THE CATHOLIC UNIVERSITY OF AMERICA
Cardinal Students Error Message FAQ

Enrollment Transactions
Common enrollment error messages appear below in alphabetical order.

Error Message	Class XXXX is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.
Explanation	The class is full. If the class has a waitlist you may elect to enroll yourself on to the waitlist. If you enroll onto the waitlist and additional seats open up in the class you will be automatically added to the course as long as: a) enough additional seats open up to reach your position on the waitlist (e.g., if you are in waitlist position #3 then 3 seats need to open up) b) you do not enroll in another course which meets at the same time as this class or has a meeting time that overlaps with this class c) the addition of this course does not put you over the maximum number of credits for which you are permitted to enroll
Who to Contact	If the class does not have a waitlist enabled you should contact the academic department offering the course to inquire as to whether they will add one. If the course does have a waitlist enabled you can enroll yourself onto the waitlist by removing the course from your shopping cart and searching for it again from scratch. Before re-adding the course to your cart, be sure to check the "Wait list if class if full" checkbox. Then, complete the enrollment transaction.

Error Message	Class XXXX is full. There are currently no seats available and the wait list is full.
Explanation	The class has already reached its cap, as has the wait list.
Who to Contact	The academic department offering the course. They can advise you as to whether it's possible to add additional seats to the class or to the wait list.

Error Message	Class XXXX is full. You have been placed on the wait list in position number X.
Explanation	The class has already reached its cap but you have been added to the waitlist. If additional seats open up in the class you will be automatically added to the course as long as: d) enough additional seats open up to reach your position on the waitlist (e.g., if you are in waitlist position #3 then 3 seats need to open up) e) you do not enroll in another course which meets at the same time as this class or has a meeting time that overlaps with this class f) the addition of this course does not put you over the maximum number of credits for which you are permitted to enroll
Who to Contact	There is no need to contact anyone as students on waitlists are added to classes on an hourly basis as long as the three criteria listed above apply; however, if you wish to discuss the likelihood of seats opening up in the class you should contact the academic department offering the course.

Error Message	Department Consent Required. Permission is required to enroll in this course. Contact the academic department for details.
Explanation	The department offering the course requires that each student obtain permission to enroll. An administrator in that department will need to enter the permission into Cardinal Station before you can enroll; simply obtaining verbal permission from the instructor will not grant access to enrollment.
Who to Contact	The academic department offering the course. If they wish to grant you permission to take the course, an administrator in that department will need to enter the Consent Required permission in Cardinal Station before you are able to enroll.

Error Message	Invalid input Value for Units Taken, Class is a X Unit Class. The value entered for units taken is invalid. The value is either below the minimum value or above the maximum value and there is no authorization to override the value. The transaction as not processed.
Explanation	The department changed the credit value of this course at some point after you added the course to your shopping cart.
Who to Contact	There is no need to contact anyone -- just remove the course from your shopping cart and re-add it again from scratch.

Error Message	Permission to enroll in this class is required. This class falls outside of the career of study. Contact your academic dean's office to request enrollment permission.
Explanation	You are attempting to enroll in a class outside of your career (e.g., you are an undergraduate student attempting to enroll in a graduate-level course). This is only permitted with approval of your dean's office.
Who to Contact	Your academic dean's office. If they wish to grant you permission to take the course, an administrator in that department will need to enter the Career Restriction permission in Cardinal Station before you are able to enroll.

Error Message	The combined section class XXXX is full. The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class.
Explanation	While this individual section may still have seats, the section is combined with another class section(s) and enrollment for the combination of sections has reached its limit. (E.g., undergraduate and graduate offerings of the same course which are offered together.)
Who to Contact	The academic department offering the course. They can advise you as to whether it's possible to add additional seats to the combined class offering. Alternately, you may enroll yourself onto the waitlist for the class if the department has enabled one.

Error Message	The grading basis selected is not valid. Select a different grade basis for the class.
Explanation	The department changed the grading basis of this course at some point after you added the course to your shopping cart.
Who to Contact	There is no need to contact anyone -- just remove the course from your shopping cart and re-add it again from scratch.

Error Message	This class requires permission to enroll. This class is scheduled in a session where permission is now required to enroll.
Explanation	It is after the add/drop deadline for this class.
Who to Contact	Your academic dean's office. Approval for enrollment in courses after the add/drop deadline is very rare but, if they wish to grant you permission to enroll late, they can request approval from Provost's office. If approval is granted, an administrator in the dean's office will need to enter the Permission Time Period permission in Cardinal Station before you are able to enroll.

Error Message	Unable to add this class – requisites have not been met. <requisite listed here>
Explanation	You do not meet the requirements for enrollment in the course that are listed in the course catalog.
Who to Contact	The academic department offering the course. If they wish to grant you permission to take the course, an administrator in that department will need to enter the Requisites Not Met permission in Cardinal Station before you are able to enroll.

Error Message	Unable to add this class – term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term. Contact your academic dean's office for assistance.
Explanation	Adding this course would put your total credit-load above the maximum allowable number of credits you can take.
Who to Contact	Your academic dean's office. If your dean's office wishes to grant you permission to "over-elect" (i.e., enroll in more than the normal maximum number of credits) an administrator in that office will need to override your allowable credits limits in Cardinal Station before you are able to enroll.

