



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:

The screenshot shows the 'Advisor Services' tab selected in a navigation bar. The main content area is titled 'Advisors Menu' and is divided into two sections: 'Term Dependent Items' and 'Term Independent Items'. The 'Term Dependent Items' section includes links for 'Select Term', 'Select ID', 'View General Record', 'Registration Time and Status', 'Registration Overrides', 'Add or Drop Classes', 'Access Class Lists', 'Class Schedule', and 'Course Catalog'. The 'Term Independent Items' section includes links for 'Select ID (Term Independent)', 'Student Contact Information', 'Student Weekly Schedule', 'View Holds', 'View Test Scores', 'Registration History', and 'Student Fee Account'. Below these are sections for 'Displays of Academic History' (Aurora Academic Transcript, Pre-September 2006 Academic History, Display Academic History by Degree, Display Academic History by Term, Display Academic History by Grade) and 'View T2202A Tax Credit Form' (For the Tax Year 2008 & forward, For the Tax Year 2007 & prior). Other links include 'Degree Evaluation' and 'Faculty & Advisor Security Information'. A footer note states 'Under construction - coming soon!'.

Personal Information | Enrolment & Academic Records | Faculty Services | **Advisor Services** | Faculty Support Services

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Advisors Menu

Term Dependent Items

- Select Term
- Select ID
- View General Record
- Registration Time and Status
- Registration Overrides
- Add or Drop Classes
- Access Class Lists
- Class Schedule
- Course Catalog

Term Independent Items

- Select ID (Term Independent)
- Student Contact Information
- Student Weekly Schedule
- View Holds
- View Test Scores
- Registration History
- Student Fee Account

Displays of Academic History

- Aurora Academic Transcript
- Pre-September 2006 Academic History
- Display Academic History by Degree
- Display Academic History by Term
- Display Academic History by Grade

View T2202A Tax Credit Form

- For the Tax Year 2008 & forward
- For the Tax Year 2007 & prior

Degree Evaluation

Faculty & Advisor Security Information

Under construction - coming soon!

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.

Personal Information

Enrolment & Academic Records

Faculty Services

Advisor Services

Faculty Support Services

Advisor View Registration Status

You may register during the following times

From	Begin Time To	End Time
Jun 15, 2009	09:00 am	Mar 19, 2010 11:59 pm

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

Permit/Override	CRN	Subject	Course
College Restriction Override	FREN	1150	INTRO FRENCH
Level Restriction Override	FREN	1150	INTRO FRENCH
Special Approval Granted	24598	EDUC	7080 LANG & RHET ED
Special Approval Granted	24599	EDUC	7100 READ EDUCATION

Earned Credit

Level	Type	Hours
Graduate	Institutional	42.000
Undergraduate	Institutional	87.000

Curriculum Information

Current Program

Ph.D.	
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.

Personal Information

Enrolment & Academic Records

Faculty Services

Advisor Services

Faculty Support Services

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.

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 Please note that some holds are sensitive and may not display on this page.

Administrative Holds

Hold Type	Hold Applied	Amount	Reason	Originator	Processes Affected
Advisor Hold	Apr 09, 2009		FGS - Provision Hold		Registration
Department Hold	Sep 11, 2008				Registration

[\[ID Selection \]](#)

RELEASE: 7.0

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 registers 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.

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Class Lists

Term: Winter 2009
Jun 19, 2009 11:56 am



An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in his/her primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

Course Information

Greek History: Classical Greece, 479-323 BC - CLAS 2150 A01

CRN: 20030
Duration: Jan 06, 2009 - Apr 09, 2009
Credits: 3
Location: UNIVERSITY COLLEGE Rm: 238
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	53	37	16
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	GradeMode/ AutoGrade	Level	Degree	Program	Major	Class	Phone	Email
1			Registered Web		Undergraduate	B.A.	Arts-BA General	History	Year 3		ba.ca
2			Registered		Undergraduate	B.es A.	Arts-BA général	Undeclared	Year 2		ba.ca
3			Registered Web		Undergraduate	B.Sc.(Maj.)	Science-BSc Major Co-op	Computer Science	Year 3		ba.ca
4			Voluntary Withdrawal Web	VW	Undergraduate	Not Seeking Credential	Special	Undeclared	Special Student		ba.ca
5			Voluntary Withdrawal	VW	Undergraduate	B.A.(Adv.)	Arts-BA Advanced	History	Year 3		ba.ca

