

THE
CATHOLIC UNIVERSITY
of AMERICA



Registration 101

Office of Enrollment Services

“Joe Student can’t register.
Can you help?”

Don’t be this person!

Today's Agenda

- Enrollment Appointments
- Registration Holds
- Class Permissions
- Over-Electing
- Waitlists
- Combined (“Bound”) Classes
- Reserve Seating (“Reserve Caps”)
- Viewing Enrollment Transactions
- Error Messages
- Other Enrollment Issues
- Post Add/Drop Procedures

- **Enrollment Appointments**
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Enrollment Appointments

- **Who gets an enrollment appointment?**
- **When are they assigned?**
- **How are they assigned?**

- **Who gets an enrollment appointment?**
 - Active students who:
 - have enrollment in the current semester
 - have not applied to graduate for a term prior to the appointment term
 - Students on an approved leave who will be returning in the appointment term
 - leave must be showing in Cardinal Station – verbal approvals that don't go through proper process will not result in appointments
 - New students and non-degree/non-certificate students do not get appointments
 - Access to enrollment begins on open enrollment date or once they are matriculated by Admissions, whichever occurs first
- **When are appointments assigned?**
 - After the deadline to enter transfer credit
 - Roughly 1 month prior to start of registration
 - Only for the Fall and Spring semesters

Questions?

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Registration Holds

- **What types of holds prevent registration?**
- **How can the impact of a hold be determined?**
- **Why are Enrollment Services holds assigned?**
- **When are Enrollment Services holds assigned?**
- **Can a hold be temporarily removed?**
- **How are students made aware of holds?**

- **What types of holds prevent registration?**
 - Negative service indicators 🚫 with AENR, CENR, OR IENR impact
 - Positive service indicators ★ or indicators with NOIMP, NOREF, or TRAN impact do **NOT** prohibit registration
 - Most common holds preventing registration:
 - ADV – Advisor Hold
 - DN – Academic Dean/Chair Hold
 - DS – Dean of Students Hold
 - ES – Enrollment Services Hold
 - FRS – Freshman Enrollment Hold
 - HTC – Health Services Hold
 - JH – Judicial Hold
 - SF1/SF2/SF3/SF4/SF5/SF6/SF7 – Enrollment Services Hold
 - SFR – Enrollment Services Hold
 - UAD – Undergraduate Advisor Hold

Registration Holds


- How can the impact of a hold be determined?
 - To view impact of a hold:
 1. Select the hold icon


Cardinal, Stacy Lynn N. ID: 2202982   

[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

2. Select the hyperlinked code for the hold you wish to view

Manage Service Indicators

Cardinal, Stacy Lynn N. 2202982 

Display: **Effect** Negative Institution: The Catholic Univ of America [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
DN	Academic Dean/Chair Hold	Academic Dean's Hold	CRDNL	1158	Fall 2015	1158	Fall 2015	08/28/2015	08/29/2015
ESR	Enrollment Services- No Refund	Refund may not be processed	CRDNL	0000	Begin Term			02/23/2016	

[+ Add Service Indicator](#)

Registration Holds

- How can the impact of a hold be determined?
 - To view impact of a hold:
 3. Scroll to the bottom of the View Service Indicator page

View Service Indicator

Stacy Lynn N. Cardinal 2202982

*Institution: The Catholic Univ of America

*Service Indicator Code: Academic Dean/Chair Hold

*Service Ind Reason Code: Academic Dean's Hold

Description: Registration not permitted. Contact the Chair of your department or Dean of your School.

Effect: Negative

Effective Period

Start Term: Fall 2015 End Term: Fall 2015

Start Date: End Date:

Assignment Details

*Department: Catholic University of America

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Placed Method: Manual

Placed Process: Release Process:

Comments

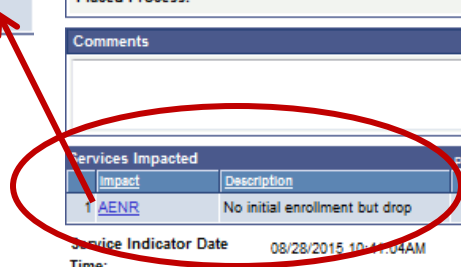
Services Impacted Personalize | Find | View All | First 1 of 1 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 AENR	No initial enrollment but drop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date: 08/28/2015 10:41:04AM

User ID: GADDY Gaddy,Kerstin T

Services Impacted		Personalize
Impact	Description	
1 AENR	No initial enrollment but drop	



- **Why are Enrollment Services holds assigned?**
 - Student owes an outstanding balance
 - Balance less than \$300 = EST hold
 - prevents official transcript release and receipt of diploma
 - Balance of \$300 or more = ES hold
 - same impact as EST + prevents registration
 - Student needs to sign Statement of Financial Responsibility
 - Accessible via Student Center – signing electronically results in immediate removal of hold
 - Student is in or has been in collections
 - SF1/SF2/SF3/SF4/SF5/SF6 holds
 - Student has passed a bad check
 - SF7 hold – requires payment via certified funds for removal

- **When are Enrollment Services holds assigned?**
 - ES/EST holds are assigned *after* the add/drop deadline for regular session classes
 - Students with ES/EST holds owe from the *prior* semester(s)
 - Once a new semester has begun students with these holds have *significantly* overdue balances
 - Do not permit students to sit in class even if they insist they have a plan to clear their balance

	Spring	Summer	Fall
Due Date	Friday before term	Friday before term	Friday before term
Add/Drop Deadline	2 nd Friday of term	Varies by session	2 nd Friday of term
Holds Assigned	Tuesday after add/drop	Tuesday after add/drop for Session 26	Tuesday after add/drop

- **Can a hold be temporarily removed?**
 - This is up to the office that assigned the hold
 - Enrollment Services *may* temporarily remove a registration hold if the addition of another class(es) won't increase balance such as when:
 - Student is already registered for a full-time courseload
 - Student is already registered and needs to add a zero credit class
 - Additional class(es) will qualify student for financial aid
 - Do not advise a student that their hold can be removed, even temporarily
 - If student is in one of above situations, advise them to contact ES to “discuss options”

Registration Holds

- **How are students made aware of holds?**
 - Holds are viewable to student via their Student Center
 - Selecting details hyperlink will take them to additional information about the hold, including impact and who to contact

Stacy Lynn's Student Center

The screenshot displays a student center interface for Stacy Lynn. At the top right, there is a shopping cart icon. Below it, a blue navigation bar contains a dropdown menu labeled 'Academics'. To the right of this bar is a green button labeled 'SEARCH FOR CLASSES'. Below the 'Academics' bar, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A central message box with an information icon states 'You are not enrolled in classes.' To the right of this message is a green button labeled 'SHARE MY INFORMATION'. Below the message box is a link for 'enrollment shopping cart' with a right-pointing arrow. A search bar contains the text 'other academic...' and a double arrow icon. Below the search bar is a red link: 'View Your Expected Graduation Term and Diploma Application Status'. At the bottom left, a blue navigation bar contains a dropdown menu labeled 'Finances'. Below this bar are links for 'My Account', 'Account Inquiry', 'CardinalPay', and 'Statement of Financial Responsibility'. To the right of the 'Finances' bar is a grey box titled 'Account Summary' containing the text 'You owe 432.00.' On the right side of the interface, there is a blue navigation bar with a dropdown menu labeled 'Holds'. Below this bar, a light blue box displays 'Academic Dean/Chair Hold' with a 'details' link and a right-pointing arrow. This 'Holds' section is circled in red. At the bottom right, there is a blue navigation bar with a dropdown menu labeled 'To Do List'.

Registration Holds

- **How are students made aware of holds?**
 - Enrollment Services emails students with registration holds roughly 10 days prior to enrollment appointment (for Fall and Spring registration only)

Dear [REDACTED]

You are eligible to register for the Fall 2016 semester beginning Monday, April 4th at 7:00am.

You currently have at least one hold on your record that will prevent you from enrolling in classes. Please review your Cardinal Station account and contact any office that has placed a hold on your account to make arrangements to clear the hold.

Holds are listed on the right-hand side of the Student Center screen in [Cardinal Station](#). The Student Center is accessible from the main menu of [Cardinal Station](#).

