live in the fall of 2006, including the current term (if any).

The Grade mode column represents the type of grading system for each student.

A = Audit
C= Challenge
O= Taken as an occasional course (Grad Studies)
X = Taken as an auxiliary course (Grad Studies)
N= Not a graded course
Adding a Course

From the Advisor menu, Click Add or Drop Classes, enter the appropriate term, enter the student id, the add/drop screen appears.

Add or Drop Classes

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If the options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Web</td>
<td>None</td>
<td>30807 PT</td>
<td>1740</td>
<td>A09</td>
<td>Undergraduate</td>
<td>7.000 Pass/Fail</td>
<td>Cardiorespiratory Clinical Education</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 7.000
Billing Hours: 7.000
Maximum Hours: 95.000
Date: Jun 19, 2009 03:41 pm

Add Classes Worksheet

CRNs

Submit Changes | Look Up Classes | Reset

If the student has already registered for courses in the selected term, the schedule of classes will appear as above.

If you know the crn(s) of the section(s), you may enter them on the worksheet at the bottom of the page.
If the crn is not known, click the Look Up Classes tab under the worksheet which allows course searching with a number of different criteria.

Select the Subject (the only required field) and other information to refine your search.
All courses will be displayed. The section without the box in the select column is the course the student is already registered. Sections available for registration display an empty box in the select column. Check the box and click “Register” at the bottom of the page to register the student in that section. You can check multiple boxes to register students in more than one section or register a student in a lecture/lab combo.

The system automatically adds the second half of a spanned course in self service. It is good practice to enter spanned courses one at a time (system performance).
Dropping/Withdrawing a Section

To drop a student from a section, click the action box to display registration options. Select Drop Web, then click Submit changes at the bottom of the page. Note: The system will drop the student from both halves of the spanned course. You must be in the Fall term to add or drop students from spanned courses.

The Action available will depend on the time of the drop/withdraw.

Drop web - available during the registration period.

Voluntary Withdrawal Web – available until last date to VW

Withdraw from Course – only available on courses with irregular start dates

Adding a Registration Override

Self-Service will allow advisors to add overrides to specific courses where a student has permission to take a course that they are blocked from registering themselves.

Select the Registration Overrides link from the Term Dependent items list.
Select the term in which the override will apply.
Enter the Student Number.

Registration Overrides for

1. Choose an Override from the dropdown menu, and enter a Course number (e.g. MATH 1020) - which you wish to have the override apply, or you can have it apply to all sections.

<table>
<thead>
<tr>
<th>Override</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Submit

Current Student Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
<th>Activity Date Entered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat Override</td>
<td>ECON 1200</td>
<td>Nov 15, 2010 SLIPPERT</td>
</tr>
</tbody>
</table>
The page will display the name of the student (not the student number so be sure you have the right student!) and any overrides that exist in that term for that student.

Select the appropriate override from the dropdown list.

Enter the subject AND course number in the correct format (all caps subject, space, course number)

If multiple sections exist, select “All” (the default) if you will allow the student to register in any section of the course or select a section number to allow the student to register for a specific section.

**Registration Override for**

---

**Registration Overrides**

<table>
<thead>
<tr>
<th>Override</th>
<th>Course Number</th>
<th>Section</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Restriction</td>
<td>ENGL 0930</td>
<td>All</td>
<td>Nov 17, 2010</td>
</tr>
</tbody>
</table>

---

The Override is recorded in SFASRPO (in INB) and will show in self service for the student and advisor.
Resolving Registration Errors in Aurora

Error messages display when you attempt to register a student who doesn’t meet certain section specific criteria permitting them to register in the course.

ALL OVERRIDEs NOTED BELOW REQUIRE WRITTEN PERMISSION FOR THE STUDENT BEFORE THE OVERRIDE IS PERMITTED!!!

Remember, the override needs to be applied to both terms of a spanned course!!