Student Registration


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

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Registration History for

Jun 19, 2009 03:26 pm

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.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Grade Mode	Final Grade	Grade Comment	Grade Change Reason
Winter 2009	23423	EDUA 7408	Seminar in Adult and Post-Secondary Education	3.000	Graduate	Registered Web Aug 07, 2008		A		
Winter 2009	24598	EDUC 7080	Language and Rhetoric Education (Part B)	1.500	Graduate	Registered Web Aug 07, 2008		A+		
Winter 2009	24599	EDUC 7100	Reading Education (Part B)	1.500	Graduate	Registered Web Aug 07, 2008		A+		
Winter 2009	21104	FREN 1150	Introductory French (Part B)	3.000	Graduate	Registered Aug 19, 2008	X	A		
Winter 2009	21129	FREN 1150	Introductory French (Part B)	0.000	Graduate	Registered Aug 19, 2008	X			
Fall 2008	14678	EDUA 7840	Qualitative Research Methods in Education	3.000	Graduate	Registered Web Aug 07, 2008		A+		
Fall 2008	14790	EDUC 7080	Language and Rhetoric Education (Part A)	1.500	Graduate	Registered Web Aug 07, 2008		A+		
Fall 2008	14796	EDUC 7100	Reading Education (Part A)	1.500	Graduate	Registered Web Aug 07, 2008		A+		
Fall 2008	11175	FREN 1150	Introductory French (Part A)	3.000	Graduate	Registered Aug 19, 2008	X	A		
Fall 2008	11198	FREN 1150	Introductory French (Part A)	0.000	Graduate	Registered Aug 19, 2008	X			

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.

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Add or Drop Classes

Term: Summer Session 2009
Jun 19, 2009 03:41 pm

i 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 no 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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered Web on Apr 16, 2009	None	30807	PT	1740	A03	Undergraduate	7.000	Pass/Fail		Cardiorespiratory Clinical Education

Total Credit Hours: 7.000
Billing Hours: 7.000
Maximum Hours: 99.000
Date: Jun 19, 2009 03:41 pm

Add Classes Worksheet

CRNs											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Submit Changes"/>	<input type="button" value="Look Up Classes"/>	<input type="button" value="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.

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Look-Up Classes

Term: Summer Session 2009
Jun 19, 2009 03:45 pm

i Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.

Subject: Accounting | Agriculture | Agriculture Diploma | [View Subjects by Faculty, School and Department.](#)

Course Number: **Tip: Enter the four digit course number, if known.**

Campus: All | CUSB (St. Boniface College) | Campus Manitoba

Part of Term: All | August Day | Dist Ed Summer

Instructor: All | Abarin, Taraneh | Abraham, Ginette Irene Marie

Attribute: All | Aboriginal Comm Wellness | Aboriginal Focus Courses

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

[[Student Schedule](#) | [Student Detail Schedule](#)]

Select the Subject (the only required field) and other information to refine your search.

Sections Found

Physical Therapy

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
	13217	PT	2720	A01	M	3.000	Electro-Physical Agents in Physical Therapy Management	TBA		52	2	50	Barbara L. Shay (P)	08/24-12/18	TBA	Wet/Bench /Language Lab
								TBA					Barbara L. Shay (P)	08/24-12/18	TBA	Wet/Bench /Language Lab

This section will be assessed a lab fee.

<input type="checkbox"/>	***13222	PT	2750	A01	M	1.000	Rehabilitation Exercise 2 (Part A)	TBA		52	0	52	Maureen M. Walker (P)	08/24-12/18	TBA	
								TBA					Maureen M. Walker (P)	08/24-12/18	TBA	

Part B course - (CRN) 23025 (Associated Term) Winter 2010 (Title) Rehabilitation Exercise 2 (Part B) [View Details](#)

This section will be assessed a lab fee. Full Year Course (Sept - Apr). Registration in Part A will automatically register you in Part B (Winter term).

<input type="checkbox"/>	***13225	PT	2760	A01	M	3.000	Orthopedic Assessment and Management 1 (Part A)	TBA		52	0	52	Robert M. McMurray (P)	08/24-12/18	TBA	Wet/Bench /Language Lab
								TBA					Robert M. McMurray (P)	08/24-12/18	TBA	Wet/Bench /Language Lab

Part B course - (CRN) 23026 (Associated Term) Winter 2010 (Title) Orthopedic Assessment and Management 1 (Part B) [View Details](#)

This section will be assessed a lab fee. Full Year Course (Sept - Apr). Registration in Part A will automatically register you in Part B (Winter term).

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.