The Catholic University of America
Office of Enrollment Services
620 Michigan Avenue, NE
Washington, DC 20064
202.319.5300
enrollmentservices.cua.edu



Student ID: [REDACTED]
Email: [REDACTED]

- **Key Takeaways**

- Do NOT assume that because a student has a hold they can not register.
 - Take the time to review all holds and their impacts
 - Don't put the student in a panic without reason
- If advising a student of their holds, be sure to refer them to the correct office(s)
 - Remember, not all holds are placed by Enrollment Services

Questions?

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- Where is consent assigned to a class?
- How can I tell whether a class requires consent?
- Who grants enrollment permission for classes requiring consent?
- How is consent given for a class requiring department consent?
- What are some other types of permissions that might need to be needed for enrollment?
 - Hint: There are 3

Class Permissions

- Where is consent assigned to a class?
 - Maintain Schedule of Classes page
 - Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Cntrl tab

Department scheduler has access to change this at ANY time

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 000102 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Fall 2016 Undergrad
Subject Area: ENG English
Catalog Nbr: 101 Writing: Logic and Rhetoric

Enrollment Control Find | View All First 1 of 23 Last

Class Nbr: 1161
Event ID: 000082019

Class Type: Enrollment Enrollment Status: Open
*Add Consent: Dept Cnsnt Requested Room Capacity: 20 Total
*Drop Consent: Dept Cnsnt Enrollment Capacity: 22 0
1st Auto Enroll Section: Wait List Capacity: 0
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled


Class Permissions

- **How can I tell whether a class requires consent?**
 - Look via Maintain Schedule of Classes page, Enrollment Cntrl tab (see prior slide)
 - Look via Class Search results (what the student sees)

ENG 101 - 61 Writing: Logic and Rhetoric

The Catholic Univ of America | Fall 2016 | Lecture

Class Details

Status	 Open	Career	Undergraduate
Class Number	1185	Dates	8/29/2016 - 12/17/2016
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	The Catholic Univ of America
Instruction Mode	In Person	Campus	The Catholic Univ of America
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:40AM - 10:55AM	O'Boyle 220	Nancy Margaret Furey Michael	08/29/2016 - 12/17/2016

Enrollment Information

Add Consent Department Consent Required

- **Who grants enrollment permission for classes requiring consent?**
 - Consent is entered by the department offering the course
 - Please ensure your instructors/advisors understand this! They should *not* be referring students to Enrollment Services for consent or other permissions.
 - Actual line ES hears way too much: “My instructor/advisor told me to tell you it was okay to let me enroll.”

- **How is permission given for a class requiring department consent?**
 - Permissions must be entered via the Class Permissions page
 - Navigation: Records and Enrollment > Term Processing > Class Permissions > Class Permissions
 - When entering permissions, ensure you have the correct ID for the student
 - Cardinal Station has many duplicate names
 - Ensure that you are entering permissions on the correct section of the course
 - Sections do not always appear in the Class Permissions page in the expected order.

Note: If you've granted permission and a student is still unable to enroll, check the permissions page to verify permission was assigned to correct ID and correct section.

Class Permissions

Make sure you are on the Permission to Add tab

Use these arrows to move between sections

Permission to Add | Permission to Drop

Course ID: 000102 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Fall 2016 Undergrad
Subject Area: ENG English
Catalog Nbr: 101 Writing: Logic and Rhetoric

Class Section Data Find | View All First 1 of 23 Last

Session: 1 Regular Academic Session Class Nbr: 1161 Class Status: Active
Class Section: 23 Class Type: Enrollment Section
Component: Lecture Instructor: Besteman, Bethany Corin

Student Specific Permissions

Section number appears here

▼ Defaults

Expiration Date: 12/17/2016

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Student ID is entered here

Class Permission Data Personalize | Find | 1 of 1 | Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		2202982	Cardinal, Stacy Lynn N.	Not Used		12/17/2016	<input type="button" value="+"/>	<input type="button" value="-"/>

- **What are other types of permissions that might be needed for enrollment?**
 - Requisites Not Met
 - Allows student to enroll even if they don't meet the catalog requisite
 - Is entered by the *department offering the course*
 - Career Restriction
 - Allows undergraduate to enroll in a 500+ level course
 - Is entered by the *academic dean's office*
 - Permission Time Period
 - Allows student to enroll after the add/drop deadline
 - Is entered by the *academic dean's office*
 - Requires approval of Dean of Undergraduate Studies or Dean of Graduate Studies, depending on student's status

Class Permissions

Permission to Add Permission to Drop

Course ID: 000102 **Course Offering Nbr:** 1
Academic Institution: The Catholic Univ of America
Term: Fall 2016 Undergrad
Subject Area: ENG English
Catalog Nbr: 101 Writing: Logic and Rhetoric

Class Section Data Find | View All First 1 of 23 Last

Session: 1 Regular Academic Session **Class Nbr:** 1161 **Class Status:** Active
Class Section: 23 **Class Type:** Section
Component: Lecture **Instructor:** Corin
 Student Specific Permissions

To enter permissions other than "regular" consent, select this tab

Defaults

Expiration Date: 12/17/2016

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info **Permission** Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		2202982	Cardinal, Stacy Lynn N.	Not Used		12/17/2016	<input type="button" value="+"/>	<input type="button" value="-"/>

Class Permissions

Assign More Permissions:

Class Permission Data Personalize | Find | | First 1 of 1 Last

General Info **Permission** Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		2202982	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

CUA does not use this permission type

Used to enable a student to enroll despite not meeting catalog requisite

Note: Does not enable override of reserve caps; must email cua-classes@cua.edu

Used to enable an undergraduate to enroll in a 500+ course

Note: Student will be graded according to the graduate grading scale (no C+, C- or D grades)

Used to enable a student to register after the add/drop deadline (use only w/proper Vice-Provost permission!)

Note: Does not work for dynamically dated classes; must e-mail cua-enrollmentservices@cua.edu

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- **What is the enrollment limit (maximum credits) for a single semester?**
- **Who grants permission for a student to “over-elect” (take more credits than normal maximum)?**
- **How is permission granted for a student to “over-elect”?**

- What is the enrollment limit (maximum credits) for a single semester?

Fall/Spring limits	Undergraduate	Graduate
CUArch	19 (6 no-GPA)	18 (6 no-GPA)
A&S, B&E	17 (6 no-GPA)	21
Canon Law	NA	19 (12 no-GPA)
Engineering	21 (6 no-GPA)	19 (6 no-GPA)
Intensive English	19	
Joint Programs	19 (6 no-GPA)	19 (6 no-GPA)
MSPS	15 (6 no-GPA)	21 (21 no-GPA)
Music	21 (6 no-GPA)	15 (6 no-GPA)
Nursing, NCSSS	17 (6 no-GPA)	19 (6 no-GPA)
TRS	17 (6 no-GPA)	15 (12 no-GPA)

Note: Limits are slightly lower in summer term

- **Who grants permission for a student to “over-elect” (take more credits than normal maximum)?**
 - Academic dean’s office must approve request
- **How is permission granted for a student to “over-elect”?**
 - Academic dean’s office overrides limit via Term Activation page
 - Navigation: Records and Enrollment > Student Term Information > Term Activate a Student
 - Enrollment Limit tab

Over-Electing

- How is permission granted for a student to “over-elect”?
 - Select “Override Unit Limits” checkbox and then input the new limits

Term Activation **Enrollment Limit** Student Session Terms In Residence Term Control Dates External Study

Cardinal, Stacy Lynn N. 2202982

Find | View All First 2 of 2 Last

Academic Career: Undergraduate

Find | View All First 1 of 29 Last

Academic Institution: The Catholic Univ of America

Term: Fall 2016 Semester

Primary Academic Program: Arts & Sciences

Academic Group of Advisor: ARTSC

***Approved Academic Load:** Full-Time

Override Unit Limits:

Max Total Units:	<input type="text" value="21.00"/>	Max Audit Units:	<input type="text" value="17.00"/>
Max No GPA Units:	<input type="text" value="6.00"/>	Max Wait List Units:	<input type="text" value="6.00"/>
Min Total Units:	<input type="text"/>	Max Total Courses:	<input type="text"/>