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link course required</td>
<td>See Link Errors in Appendix</td>
</tr>
<tr>
<td>Register in Part A-12317</td>
<td>Student attempted registration for spanned course. Instead of adding the CRN for Part A/Fall term <strong>first</strong>, student added the CRN for Part B/Winter Term first.</td>
</tr>
<tr>
<td></td>
<td>• Student has to enter CRN for Part A <strong>first</strong> (in the appropriate term) for the customization to work properly.</td>
</tr>
<tr>
<td></td>
<td>• System displays the correct CRN for student to enter.</td>
</tr>
<tr>
<td></td>
<td>• Registration is sometimes successful in <strong>only</strong> either part A or B.</td>
</tr>
<tr>
<td></td>
<td>• The Registrar’s Office runs a report to find spanned course registration errors. Home Faculties may be contacted to fix the errors or advise of special circumstances for the error.</td>
</tr>
<tr>
<td>Term span error in 12022 and Term span error in 21098</td>
<td>Student attempted to register in a spanned course, and registration could not successfully be completed for <strong>one</strong> part of the spanned course</td>
</tr>
<tr>
<td></td>
<td>• Check to make sure student is registered in Part A of the spanned course.</td>
</tr>
<tr>
<td></td>
<td>• Registration is sometimes successful in <strong>only</strong> either part A or B.</td>
</tr>
<tr>
<td></td>
<td>• The Registrar’s Office runs a report to find spanned course registration errors. Home Faculties may be contacted to fix the errors or advise of special circumstances for the error.</td>
</tr>
<tr>
<td>Error in Part B - 21172</td>
<td>• Student attempted to register in a spanned course and registration could not successfully be completed for <strong>Part B</strong> of the spanned course.</td>
</tr>
<tr>
<td></td>
<td>• Registration is sometimes successful in <strong>only</strong> either part A or B.</td>
</tr>
<tr>
<td></td>
<td>• The Registrar’s Office runs a report to find spanned course registration errors. Home Faculties may be contacted to fix the errors or advise of special circumstances for the error.</td>
</tr>
<tr>
<td>Error Message</td>
<td>Explanation</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Campus Restriction               | Student attempted to register for a course restricted to a certain campus — student’s home campus (SGASTDN) is excluded from registration in that particular course.  
  - Examples of Campuses include: *Campus may be Main (Fort Garry & Bannatyne), CMB (Campus Manitoba), STB (CUSB St. Boniface College)*  
  - Use Campus Restriction override in the override menu.  |
| College (Faculty) Restriction    | Student attempted to register in a course restricted to certain faculties – student’s faculty (SGASTDN) is excluded from registration in that particular course (SSARRES).  
  - Use College override in the override menu.  |
| Class (Year) Restriction         | Student attempted to register for a course restricted to a certain year – student’s year (SGASTDN) is excluded from registration in that particular course (SSARRES).  
  - Use Class Restriction override in the override menu.  |
| Level Restriction                | Student attempted to register for course that does not meet the Level - levels can be set at: Undeclared (00), Undergraduate (UG), Graduate (GR) Education Extension Diploma (CE), Non-Degree/Non-Diploma (ND), Post Graduate medical Ed (PG)  
  - Use Level Restriction override in the override menu.  
  - Many courses at the 3000 or 4000 level are set so that the course automatically defaults to the student’s level when registering for a course. For example, MATH 4250 is set at both the UG and GR levels in the second block of SCACRSE for the term 200605. If an undergraduate student registers for the course, the level in SFAREGS will default to UG. If a graduate student registers for the course, the level in SFAREGS will default to GR. Problems with level must be fixed in SCACRSE.  |
| Major Restriction                | Student attempted to register in course restricted to certain Majors – student’s Major (SGASTDN) is excluded from registration in that particular course (SSARRES).  
  - Use Major Restriction override in the override menu.  |
| Program Restriction              | - Student attempted to register in a course restricted to certain Faculties.  
  - Use Program Restriction override in the override menu.  |
| PREQ and TEST Score-Error        | Student attempted registration in a course for which prerequisites or Test Scores are set up  
  - Student does not have the necessary prerequisites or Test Scores in the system.  
  - Confirm the Pre-requisite in the Academic Calendar  
  - Click Academic Transcript from the Advisor Menu to see if student meets the pre-req  
  - Use “Prerequisite Waiver” in the override menu.  |
| Time Conflict with 21475         | Student attempted registration in courses with overlapping timetables.  
  - Error message displays the CRN of the course with which the time conflict occurs.  
  - Use Allow Time Table conflict in the override menu.  |
<table>
<thead>
<tr>
<th>Error Message</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Advisor, Instructor, Department Head, Approval Required | Student attempted registration in course that requires Special Approval (SSASECT)  
• Student must obtain appropriate approval documentation.  
• Use Special Approval Granted in the override menu.  

