

## How to know...

- Was the Override done?
- When I can register?
- What registration error am I getting?
- Who can do the override?

Start by logging in to BannerWeb

# Click on “Student and Financial Aid”



**Personal Information** **Student Services & Financial Aid** **Employee**

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## Main Menu

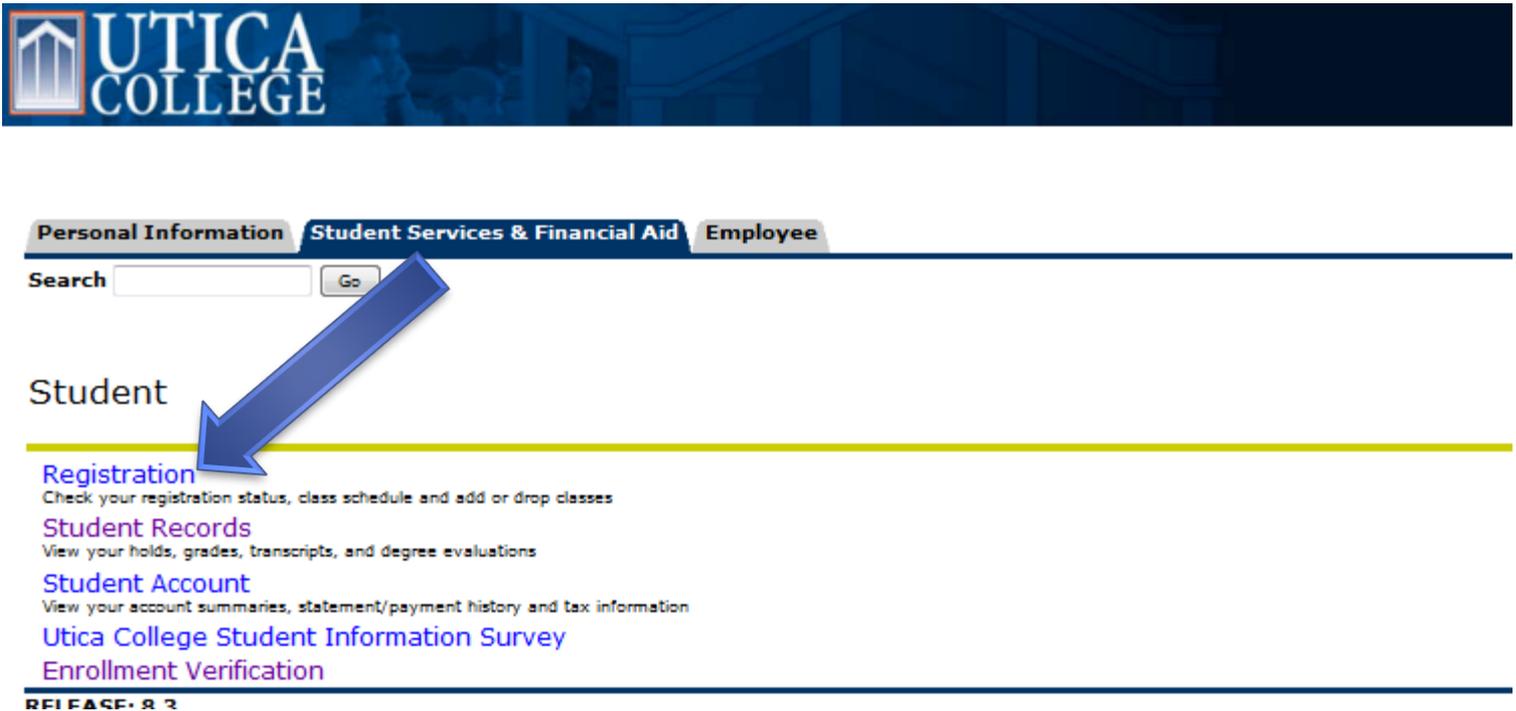
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- [Personal Information](#)  
Update addresses and contact information; View name or social security number change information; Customize your directory profile.
- [Student and Financial Aid](#)  
Register; View your academic records; View account information; Make payments
- [Financial Aid](#)
- [Employee](#)  
Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory
- [uticaonline, Angel Learning](#)  
e-Learning from Utica College

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# Click on “Registration”



**UTICA COLLEGE**

**Personal Information** **Student Services & Financial Aid** **Employee**

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**Student**

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[Registration](#)  
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades, transcripts, and degree evaluations