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- **Where are waitlists set up?**
- **How can the list of waitlisted students be viewed?**
- **How can a student get on a waitlist?**
- **How can a student bypass or jump the waitlist?**
- **How/when are waitlisted students enrolled into the class for which they are waitlisted?**
- **Why would a student on a waitlist not be enrolled into the waitlisted class?**

Waitlists

- Where are waitlists set up?
 - Via Wait List Capacity field on Enrollment Control tab on Maintain Schedule of Classes page
 - Department schedulers have access to this field when semester schedule is still open to them
 - To add a waitlist after access is closed, email cua-classes@cua.edu

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 004001 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2016 Undergrad
Subject Area: MIS Metro: Computer/Mgt Info Sys
Catalog Nbr: 431 Database Management Sys

Enrollment Control Find | View All First 1 of 1 Last


Session: DD Dynamic Date Session Class Nbr: 3299
Class Section: 01 Component: Lecture Event ID: 000080413
Associated Class: 70 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Closed

*Add Consent: No Consent Requested Room Capacity: 15 Total
*Drop Consent: No Consent Enrollment Capacity: 7 7
1st Auto Enroll Section: Wait List Capacity: 5 1
2nd Auto Enroll Section: Minimum Enrollment Nbr.:
Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

- **How can the list of waitlisted students be viewed?**
 - Via Class Roster page
 - Navigation (Staff): Curriculum Management > Class Roster > Class Roster
 - Navigation (Faculty): Faculty Center >  icon next to class in schedule
 - Change Enrollment Status field to “Waiting”

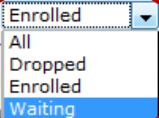
Class Roster

Spring 2016 | Dynamic Date Session | The Catholic Univ of America | Undergraduate



▼ MIS 431 - 01 (3299)

Database Management Systems (Lecture)

Days and Times	Room	Instructor	Dates
Th 5:30PM-9:45PM	Pangborn 302	Mozafar Ghassemzadeh	03/10/2016 - 04/28/2016

*Enrollment Status: 

Enrollment Capacity: Enrolled: 7

Enrolled Students Personalize | Find |  |  First 1-7 of 7 Last

ID	Name	Grade Basis	Units	Program and Plan	Level
				Metropolitan Sch of Prof Stud	

Waitlists

- How can the list of waitlisted students be viewed?
 - The waitlist roster will display the students on the waitlist and their position on the waitlist

Class Roster

Spring 2016 | Dynamic Date Session | The Catholic Univ of America | Undergraduate

▼ MIS 431 - 01 (3299)

Database Management Systems (Lecture)

Days and Times	Room	Instructor	Dates
Th 5:30PM-9:45PM	Pangborn 302	Mozafar Ghassemzadeh	03/10/2016 - 04/28/2016

*Enrollment Status:

Enrollment Capacity: 7

Waitlisted: 1

Waitlisted Students					Personalize	Find	First	1 of 1	Last
ID	Name	Program and Plan	Level	Status Note					
1	2202982	Cardinal, Stacy Lynn N.	Arts & Sciences - Biology - BS	Freshman	Pos # 1				

- **How can a student get on a waitlist?**
 - Same process as enrolling in an open class
 - Must select the Wait list if class is full checkbox *before* adding class to shopping cart

Add Classes



1. Select classes to add - Enrollment Preferences

Spring 2016 | Undergraduate | The Catholic Univ of America

MIS 431 - Database Management Sys

Class Preferences

MIS 431-01 Lecture Wait List Wait List Wait list if class is full

Session Dynamic Date Session

Grading Graded

Career Undergraduate

Units 3.00

Enrollment Information

- MIS 105 or CSC 105 & Metro College Students Only

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Th 5:30PM - 9:45PM	Pangborn 302	Mozafar Ghassemzadeh	03/10/2016 - 04/28/2016

- **How can a student bypass or jump the waitlist?**
 - They can't -- only way to override is to cancel waitlist completely (not a good practice)
- **How/when are waitlisted students enrolled into the class for which they are waitlisted?**
 - Hourly -- enrollment is via an automated process that runs every hour on the hour
 - If a spot opens up in a class with waitlisted students that spot is held for the students on the list
 - Students are moved from the waitlist into the class in the order in which they were added *to* the waitlist (i.e., by waitlist position as listed on the roster)
 - Position #1 gets first seat to open, Position #2 gets second seat to open, etc.

- **Why would a student on a waitlist not be enrolled into the waitlisted class?**
 - Student is enrolled in another class with a meeting pattern that conflicts with the waitlisted class
 - Student is already enrolled in the maximum number of credits
 - Student's position on the waitlist is below another student
 - Automated waitlist enrollment process will hold seats for students on the waitlist even if points 1 & 2 apply
 - May be necessary for department to contact waitlisted students to encourage them to drop the conflicting class, obtain permission to overenroll, or drop themselves from the waitlist

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- **What is a bound class?**
- **How is the enrollment cap set for a bound class?**
- **Where can the enrollment cap for a bound class be viewed?**

- **What is a bound class?**
 - Two or more sections of a course (or of multiple courses) taught simultaneously in the same location
 - Sections are combined together for purposes of rooming
- **How is the enrollment cap set for a bound class?**
 - Department provides “bound cap” when requesting sections be bound > ES sets cap when binding sections
 - Combined cap can be greater or larger than caps on individual sections depending on how department wants to control enrollment but **enrollment will stop once combined cap is reached**

Bound Classes

- Where can the enrollment cap for a bound class be viewed?
 - Via the Combined Section hyperlinks on the Maintain Schedule of Classes page.
 - On the Meetings tab

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 007770 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2016 Undergrad
Subject Area: ART Art
Catalog Nbr: 231 Intro. to Digital Design

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 2213
Class Section: 01 Component: Studio Event ID: 000081244
Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MULL 218	16		3:40PM	6:10PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/11/2016 05/07/2016

Mullen Lib 218 Topic ID: Free Format Topic:
 Print Topic On Transcript [Contact Hours](#) **Combined Section**

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact
2532480	Monaghan, Jonathan C.	Prim Instr	<input checked="" type="checkbox"/>	Approve	+ -

Bound Classes

- Where can the enrollment cap for a bound class be viewed?
 - And also on the Enrollment Control tab

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 007770 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2016 Undergrad
Subject Area: ART Art
Catalog Nbr: 231 Intro. to Digital Design

Enrollment Control Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 2213
Class Section: 01 Component: Studio Event ID: 000081244
Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent Wait List Capacity: 3 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled [Combined Section](#)

- Where can the enrollment cap for a bound class be viewed?
 - Selecting the Combined Sections link on the prior to pages will display this page:

Schedule of Classes

Combined Section Detail

Academic Institution: CRDNL The Catholic Univ of America
Term: 1161 Spring 2016
Session: 1 Regular Academic Session
Combined Sections ID: 0264 ART 231/531

Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.
Enrollment restrictions may apply to open classes.

Combined Enrollment Capacities

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
16	16	16	0
Wait List Capacity	Wait List Total		
0	0		

Combined Sections							Personalize	Find	1-2 of 2
Subject	Catalog	Section	Class Nbr	Description	Status	Enrl Tot	Wait Tot		
ART	231	01	2213	Intro. to Digital Design	Closed	14	0		
ART	531	01	5394	Intro. to Digital Design	Closed	2	0		

Bound Classes

- Where can the enrollment cap for a bound class be viewed?
 - Students can also see bound cap in Class Search results

ART 231 - 01 Introduction to Digital Design: Motion Graphics & Graphic Design

The Catholic Univ of America | Spring 2016 | Studio

Class Details

Status	<input type="checkbox"/> Closed	Career	Undergraduate
Class Number	2213	Dates	1/11/2016 - 5/7/2016
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	The Catholic Univ of America
Instruction Mode	In Person	Campus	The Catholic Univ of America
Class Components	Studio Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:40PM - 6:10PM	Mullen 218- Art Lab	Jonathan C. Monaghan	01/11/2016 - 05/07/2016

Class Availability

Combined Section Capacity	16	Wait List Capacity	0
Enrollment Total	16	Wait List Total	0
Available Seats	0		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
ART 231-01 STD (2213)	Intro. to Digital Design	<input type="checkbox"/> Closed	14	0
ART 531-01 STD (5394)	Intro. to Digital Design	<input type="checkbox"/> Closed	2	0

Questions?