| DUPL CRSE WITH SEC-21485 | Student attempted to register for the same course number with different CRNs in the same term.  
• Error message will display CRN of the duplicate course  
• Registration in Topics courses with the same course numbers but different titles will generate this error if the student attempts to register for 2 topics courses in the same term  
• Use Allow Duplicate Course in the override menu.  

| DUPL EQUIV WITH SEC-12031 | Student attempted to register in an equivalent course.  
Example: Student is registered in ECON 1200 A09. Student now attempts to register for ECON 1220 R02. Catalog states “Students may not hold credit for ECON 1200 and Econ 1220”.  
• Error message will display CRN of the duplicate course.  
• Use Allow Duplicate Course in the override menu.  

| Maximum Hours Exceeded | Student is already registered in courses with a total credit hour count meeting the allowed maximum hours for that term (set for that student). Registration in any additional courses would exceed the maximum hours allowed.  
Maximum hours are set in SFAREGS. The student advisor sets max hours.  

| RPT HRS EXCEED 3 | Student attempted registration in course that the student has previously taken.  
• The system may also read Special Topics courses as a repeat if the first topics course has a legacy course number. For example, if a student has successfully completed 128.400 and attempts to register for ENVR 4000, the system will generate a repeat error, even if the topics are different.  
• Use Repeat override in the override menu.  

| Closed Section and Closed Section-X | Student attempted to register for a course that is full.  
• Student must obtain appropriate approval documentation  
Use Full Capacity/Space override in the override menu.  
(CAPACITY overrides may only be placed by staff authorized by the teaching faculty/school of the COURSE.)  

| Reserve Closed | Student attempted registration in course on which a Reserve has been placed. This course is reserved for a specific group of students.  
• Try registering for another section.  

APPENDIX

LINK Course Required ERRORS

Ninety-nine percent of 'link errors' are actually time table conflict errors. The following information has been added to the Ask UManitoba information. Students will see this information if they inquire about a link error:

If you have received an error message that indicated that there is a "link error" (i.e link error: B1), it means one of the following:

- The lab section you have tried to register for is full.
- There is a conflict in your schedule that will not allow you to register for the particular lab section that you have requested.
- The lab section you have tried to register for is restricted to a student type that you do not belong to.
- The lab section you tried to register for is not one of the approved lab sections for the specific lecture section you registered for.
- You have attempted to register for a lecture section without registering for any of the required lab sections.
- You are already registered in the maximum 15 credit hours for that particular term.

How to deal with this issue:

1. Check your specific class in the Class Schedule to see which lab sections are approved for the lecture section you are interested in. The Look Up Classes screen will not contain this information, you will need to click on the CRN number to go to the Class Schedule entry. The restrictions for a particular class are listed in Detailed Class Information which can be accessed by clicking on the title of the course in the Class Schedule.

2. Check your Week at a Glance from the main Registration screen to see if you have a conflicting course at the same time as the lab section you tried to add. The Student Detail Schedule screen will tell you how many credit hours you are registered in. Please note that both these screens will only display courses from your selected term (for example Fall or Winter or Summer 1 or Summer 2).

Office staff under no circumstances should override a link error which will cause the student to be registered for two classes that occur at the same time. Students should be carefully checking the times that lecture labs are offered. If they get an error message, it is important to ask if a timetable error is on their screen. Once again, if a timetable error occurs, the system still attempts to register the student which causes the link error. Every office staff person at the U of M should be made aware of this.

Also, if either section is full, the link error is generated.