Current Schedule

Status	Action	Associated Term	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 19, 2009	None	Fall 2009	13217	PT	2720	A01	Undergraduate	3.000	Standard	Letter Grade	Electro-Physical Agents in Physical Therapy Management
Registered Web on Jun 22, 2009	None	Fall 2009	13225	PT	2760	A01	Undergraduate	3.000	Standard	Letter Grade	Orthopedic Assessment and Management 1 (Part A)
Registered Web on Jun 22, 2009		Winter 2010	23026	PT	2760	A01	Undergraduate	3.000	Standard	Letter Grade	Orthopedic Assessment and Management 1 (Part B)

Submit Changes Look Up Classes Reset

[ID Selection | Term Selection | Registration Overrides]

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

 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.

Registration Overrides

Override	Course Number
None	<input type="text"/>
None	<input type="text"/>
None	<input type="text"/>

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Repeat Override	ECON 1200	Nov 15, 2010	SLIPPERT

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

Override	Course Number	Section	Activity Date
College Restriction Override	ENGL 0930	All	Nov 17, 2010

Submit

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!!

Error Message	Explanation
Link course required	See Link Errors in Appendix
Register in Part A-12317	<p>Student attempted registration for spanned course. Instead of adding the CRN for Part A/Fall term first, student added the CRN for Part B/Winter Term first.</p> <ul style="list-style-type: none"> • Student has to enter CRN for Part A first (in the appropriate term) for the customization to work properly. • System displays the correct CRN for student to enter. • Registration is sometimes successful in only either part A or B. • 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.
Term span error in 12022 <i>and</i> Term span error in 21098	<p>Student attempted to register in a spanned course, and registration could not successfully be completed for one part of the spanned course</p> <ul style="list-style-type: none"> • Check to make sure student is registered in Part A of the spanned course. • Registration is sometimes successful in only either part A or B. • 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.
Error in Part B - 21172	<ul style="list-style-type: none"> • Student attempted to register in a spanned course and registration could not successfully be completed for Part B of the spanned course. • Registration is sometimes successful in only either part A or B. • 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.

Error Message	Explanation
Campus Restriction	<p>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</p> <ul style="list-style-type: none"> • Examples of Campuses include: <i>Campus may be Main (Fort Garry & Bannatyne), CMB (Campus Manitoba), STB (CUSB St. Boniface College)</i> • Use Campus Restriction override in the override menu.
College (<i>Faculty</i>) Restriction	<p>Student attempted to register in a course restricted to certain faculties – student's faculty (SGASTDN) is excluded from registration in that particular course (SSARRES)</p> <ul style="list-style-type: none"> • Use College override in the override menu.
Class (<i>Year</i>) Restriction	<p>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)</p> <ul style="list-style-type: none"> • Use Class Restriction override in the override menu.
Level Restriction	<p>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)</p> <ul style="list-style-type: none"> • 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	<p>Student attempted to register in course restricted to certain Majors – student's Major (SGASTDN) is excluded from registration in that particular course (SSARRES)</p> <ul style="list-style-type: none"> • Use Major Restriction override in the override menu.
Program Restriction	<ul style="list-style-type: none"> • Student attempted to register in a course restricted to certain Faculties. • Use Program Restriction override in the override menu.
PREQ and TEST Score-Error	<p>Student attempted registration in a course for which prerequisites or Test Scores are set up</p> <ul style="list-style-type: none"> • 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	<p>Student attempted registration in courses with overlapping timetables.</p> <ul style="list-style-type: none"> • Error message displays the CRN of the course with which the time conflict occurs. • Use Allow Time Table conflict in the override menu.

Error Message	Explanation
Advisor , Instructor, Department Head, Approval Required	<p>Student attempted registration in course that requires Special Approval (SSASECT)</p> <ul style="list-style-type: none"> • Student must obtain appropriate approval documentation. • Use Special Approval Granted in the override menu.
DUPL CRSE WITH SEC-21485	<p>Student attempted to register for the same course number with different CRNs in the same term.</p> <ul style="list-style-type: none"> • 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	<p>Student attempted to register in an equivalent course.</p> <p>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”.</p> <ul style="list-style-type: none"> • Error message will display CRN of the duplicate course. • Use Allow Duplicate Course in the override menu..
Maximum Hours Exceeded	<p>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.</p> <p>Maximum hours are set in SFAREGS. The student advisor sets max hours.</p>
RPT HRS EXCEED 3	<p>Student attempted registration in course that the student has previously taken.</p> <ul style="list-style-type: none"> • 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 <i>and</i> Closed Section-X	<p>Student attempted to register for a course that is full.</p> <ul style="list-style-type: none"> • Student must obtain appropriate approval documentation <p>Use Full Capacity/Space override in the override menu.</p> <p>(CAPACITY overrides may only be placed by staff authorized by the teaching faculty/school of the COURSE.)</p>
Reserve Closed	<p>Student attempted registration in course on which a Reserve has been placed. This course is reserved for a specific group of students.</p> <ul style="list-style-type: none"> • 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.