[Student Account](#)  
View your account summaries, statement/payment history and tax information

[Utica College Student Information Survey](#)

[Enrollment Verification](#)

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RELEASE 8 3

# Click on “Registration Status”



[Personal Information](#) [Student Services & Financial Aid](#) [Employee](#)

Search

## Registration

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- [Select Term](#)
- [Add or Drop Classes](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Status](#)
- [Active Registration](#)
- [Registration History](#)
- [Concise Student Schedule](#)
- [View/Order Textbooks](#)
- [Withdrawal Information](#)

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### Registration Status

**You may register during the following times**

From	Begin Time To	End Time
Jun 12, 2012	07:00 am	Sep 05, 2012 11:59 pm

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Senior.

#### Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Override Full Class Section	8156	CHE	103 Chemistry and Society
Override Full Class Section	8156	CHE	103 Chemistry and Society
Override Level Restriction	8156	CHE	103 Chemistry and Society

#### Earned Credit

Level	Type	Hours
Undergraduate	Transfer	30.000
Undergraduate	Institutional	92.000

#### Curriculum Information

##### Current Program

Bachelor of Science

**Level:** Undergraduate

**Program:** BS-Management

**Admit Term:** Fall 2008

**Admit Type:** Transfer

**Catalog Term:** Fall 2011

**College:** Business and Justice Studies

**Campus:** Main

**Major:** Management

**Minor:** Mathematics

Your registration "Time Ticket"

Any holds on your account will be listed here.

Your class level for purposes of registration is listed here.

Class levels are determined by number of credits earned:

Freshman: 0-26 credits

Sophomore: 27-56 credits

Junior: 57-86 credits

Senior: 87+ credits

These are the registration overrides that have been done for you. If you want to know if an override was done, this is where you check. Make sure the override that was done matches the error you were getting – not every error can be overridden online!

# Registration Add Error (Stop Sign!)



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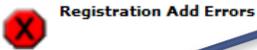
## Add or Drop Classes

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Apr 09, 2012	None					A	Undergraduate 3.000	Standard	Letter	
**Web Registered** on Apr 09, 2012	None					A	Undergraduate 3.000	Standard	Letter	
**Web Registered** on Apr 09, 2012	None					A	Undergraduate 3.000	Standard	Letter	
**Web Registered** on Apr 12, 2012	None					A	Undergraduate 3.000	Standard	Letter	

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Jul 19, 2012 12:08 pm

If you receive a registration add error, this is what it looks like. The error is listed under "Status". The instructor will need to know this information in order to help you register.



Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Field of Study(Major) Restriction - Major	8159	CHE	211	B	Undergraduate	4.000	Standard	Letter	General Chemistry I

### Add Classes Worksheet

CRNs

<input type="text"/>								
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# Common Registration Errors

ERROR	HOW ?	WHICH OVERRIDE?
Closed	Instructor overrides online	CLOSED COURSE
Reserve Closed	Instructor overrides online	CLOSED COURSE
Prerequisite (PREQ AND TEST SCORE)	Instructor overrides online	PREQUISITE
Corequisite (COREQ)	Instructor overrides online	COREQUISITE
Time Conflict	<i>Student must register in person with instructor's signature</i>	
Class Restriction	<i>Student must register in person with instructor's signature</i>	
Level Restriction	Instructor overrides online	LEVEL
Major Restriction	<i>Student must register in person with instructor's signature</i>	
Link Error	Student must register for all components of the course in one transaction.	<i>(May include lecture and/or lab and/or clinical)</i>
Program Restriction	<b>SPECIAL PERMISSION REQUIRED</b>	<i>(see next page)</i>

# Program Restrictions

- Program restrictions happen when a course is offered for students in a specific program.
- You must obtain the override from the *correct person* (instructors cannot override program restrictions) in writing, and then register in the Registrar's Office.
  - All Arts & Sciences classes: John Johnsen, Dean of Arts and Sciences
  - All courses reserved for online Cybersecurity or Economic Crime: *Your advisor* must email Tom Ryan
  - All courses reserved for Occupational Therapy/Weekend Programs: Dr. Paula Carey

# Registrar's Office

If you have questions about registration,  
contact the Registrar's Office:

(315) 792-3195

121a White Hall

[www.utica.edu/registrar](http://www.utica.edu/registrar)