Error Message	You are unable to enroll in this class at this time. The remaining seats in this section are reserved and you do not meet the reserve capacity requirements. Contact the academic department for details.
Explanation	The department offering the course has reserved a set number of seats for a specific population of students (which you do not match) and those seats are currently the only ones left in the course.
Who to Contact	The department offering the course. They can advise you as to whether these seats will be opened up or whether it's possible to add additional seats to the class.

Error Message	You cannot add this class due to a time conflict with class XXXX. Select another class.
Explanation	Another of your courses either meets at the same time as this class or has a class meeting that overlaps with a meeting time of this class.
Who to Contact	Time conflicts are not permitted. You should check to see whether alternate sections of the courses are offered with times that do not cause a time conflict.

Error Message	You do not have a valid enrollment appointment at this time.
Explanation	You are attempting to enroll in classes before your enrollment appointment has begun.
Who to Contact	Your enrollment appointment can be found on the right-hand side of your Cardinal Station Student Center. The full enrollment appointment schedule can also be found at http://enrollmentservices.cua.edu/Registration-and-Records/EnrollmentAppointmentSchedule.cfm.

Error Message	You have a hold on your record.
	The registration hold(s) on your record must be removed before this transaction can be processed. For details of your hold(s), view the Holds box on the right-hand side of your Cardinal Station Student Center.
Explanation	At least one office has placed a registration hold on your account. The reason for this hold will depend on the office that placed it.
Who to Contact	The department(s) that placed the hold(s). To determine which office(s) placed the hold(s), select the details hyperlink in the Holds box on the right-hand side of your Cardinal Station Student Center. On the subsequent page, select the hyperlinked code for each hold to view details including the specific office you need to contact to resolve that hold.

Error Message	You have already taken this class.
	You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.
Explanation	You have been enrolled in the course; however, you have already taken the class and are not eligible to earn credit for it a second time. If you are an undergraduate and earned a D, F or F* the first time you took the course then your new grade will replace the original in the GPA calculation; otherwise, both grades will factor into your GPA but you will only earn credit once.
Who to Contact	You may want to contact the department offering the course to see if they can suggest an alternative course for you to take.

Drop/Withdrawal Transactions
Common drop/withdrawal error messages appear below in alphabetical order.

Error Message	Department Consent Required to Drop from Class, Drop Not Processed.
	Consent is needed to drop from the class. The drop transaction was not processed.
Explanation	The department offering the course requires that each student obtain permission to drop. An administrator in that department will need to enter the permission into Cardinal Station before you can drop; simply obtaining verbal permission from the instructor will not enable you to drop the course.
Who to Contact	The academic department offering the course. If they wish to grant you permission to drop the course, an administrator in that department will need to enter the Consent Required drop permission in Cardinal Station before you are able to enroll.

Error Message	Unable to complete your request.
	You do not have access to perform this transaction at this time.
Explanation	You have attempted to withdrawal from this course after the last date to withdrawal.
Who to Contact	It is too late at this point to withdrawal from this course but you may want to contact your academic dean's office or advisor to discuss strategies for the remainder of the semester.

Error Message	You are unable to drop this class at this time.
	There is a hold on your record. The hold must be removed before you can complete this transaction.
Explanation	At least one office has placed a hold on your account that prevents you from dropping classes. The reason for this hold will depend on the office that placed it.
Who to Contact	The department(s) that placed the hold(s). To determine which office(s) placed the hold(s), select the details hyperlink in the Holds box on the right-hand side of your Cardinal Station Student Center. On the subsequent page, select the hyperlinked code for each hold to view details including the specific office you need to contact to resolve that hold. Note that most holds do NOT prevent drop transactions so be careful to review the details for each hold to ensure that you are contacting the correct office(s).

Error Message	You have been given a grade of W for this class.
Explanation	You have dropped the class after its add/drop deadline. Your transcript will reflect a grade of W (withdrawal). This grade has no effect on your GPA calculation. A refund will be granted for the course only if the withdrawal falls within the time frame outlined in the Refund of Student Charges policy (http://policies.cua.edu/enrollment/refund/RefundStudentCharges.cfm).
Who to Contact	There is no need to contact anyone -- if you are entitled to a refund of your tuition charges, as listed in the above policy, the adjustment will automatically be made to your account within 24 hours.

Error Message	You can not drop this class without also dropping its co-requisite.
	Another class (or classes) in your schedule has the below requisite which requires concurrent enrollment in the class you're attempting to drop.
	<requisite listed here>
Explanation	Another one of your courses has a catalog requisite that requires that you remain enrolled in the course you are attempting to drop. You may need to review your remaining courses in the catalog to determine which one requires that you be concurrently enrolled in the course you are attempting to drop.
Who to Contact	Contact the department that offers the course that requires you to be enrolled in the course you are attempting to drop. If that department approves of your remaining in their course without its co-requisite they can coordinate with the department offering the course you with to drop to ensure that you are granted drop permission in Cardinal Station. If that permission is entered you can drop the course. If the department does not grant you permission you will need to drop both courses.