Today's Agenda

- Enrollment Appointments
- Registration Holds
- Class Permissions
- Over-Electing
- Waitlists
- Combined (“Bound”) Classes
- **Reserve Seating (“Reserve Caps”)**
- Viewing Enrollment Transactions
- Error Messages
- Other Enrollment Issues
- Post Add/Drop Procedures

- **What is Reserve Capacity?**
- **How can a student who doesn't meet the Reserve Capacity requirement enroll in a class?**
- **Where can a section's Reserve Capacity be seen?**

- **What is Reserve Capacity?**
 - A type of enrollment cap that restricts enrollment in a class section based on set criteria
 - Works similarly to catalog prerequisites but at the class section level -- can be built to look at almost anything tracked by the system
 - Can restrict enrollment in three ways:
 - Ensures that *at least* X seats are held for a select population
 - ex) Class cap of 30 with 20 seats reserved for Nursing students; remaining 10 seats can be filled by anyone
 - Reserves the *last* X seats for a select population
 - ex) Class cap of 30 with first 25 seats open to anyone and last 5 seats available only to Nursing students
 - Restricts enrollment to *no more than* X students in a select population
 - ex) Class cap of 30 with no more than 10 seats open to Nursing students

- **How can a student who doesn't meet the Reserve Capacity requirement enroll in a class?**
 - Reserve Capacities can not be overridden – **granting permission via class permissions page will NOT enable the student to enroll**
 - Must contact Enrollment Services to remove or adjust Reserve Capacity
 - Best to only use Reserve Capacity in cases where exceptions will not be made
 - Can set Reserve Capacity to “expire” or change at a future date
 - ex) Class cap of 30 with 20 seats reserved for incoming first-year students through July 1st -- as of July 1st all remaining seats are open to anyone

Reserve Seating

- Where can a section's Reserve Capacity be seen?
 - Reserve Cap tab on Maintain Schedule of Classes page

Basic Data Meetings Enrollment Contr **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

Course ID: 001527 **Course Offering Nbr:** 1
Academic Institution: The Catholic Univ of America
Term: Spring 2016 Undergrad
Subject Area: DR Drama
Catalog Nbr: 102 Intro Alexandr Tech

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 2285
Class Section: 1 **Component:** Lecture **Event ID:** 000081267
Associated Class: 1 **Units:** 3.00

Reserve Capacity Find | View 1 First 1-2 of 2 Last

*Reserve Capacity Sequence: 1 Enrollment Total: 2

Reserve Capacity Requirement Group Personalize | Find | First 1-2 of 2 Last

*Start Date	*Requirement Group		Cap Enrl		
12/01/2015	001708	Musical Theatre & Social Work	0	+	-
11/09/2015	001708	Musical Theatre & Social Work	5	+	-

*Reserve Capacity Sequence: 2 Enrollment Total: 5

Reserve Capacity Requirement Group Personalize | Find | First 1-2 of 2 Last

*Start Date	*Requirement Group		Cap Enrl		
12/01/2015	001380	All Students	12	+	-
11/03/2015	001380	All Students	7	+	-

Questions?

- Enrollment Appointments
- Registration Holds
- Class Permissions
- Over-Electing
- Waitlists
- Combined (“Bound”) Classes
- Reserve Seating (“Reserve Caps”)
- **Viewing Enrollment Transactions**
- Error Messages
- Other Enrollment Issues
- Post Add/Drop Procedures

When a student attempts to enroll in a class and is unable they are provided with an error message.

Identifying the error message is key to determining the reason the student can't enroll.

- Enrollment transactions can be viewed via the Enrollment Request page
 - Navigation: Records and enrollment > Enroll Students > Enrollment Request
 - Use Find an Existing Value tab

Enrollment Request

Find an Existing Value **Add a New Value**

ID:

Academic Career:

Academic Institution:

Term:

Add

Page defaults to Add a New Value tab – Select the Find an Existing Value tab instead

Enrollment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Enrollment Request ID:

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

- **Enrollment transactions can be viewed via the Enrollment Request page**
 - All transactions are recorded, **successful and failed**
 - Adds
 - Drops
 - Swaps
 - Withdrawals

These transactions can be made by student or staff
 - Credit Value Changes
 - Grading Basis Changes
 - Grade Posting, if done on Enrollment Request page
 - Grade Changes

These transactions can only be made by staff
- **Date and time is recorded for all transactions** although will only display on this page for failed transactions

- Enrollment transactions can be viewed via the Enrollment Request page
 - When searching, it's best to use ID, career, and term
 - Term can only be limited if career is also limited

Enrollment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Enrollment Request ID: begins with

ID: begins with 2202982

Academic Career: = Undergraduate

Academic Institution: = CRDNL

Term: = 1158

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

- A student's enrollment transactions can be viewed via the Enrollment Request page
 - Search results will include all transactions that match the criteria entered
 - Results will be listed in chronological order with oldest transaction first
 - Usually best to look at bottom result first and work backwards

Search Results

View All First ◀ 1-9 of 9 ▶ Last




Enrollment Request ID	ID	Academic Career	Academic Institution	Term	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MD Short Description	Last Name	First Name
0001658688	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001661436	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001661438	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001661440	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001678318	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001680210	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001682631	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001695505	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN
0001706554	2202982	Undergrad	CRDNL	1158	Cardinal, Stacy Lynn N.	Female	04/01	(blank)	*****	USA	SSN	CARDINAL	STACYLYNN

Viewing Enrollment Transactions

Enrollment Request

2202982 Stacy Lynn N. Cardinal
Undergraduate

Arts & Sciences

   The Catholic Univ of America
Fall 2015

Enrollment Request ID: 0001895505
User ID: SPINATO

Status: **Errors Found**
[Operator Enrollment Access](#)

Enrollment Request Details

Sequence Nbr: 1 **Errors**

Find | View All First 1 of 1 Last

*Action:

Action Reason:

Override Action Date

Action Date:

Wait List Okay

Class Nbr: PHIL 309 01 Lecture Theories of Ethics
Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

[Transcript Note](#)

Override

Grading Basis: Graded

Grade Input:

Units Taken:

Course Count:

Designation:

Take Requirement Designation

RD Grade:

Permission Nbr:

Additional Overrides

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Appointment | <input type="checkbox"/> Career | <input type="checkbox"/> Closed Class | <input type="checkbox"/> Class Links |
| <input type="checkbox"/> Requisites | <input type="checkbox"/> Service Indicator | <input type="checkbox"/> Time Conflict | <input type="checkbox"/> Unit Load |
| <input type="checkbox"/> Dynamic Dates | | | |

Drop This Class if Enrolled:

Error Messages

Message Sequence: 1 Severity: Error Last Update DateTime: 07/23/15 2:55:52PM

Available seats are reserved. Reserved seat requirement not met. Student not enrolled. (14840,213)

Available seats are subject to reserve capacity requirements.

[Student Appointments](#) [Study List](#) [Term History](#)

Section #1: Header

Section #2: Request Details

Section #3: Error Messages

Viewing Enrollment Transactions

Section #1: Header

Enrollment Request

2202982 Stacy Lynn N. Cardinal
Undergraduate

Arts & Sciences



The Catholic Univ of America
Fall 2015

Enrollment Request ID: 0001695505

User ID: SPINATO

Status:

Errors Found

Submit

[Operator Enrollment Access](#)

User ID of person who initiated transaction

Unique ID # for this transaction

Status of transaction:
Success, Errors Found,
or Success/Messages

Note: Error Messages
display to students as
"Message"

Viewing Enrollment Transactions

Section #2: Request Details

Student transactions will be either Enroll, Drop, or Swap

Enrollment Request Details First 1 of 1 Last

Sequence Nbr: 1 Errors

*Action: Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr: PHIL 309 01 Lecture Theories of Ethics
Regular Academic Session Undergraduate

Related Class 1:
Related Class 2:
Start Date:
Instructor ID:
Repeat Code:

[Transcript Note](#)

Class

Associated class sections (if any) would be here

If transaction involved more than one course, use arrows to move between classes

Override

<input type="checkbox"/>	Grading Basis:	<input type="text" value="GRD"/>	Graded	Grade Input:	<input type="text"/>	<input type="button" value="🔍"/>
<input type="checkbox"/>	Units Taken:	<input type="text" value="3.00"/>		Course Count:	<input type="text" value="1.00"/>	
<input type="checkbox"/>	Designation:	<input type="text"/>		RD Grade:	<input type="text"/>	<input type="button" value="▼"/>
<input type="checkbox"/>	Permission Nbr:	<input type="text"/>				

Take Requirement Designation

Additional Overrides

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

Items in this section will be populated only for certain transactions by staff

Drop This Class if Enrolled:

Viewing Enrollment Transactions

Section #3: Error Messages

Severity of message:
Error or Message

Date/time of error
message/enrollment
transaction

Error Messages

Message Sequence: 1	Severity: Error	Last Update DateTime: 07/23/15 2:55:52PM
----------------------------	------------------------	---

Available seats are reserved. Reserved seat requirement not met. Student not enrolled. (14640,213)

Available seats are subject to reserve capacity requirements.

