

Error Message	What it means	What to do
Not Enrolled, Class Full.	There are no seats available in the class. If the course has multiple components, this could refer to any of them, so make sure to check which one is full.	The student must get permission to enroll in a course that is full. <u>Do not process*</u>
Time Scheduling Conflict for class %1 and %2, not enrolled.	A scheduling conflict exists with a currently enrolled class.	The instructors of the conflicting class must approve the add. <u>Do not process*</u>
Maximum term Unit Load exceeded.	This student is going over 19 credit hours	Contact the SAS Rep. The Rep will reach out to the student and explain the extra charge. <u>Do not process until the Rep gives the OK.</u>
Instructor Consent Required to Enroll in Class, Add Not Processed.	The course requires a permission number to enroll	The student must obtain permission from the instructor of the course to enroll (permission # or signature). <u>Do not process*</u>
Requisites not met for Class, not enrolled.	The term “requisites” could refer to PRE requisites or CO requisites. The requisite should be listed within the error message.	The student must obtain permission from the instructor of the course to enroll (permission # or signature). <u>Do not process*</u>
Available seats are reserved. Reserved seat requirement not met. Student not enrolled.	The department offering the course is reserving a certain number of seats for students who meet certain criteria.	Students who don’t meet the reserved seating criteria have to wait until open enrollment begins to enroll in the course. <u>Do not process.</u>
Hold on record, Add not processed.	There is a hold on the student’s account blocking enrollment.	Check to see what the hold is, and advise the student appropriately. Holds cannot be overridden without appropriate approvals. <u>Do not process.</u>
No Valid Appointment Found And Open Enrollment Period Has Not Begun.	The student’s enrollment appointment has not yet begun, or the student doesn’t have an enrollment appointment	If the student doesn’t have an enrollment appointment assigned, the Registrar’s office can assign one (this is unlikely). Otherwise, they have to wait until their appointment begins before they can enroll. <u>Do not process.</u>
Unable to Drop class, will drop below required minimum units for enrollment.	Students must maintain full time status (12 credits or more).	Advise student to speak with SAS Rep. <u>Do not process</u> – the Rep may process the drop after speaking with the student.
Unable to Drop class, Corequisites exist.	The requested drop transaction was not processed. Enrollment exists in a corequisite class. Classes must be dropped together.	If the drop is requested after the late withdrawal (LW) period has begun, <u>override error. Otherwise, do not process drop request*</u>
A Required Related Class (component %1) must also be Selected.	There is an additional component required for enrollment that is missing.	The class requires enrollment in a related component. Related components can be selected using the Related 1 and Related 2 fields.
Swap not allowed because the 'swap from' class would receive a penalty grade	This swap would result in a “W” or “LW” for the <i>swap from</i> class, and the <i>swap to</i> class is a different section of the same course.	If a student is changing sections of <i>the same course</i> after the withdrawal period has begun, swaps must be backdated.

*Do not process unless you have the required approvals.