Use to move to earlier
(previous) or later (next)
transactions

[Student Appointments](#) [Study List](#) [Term History](#)

Save Return to Search Previous in List Next in List Notify

Add Update/Display

Note: Date/time of successful transactions will not display unless a message was delivered.

If this data is needed, it can be found by searching the Enrollment Request Search page (Records and Enrollment > Enroll Students > Enrollment Request Search) using the Enrollment Request ID.

Questions?

Today's Agenda

- Enrollment Appointments
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- Combined (“Bound”) Classes
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- Other Enrollment Issues
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Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 01/12/16 3:03:25PM

You are unable to enroll in this class at this time. (14641,213)

The remaining seats in this section are reserved and you do not meet the reserve capacity requirements. Contact the academic department for details.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1	Severity: Error	Last Update DateTime: 01/12/16 3:03:25PM
---------------------	-----------------	--

You are unable to enroll in this class at this time. (14641,213)

The remaining seats in this section are reserved and you do not meet the reserve capacity requirements. Contact the academic department for details.

There is a Reserve Capacity assigned to this class section. This student does not meet the criteria for the open seat(s).

Check Maintain Schedule of Classes page (Reserve Cap tab) to determine the population for whom the remaining seats are being held and advise the student appropriately. (Is there another section without reserved seating? Another course that would work in place of this one?)

The department offering the course can contact Enrollment Services (cua-classes@cua.edu) to adjust or remove the Reserve Capacity if they'd like to allow the student into the class.

Do not refer the student to Enrollment Services. ES can not adjust Reserve Capacity based on a student request – request must come from department.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 05/19/14 12:31:55PM

You have a hold on your record. (14641,87)

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.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 05/19/14 12:31:55PM

You have a hold on your record. (14641,87)

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.

This student has a registration hold.

Check the student's holds to determine which hold(s) is preventing registration and refer student to the proper office(s).

Remember, not all holds are handled by Enrollment Services and not all holds prevent registration! Do not refer the student to Enrollment Services unless they have an Enrollment Services hold which prevents registration.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 01/23/14 2:58:32PM

Department Consent Required. (14641,38)

Permission is required to enroll in this course. Contact the academic department for details.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 01/23/14 2:58:32PM

Department Consent Required. (14641,38)

Permission is required to enroll in this course. Contact the academic department for details.

This course requires department consent.

The department offering the course can enter consent on the Class Permissions page to enable the student to enroll.

If the course shouldn't require consent, the department can remove the consent requirement on the Maintain Schedule of Classes page (Enrollment Cntrl tab).

Do not refer the student to Enrollment Services. ES does not grant permission for enrollment.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 01/23/14 1:28:19PM

Unable to add this class - requisites have not been met. (14641,18)

MDIA 201 or department consent

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 01/23/14 1:28:19PM

Unable to add this class - requisites have not been met. (14641,18)

MDIA 201 or department consent

The course has a catalog requisite and the student does not meet the criteria.

The department offering the course can grant the student Requisites Not Met permission via the Class Permissions page to enable the student to enroll.

If the requisite should be removed from the course entirely, the department should contact Enrollment Services (cua-classes@cua.edu).

Do not refer the student to Enrollment Services. ES does not override requisites and can not remove or adjust requisites based on a student request – the request must come from the department.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 07/14/15 12:06:09PM

You cannot add this class due to a time conflict with class 1582. (14641,17)

Select another class.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence:	1	Severity:	Error	Last Update DateTime:	07/14/15 12:06:09PM
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You cannot add this class due to a time conflict with class 1582. (14641,17)

Select another class.

The student is enrolled in another course (class 1582) with a meeting pattern that conflicts, either in whole or in part, with this one.

Students are not permitted to enroll in classes with time conflicts. This can not be overridden.

In **rare** cases, the appropriate vice-provost may approve that a separate section of a course be offered to a student with a time conflict. In these cases the missed contact hours must be made up either through an alternate meeting pattern or additional out-of-class work.

Do not refer the student to Enrollment Services. ES does not override time conflicts and does not approve alternate arrangements.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 11/09/15 7:00:44AM

Unable to add this class - term maximum exceeded. (14641,30)

Adding this class would exceed the maximum number of units or courses allowed for this term.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 11/09/15 7:00:44AM

Unable to add this class - term maximum exceeded. (14641,30)

Adding this class would exceed the maximum number of units or courses allowed for this term.

The student has already enrolled in the maximum number of credits allowed for the term.

The students' academic dean's office needs to approve additional units for the student. If approved, they will change the Term Activation page to enable enrollment in additional units.

Do not refer the student to Enrollment Services. ES does not grant approval for students to over-elect.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 12/02/15 11:05:33PM

The combined section class 4487 is full. (14641,163)

The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

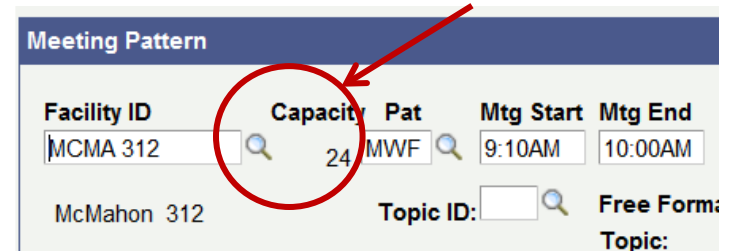
Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 12/02/15 11:05:33PM

The combined section class 4487 is full. (14641,163)
The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class.

This is a bound class and the combined cap has been reached.

The department offering the course can complete the [Adjust Course Capacity form](#) on the Enrollment Services website to have the **bound cap** increased. (Ability to increase is subject to what the classroom capacity will accommodate. Classroom capacity can be viewed next to the room location on the Maintain Schedule of Classes page.)

Alternately, student may add themselves to the waitlist.



Facility ID	Capacity	Pat	Mtg Start	Mtg End
MCMA 312	24	MWF	9:10AM	10:00AM

McMahon 312 Topic ID: Free Form:
Topic:

Do not refer the student to Enrollment Services. ES does not adjust class caps based on student request – request must come from department.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:08:23AM

Permission to enroll in this class is required. (14641,133)

This class falls outside of the career of study. Contact your academic dean's office to request enrollment permission.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:08:23AM

Permission to enroll in this class is required. (14641,133)

This class falls outside of the career of study. Contact your academic dean's office to request enrollment permission.

This is an undergraduate student attempting to enroll in a course numbered 500 or higher.

The student needs to seek permission to enroll from their academic dean's office. If permission is granted, that office will enter the Career Restriction permission on the Class Permissions page.

Student should be made aware that they will be graded on the graduate grading scale.

Do not refer the student to Enrollment Services. ES does not approve undergraduates to enroll in graduate level courses.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:09:56AM

This class requires permission to enroll. (14641,214)

This class is scheduled in a session where permission is now required to enroll.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:09:56AM

This class requires permission to enroll. (14641,214)

This class is scheduled in a session where permission is now required to enroll.

The add/drop date for this class has passed.

If the academic dean's office endorses the student's late enrollment they will seek approval of the appropriate vice-provost. If approval is granted the dean's office will enter Permission Time Period permission on the Class Permissions page.

Note: If the student is not yet enrolled in any classes this term they will be assessed a \$500 Late Registration Fee once they register.

Do not refer the student to Enrollment Services. Late enrollment can only be approved by the academic dean in conjunction with the appropriate vice-provost.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 01/05/16 10:19:17PM

Class 2819 is full. (14641,6)

There are currently no seats available and the wait list is full.

The class is full. The waitlist is also full (or there is no waitlist).

The department offering the course can complete the [Adjust Course Capacity form](#) on the Enrollment Services website to have the cap increased. (Ability to increase is subject to what the classroom capacity will accommodate. Classroom capacity can be viewed next to the room location on the Maintain Schedule of Classes page.)

To have a waitlist created or add additional seats to an existing waitlist, email cua-classes@cua.edu.

Do not refer the student to Enrollment Services.

Meeting Pattern				
Facility ID	Capacity	Pat	Mtg Start	Mtg End
MCMA 312	24	MWF	9:10AM	10:00AM
McMahon 312			Topic ID: <input type="text"/>	Free Form: <input type="text"/> Topic: <input type="text"/>

Error Messages

Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 07/09/12 9:36:28AM

Class 1872 is full. (14641,7)

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.

Same as the prior error except this class has waitlist spots available.

Advise the student to add his/herself to the waitlist.

Do not refer the student to Enrollment Services.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Spring 2016 | Undergraduate | The Catholic Univ of America

MIS 431 - Database Management Sys

Class Preferences

MIS 431-01	Lecture	▲ Wait List	Wait List <input type="checkbox"/> Wait list if class is full
Session	Dynamic Date Session		Grading Graded
Career	Undergraduate		Units 3.00

Enrollment Information

- MIS 105 or CSC 105 & Metro College Students Only

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Th 5:30PM - 9:45PM	Pangborn 302	Mozafar Ghassemzadeh	03/10/2016 - 04/28/2016

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Message

Last Update DateTime: 01/13/16 1:34:31PM

Class 5138 is full. You have been placed on the wait list in position number 5. (14641,154)

What's going on here?

(Hint: This isn't actually an *error* message. The Enrollment Request page just shows all messages in the Error Messages section.)

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Message **Last Update DateTime:** 01/13/16 1:34:31PM
Class 5138 is full. You have been placed on the wait list in position number 5. (14641,154)

This is the message students receive when enrolling themselves onto a waitlist. Note that they are provided with confirmation that they have been added to the waitlist as well as their position number.

No need to take any action here – if/when a spot in the class opens up waitlisted students are automatically enrolled into the class.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Message

Last Update DateTime: 01/11/16 11:07:24AM

You have already taken this class. (14641,147)

You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.

What's going on here?

(Hint: This isn't actually an *error* message. The Enrollment Request page just shows all messages in the Error Messages section.)

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Message **Last Update DateTime:** 01/11/16 11:07:24AM

You have already taken this class. (14641,147)

You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.

This is the message a student receives when enrolling in a class they've already taken (or for which they have been granted transfer equivalency) that is not designed to be repeatable for credit.

If the earlier grade was a D or an F the new grade will replace the prior grade in the GPA. If the earlier grade was a C- or better then both grades will calculate into the GPA. Either way, the student will only earn credit once.

If your department offers the course and it should be repeatable for credit email cua-classes@cua.edu to have the course made repeatable in the catalog.

Do not refer the student to Enrollment Services. ES can not grant credit for a repeat of a course – credit can only be given if the department makes the course repeatable for credit at the catalog level.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Message

Last Update DateTime: 01/25/15 5:08:46PM

You have been given a grade of W for this class. (14641,144)

What's going on here?

(Hint: This isn't actually an *error* message. The Enrollment Request page just shows all messages in the Error Messages section.)

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Message

Last Update DateTime: 01/25/15 5:08:46PM

You have been given a grade of W for this class. (14641,144)

This is the message a student receives when dropping a course after the add/drop deadline. Note that the message confirms that a grade of W has been assigned for the class.

Do not refer the student to Enrollment Services. ES does not have the authority to waive a W.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 11/11/15 6:33:31PM

Department Consent Required to Drop from Class, Drop Not Processed. (14640,217)

Consent is needed to drop from the class. The drop transaction was not processed.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 11/11/15 6:33:31PM


Department Consent Required to Drop from Class, Drop Not Processed. (14640,217)

Consent is needed to drop from the class. The drop transaction was not processed.

This student is attempting to drop a course that requires drop consent.

The department offering the course can grant permission to drop via the Class Permissions page (Permission to Drop tab). 

Permission to Add **Permission to Drop**

If the course shouldn't require drop consent, the department can remove the consent requirement on the Maintain Schedule of Classes page (Enrollment Cntrl tab). 

Course ID: 000102
Academic Institution: The Catholic Univ of America
Term: Fall 2016
Subject Area: ENG
Catalog Nbr: 101

Do not refer the student to Enrollment Services. ES does not grant drop consent.

Class Type: Enrollment
***Add Consent:** Dept Cnsnt
***Drop Consent:** Dept Cnsnt

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 11/03/15 7:12:55PM

You are unable to drop this class at this time. (14641,157)

There is a hold on your record. The hold must be removed before you can complete this transaction.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 11/03/15 7:12:55PM

You are unable to drop this class at this time. (14641,157)

There is a hold on your record. The hold must be removed before you can complete this transaction.

This student has a hold that prevents drops.

Check the student's holds to determine which hold(s) is preventing registration and refer student to the proper office(s).

Remember, not all holds are handled by Enrollment Services and not all holds prevent drops! Do not refer the student to Enrollment Services – there are no ES holds that prevent drops.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 11/13/15 5:33:59PM

You cannot drop this class without also dropping its co-requisite. (14641,14)

Another class (or classes) in your schedule has the below requisite which requires concurrent enrollment in the class you're attempting to drop.

CHEM 113 (Co-req)

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 11/13/15 5:33:59PM

You cannot drop this class without also dropping its co-requisite. (14641,14)

Another class (or classes) in your schedule has the below requisite which requires concurrent enrollment in the class you're attempting to drop.

CHEM 113 (Co-req)

This student has attempted to drop a class that is a required co-requisite of another class in which they are still enrolled.

Review the student's other courses to determine which course requires that they be enrolled in the one they are attempting to drop. They will need to check with that department offering *that* course to request permission to remain enrolled even if they drop the co-requisite.

- If permission is granted, the department offering the course *that the student wishes to drop* will need to grant permission to drop via the Class Permissions page (Permission to Drop tab).
- If permission is not granted the student will need to drop both courses.

Do not refer the student to Enrollment Services. ES does not grant exceptions to requisites.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 04/29/14 11:39:01AM

Unable to complete your request. (14641,72)

You do not have access to perform this transaction at this time

What's going on here?

(Hint: This is an attempt to drop a class.)

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 04/29/14 11:39:01AM

Unable to complete your request. (14641,72)

You do not have access to perform this transaction at this time

Student has attempted to drop a class after the last day to drop with a W.

It is too late for the student to drop this class.

Do not refer the student to Enrollment Services. ES does not extend academic deadlines.

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 05/28/15 11:50:13AM

The grade basis selected is not valid. (14641,49)

Select a different grade basis for the class.

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 12/14/15 8:41:09PM

Invalid Input Value for Units Taken, Class is a 3.0 Unit Class. (14640,103)

The value entered for units taken is invalid. The value is either below the minimum valid value or above the maximum valid value and there is no authorization to override the value. The transaction was not processed.

BONUS! (These are pretty rare.)

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 05/28/15 11:50:13AM

The grade basis selected is not valid. (14641,49)

Select a different grade basis for the class.

▼ Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 12/14/15 8:41:09PM

Invalid Input Value for Units Taken, Class is a 3.0 Unit Class. (14640,103)

The value entered for units taken is invalid. The value is either below the minimum valid value or above the maximum valid value and there is no authorization to override the value. The transaction was not processed.

In both of these cases, catalog-level changes were made to the course (grading basis/credit value) after the student had already added the course to his/her shopping cart.

The student should remove the course from the cart and re-add it from scratch.

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:59:59AM

No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14640,79)

The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.

What's going on here?

How would you assist this student?

Error Messages

▼ Error Messages

Message Sequence: 1

Severity: Error

Last Update DateTime: 03/17/16 11:59:59AM

No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14640,79)

The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.

An employee with enrollment access has attempted to enroll this student before the student has access to enroll.

Check the Student Center page to see when the student has access to enroll. Try the transaction again on or after that date (or, better yet, have the student enroll themselves!)

If you believe the student should have access to enroll now, contact Enrollment Services.

Questions?

Today's Agenda

- Enrollment Appointments
- Registration Holds
- Class Permissions
- Over-Electing
- Waitlists
- Combined (“Bound”) Classes
- Reserve Seating (“Reserve Caps”)
- Viewing Enrollment Transactions
- Error Messages
- **Other Enrollment Issues**
- Post Add/Drop Procedures

Student is attempting to enroll in classes and sees this message:

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 **You do not have a valid enrollment appointment at this time.**

- What's going on here?
- How would you assist this student?

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.



You do not have a valid enrollment appointment at this time.

- Student has attempted to begin an enrollment transaction before they have access to enroll.
- Refer to the student's Student Center page to see their actual enrollment date.
- If you believe the student should have access to enroll now, contact Enrollment Services.
 - Best to consult [Enrollment Appointment page](#) first

Other Enrollment Issues

- Enrollment date: things to keep in mind:
 - Enrollment appointments are assigned based on credits earned not by projected class year.
 - Transfer credits entered after appointment is assigned do not automatically result in an updated appointment.
 - Contact ES to change appointment if transfer credits are posted after appointment is assigned
 - Students who withdrew or have been WADM'd (withdrawn for failure to enroll without being on an approved leave) need to apply for re-admission.
 - New and re-admitted students don't have access to register until they have been admitted *and matriculated* by Admissions.
 - If a student has applied to graduate they will generally not have access to register beyond their graduation term.
 - If beginning a new program, they must be admitted *and matriculated* by Admissions before they can enroll.

Matriculation is triggered by payment of enrollment deposit

Other Enrollment Issues




Student wants to enroll in ART 232 but there is no select button.

ART 208 - Drawing and Composition for Artists II								
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	2203	01-STD Regular	WeFr 11:10AM - 1:40PM	Salve Regina 103	John G. Figura	01/11/2016 - 05/07/2016		select
Notes: This is a combined section class								
ART 231 - Introduction to Digital Design: Motion Graphics & Graphic Design								
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	2213	01-STD Regular	MoWe 3:40PM - 6:10PM	Mullen 218- Art Lab	Jonathan C. Monaghan	01/11/2016 - 05/07/2016		select
Notes: This is a combined section class								
ART 232 - Introduction to Digital Art: Photo-Manipulation and Digital Painting								
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	5275	01-STD Regular	TuTh 2:10PM - 4:40PM	Salve Regina 103	Manuel Navarrete	01/11/2016 - 05/07/2016		
ART 251 - CUA @ the National Gallery of Art								
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	5028	01-LEC Regular	Sa 1:10PM - 3:40PM	OFF CAMPUS	David M. Gariff	01/11/2016 - 05/07/2016		select

- What's going on here?
- How would you assist this student?


Other Enrollment Issues

- Possibility #1: The class is already in the student's shopping cart.
- To view their cart, select the Shopping Cart hyperlink in the student's Student Center...


Cardinal, Stacy Lynn N. ID: 2202982   



[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

Stacy Lynn's Student Center

 Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

 You are not enrolled in classes.

other academic...  

[View Your Expected Graduation Term and Diploma Application Status](#)

Other Enrollment Issues

... then select the term you wish to view.

Cardinal, Stacy Lynn N.

ID: 2202982



Shopping Cart

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	Spring 2016	Undergraduate	The Catholic Univ of America
<input type="radio"/>	Summer 2016	Undergraduate	The Catholic Univ of America
<input type="radio"/>	Fall 2016	Undergraduate	The Catholic Univ of America

Cancel

CONTINUE

- The shopping cart contents will appear after you select Continue.

Other Enrollment Issues

Cardinal, Stacy Lynn N.

ID: 2202982



Shopping Cart

Spring 2016 | Undergraduate | The Catholic Univ of America

[change term](#)

[buy my books](#)



Open



Closed



Wait List

Spring 2016 Shopping Cart

<u>Class</u>	<u>Days/Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Units</u>	<u>Status</u>
ART 232-01 (5275)	TuTh 2:10PM - 4:40PM	Salve Regina 103	M. Navarrete	3.00	

There it is!

My Spring 2016 Class Schedule

You are not registered for classes in this term.

[Cancel](#)

Other Enrollment Issues

- Possibility #2: The student is searching in the Course Catalog and not the semester schedule.

Browse Course Catalog

Course Detail

[Return to Course List](#)

ART 232 - Introduction to Digital Art: Photo-Manipulation and Digital Painting

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Studio	Required
Campus	The Catholic Univ of America	
Academic Group	Arts & Sciences	
Academic Organization	Art	

[view class sections](#)

[add to planner](#)

No Select button



This course concentrates on drafting, painting, masking and compositing features and capabilities using Adobe Photoshop, Adobe Illustrator, and Corel Painter. This course serves as a detailed introduction to the unparalleled possibilities for creating and manipulating images in digital formats. Students will learn and master the use of basic tools, multiple-step techniques, digital asset and workflow management along with an overall review of fundamental concepts of visual art and design.

Students enrolled in this course will have a course fee assessed to their student account. Additional information can be found at <http://art.cua.edu/courses/courses.cfm>.



Other Enrollment Issues

- Possibility #3: The class is dynamically dated and the add/drop date has passed. (The select button will continue to display on regular session classes past the add/drop date.)
- Late adds in DD classes can only be processed by Enrollment Services so there's no need for the student to put the class in their cart at this point anyway.

▼ NURS 665 - Biostatistics

Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	3038	01-LEC Regular	TBA	ONLINE	George Zangaro	01/11/2016 - 05/07/2016		<input type="button" value="select"/>

▼ NURS 671D - Healthcare Biostatistics

Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	5205	D1-DS Dyn Date	TBA	ONLINE	Staff	01/11/2016 - 03/05/2016		

Student is unable to locate a class that is being offered.

- **What could the student be doing wrong?**

- **What could the student be doing wrong?**
 - Searching catalog instead of semester schedule
 - Searching incorrect semester
 - Criteria sets to *current* term by default
 - Entering course number in Class Number field
 - Course number = catalog number that identifies course (usually three digits)
 - Class number = *term-specific* number that identifies a particular *section* of a course

Class Number field

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Undergraduate | The Catholic Univ of America

[change term](#)

[buy my books](#)

Open

Closed

Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Planner

[search](#)

Fall 2016 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	HSHU_101-01 (1643)	MoWe 3:40PM - 4:55PM	McGivney Hall LL012	A. Butts	3.00	

- **What could the student be doing wrong?**
 - Using search criteria that restricts the class they need from appearing in results
 - By default, search results will be limited to current term and will exclude closed classes

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Selecting this arrow enables student to select additional search criteria

Student needs to enroll in a class that is hidden from the schedule.

- **Why would a class be hidden from the schedule?**
- **How is a class hidden from the schedule?**
- **How can a student enroll in a hidden class?**

Other Enrollment Issues

- **Why would a class be hidden from the schedule?**
 - There is no classroom assignment
 - The section is scheduled only for one particular student
 - Department not yet certain section will be offered
 - Department wants to encourage enrollment in another section
- **How is a class hidden from the schedule?**
 - Schedule Print box is unchecked on Maintain Schedule of Classes page (Basic Data tab)

The screenshot shows the 'Class Sections' form with the following fields and values:

Field	Value	Field	Value
*Session:	1	Class Nbr:	1767
*Class Section:	01	*Start/End Date:	08/29/2016 - 12/17/2016
*Component:	LEC	Event ID:	
*Class Type:	Enrollment		
*Associated Class:	1	Units:	3.00
*Campus:	MAIN		
*Location:	MAIN		
Course Administrator:			
*Academic Organization:	MODERNLANG		
Academic Group:	ARTSC		
*Holiday Schedule:	ACHS		
*Instruction Mode:	P		
Primary Instr Section:	01		

On the right side of the form, there is a list of checkboxes:

- Add Fee
- Schedule Print (circled in red)
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

- **How can a student enroll in a hidden class?**
 - Student should be provided with the *Class Number* so they can add class to cart without searching for it.
 - Remember: class number is the semester-specific number that identifies the particular section of the course
 - Class Number can be found via Maintain Schedule of Classes page and will always be four digits

Find | View All First 1 of 7 Last

Class Nbr: 1767

*Start/End Date: 08/29/2016 12/17/2016

Event ID:

[Associated Class Attributes](#)

Add Fee

America

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

chedule

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Undergraduate | The Catholic Univ of America

[change term](#)

[buy my books](#)

Open

Closed

Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Planner

[search](#)

Fall 2016 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	HSHU 101-01 (1643)	MoWe 3:40PM - 4:55PM	McGivney Hall LL012	A. Butts	3.00	<input checked="" type="radio"/>

- **When is a Late Registration Fee assessed?**
- **How much is the Late Registration Fee?**
- **How does a student appeal a Late Registration Fee?**

- **When is a Late Registration Fee assessed?**
 - Fee is assessed when a student's *initial registration* for a term is *on or after* the first day of classes.
 - Only applies in Fall and Spring semesters
- **How much is the Late Registration Fee?**
 - \$75 for registration on first day of term through the add/drop deadline
 - \$500 for registration after add/drop*
- **How does a student appeal a Late Registration Fee?**
 - Fee is appealed through academic dean's office
 - Approvals should be limited to cases of administrative delay or error

*requires approval of appropriate Vice-Provost

- **What is a dynamically dated class?**
- **How are academic deadlines calculated for dynamically dated classes?**
- **Where are academic deadlines listed for dynamically dated classes?**

- **What is a dynamically dated class?**
 - Class that does not span the entire semester
- **How are academic deadlines calculated for dynamically dated classes?**
 - Deadlines are based on the corresponding percentage of class meetings as classes in the regular session
 - For fully online programs in Metro, Nursing, and NCSSS, deadlines follow the [Online Programs Academic Calendar](#)
 - Calendar is linked to the Academic Calendar page on the Enrollment Services website

- Where are academic deadlines listed for dynamically dated classes?
 - Via the calendar icon – visible in search results and in student's schedule in Cardinal Station Student Center

Select the calendar icon to view academic deadlines

Academics

Search
Plan
Enroll
My Academics

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	MPH 300-01 LEC (4770)	Mo 5:30PM - 9:45PM Gowan 401
	MRE 481-D1 LEC (4480)	We 5:30PM - 9:45PM Pangborn 205

weekly schedule ►
enrollment shopping cart ►

[View Your Expected Graduation Term and Diploma Application Status](#)

Student Center view

1 class section(s) found

MPH 300 - Persons and Value

Search results view

Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
	4770	01-LEC Dyn Date	Mo 5:30PM - 9:45PM	Gowan 401	Lawrence J. Kaiser	03/07/2016 - 04/25/2016	

- **Where are academic deadlines listed for dynamically dated classes?**
 - Selecting the calendar icon will display deadlines

Academic Calendar Deadlines

Dynamic Date Session

MPH	300	Section: 01	Persons and Value
Class Start Date:	03/07/2016	End Date:	04/25/2016
Drop/ Add:	03/12/2016	Last date to add class. If the class is dropped on or before this date it will not appear on your transcript.	
Drop with Penalty:	04/09/2016	If the class is dropped on or before this date it will appear on your transcript with the grade of W.	
Drop with Greater Penalty:	04/25/2016	If the class is dropped on or before this date it will appear on your transcript with the grade of F.	
Last Date to Drop:	04/09/2016	You are not allowed to drop after this date. If you must drop you need to contact your advisor.	

(Note: Academic Calendar dates are subject to change)

[Return to Search for Classes](#)

- **Who is eligible to enroll in courses through the consortium?**
- **Can students take any course through the consortium?**
- **How does a student enroll in a consortium course?**
- **How does a student drop a consortium course?**
- **Can courses taken through the consortium be used to “replace” a grade of D or F?**
- **How do students pay for consortium courses?**

Note: This section applies to the Consortium of Universities of the Washington Metropolitan Area.

Washington Theological Consortium policies will differ (but apply only to TRS students).

- **Who is eligible to enroll in courses through the consortium?**
 - Degree-seeking students except for students:
 - In School of Canon Law
 - In Columbus School of Law
 - In Metropolitan School of Professional Studies
 - In fully online programs
 - Who have been provisionally admitted
- **Can students take any course through the consortium?**
 - Course must be needed for degree requirements and not offered at CUA
 - Only for-credit courses can be taken; auditing not permitted
 - Internship, directed readings/research, thesis/dissertation guidance/research can not be taken
 - Consortium schools may place restrictions on courses open to consortium enrollment
 - Student may need to obtain consent for courses that require it

- **How does a student enroll in a consortium course?**
 - Must obtain two forms from Enrollment Services office:
 - Consortium Registration Form
 - Consortium Request Form: Statement of Need
 - Student completes forms with advisor, obtains dean's signature, and returns to Enrollment Services
 - Forms must be submitted by the add/drop deadline
 - If other school has earlier add/drop deadline, must be submitted by *that* date
 - Once processed, student will be enrolled into the course in Cardinal Station (subject code CNXX)
- **How does a student drop a consortium course?**
 - Via Cardinal Station – same process as dropping any other course

- **Can courses taken through the consortium be used to “replace” a grade of D or F?**
 - No – only the same course taken at CUA can be used to replace a D or F in the GPA
- **How do students pay for consortium courses?**
 - Charged by CUA at CUA’s normal tuition rate
 - Course fees (if any) may be billed by the visited institution (i.e., lab fees, studio art fees, etc.)

Questions?

Today's Agenda

- Enrollment Appointments
- Registration Holds
- Class Permissions
- Over-Electing
- Waitlists
- Combined (“Bound”) Classes
- Reserve Seating (“Reserve Caps”)
- Viewing Enrollment Transactions
- Error Messages
- Other Enrollment Issues
- **Post Add/Drop Procedures**

- **How can students enroll after the add/drop deadline?**
- **How can a student drop a course after the add/drop deadline without receiving a W?**
- **If a student withdraws from a course and then changes their mind how can they get back into the class?**

- **How can students enroll after the add/drop deadline?**
 - If the instructor and academic dean approve late enrollment the dean should request approval from:
 - For undergraduate students: Dean of Undergraduate Studies
 - For graduate students: Dean of Graduate Studies
 - If DOUS/DOGS approves late add:
 - For regular session courses: Dean's office enters Permission Time Period permission via Class Permissions page so student can enroll his/herself.
 - Notification to Enrollment Services is not necessary
 - For dynamically dated courses: Approval is sent to cua-enrollmentservices@cua.edu for processing
 - For swaps: Approval is sent to cua-enrollmentservices@cua.edu for processing

- **How can a student drop a course after the add/drop deadline without receiving a W?**
 - Generally, they can't
 - In **rare** cases where a student was incapacitated prior to the deadline or where there was administrative error approval may be given by:
 - For undergraduate students: Dean of Undergraduate Studies
 - For graduate students: Dean of Graduate Studies
 - Approval is sent to cua-enrollmentservices@cua.edu for processing
 - Note: In cases where a student claims to have attempted a drop before the deadline, search Enrollment Request page to check for drop attempts
 - Remember, Cardinal Station records *all* transactions, even those that are not successful

- **If a student withdraws from a course and then changes their mind how can they get back into the class?**
 - If the instructor and academic dean approve the student being allowed back into the course the dean should request approval from:
 - For undergraduate students: Dean of Undergraduate Studies
 - For graduate students: Dean of Graduate Studies
 - If DOUS/DOGS approves late add:
 - Approval is sent to cua-enrollmentservices@cua.edu for processing
 - Student does not have access to re-add a withdrawn course; ES must remove the W grade and restore the original grading basis

Questions?

General/Registration Inquiries:
cua-enrollmentservices@cua.edu

Class Scheduling/Catalog issues:
cua-classes@cua.edu

Admissions and Enrollment Management are not under the purview of Enrollment Services. To contact those offices:

Admissions (undergraduate): cua-admissions@cua.edu

Admissions (graduate): cua-gradadmissions@cua.edu

Enrollment Management: cua-enrollmentmanagement@cua.edu