

# Online Registration Troubleshooting

Last updated September 2009

Message	Possible Problems	What to do....
The Registrar has not allowed registration for this term at this time.	You have not changed the term or have selected the wrong term. <b>OR</b> The term has not been opened up to allow any students to register.	Change the term (upper left corner of the screen) to the term for which you are trying to register (example: SP-SEMEST-10 for spring 2010, etc.) <b>OR</b> Go to <a href="http://www.marian.edu/mymarian/registrar">www.marian.edu/mymarian/registrar</a> to find out when registration begins.
The Registrar has not allowed registration for (college level) at this time.	Your registration group has not yet been granted access to register.	Log on to your CAMS student portal and check the earned hours on your unofficial transcript to find out which registration group you are assigned to.
Your Advisor (advisor name) has prevented your registration until you see him/her for advising. Please contact your advisor.	You have not met with your academic advisor for required advising. <b>OR</b> You have met with your academic advisor but they have not properly 'released' you to register online. <b>OR</b> You have selected the wrong term.	Contact your academic advisor to schedule your advising appointment. <b>OR</b> Contact your academic advisor to ask them to 'release' you to register online. <b>OR</b> Double-check to be sure that you have selected the correct term.
<b>Registration for this student and term cannot continue because:</b>  Student has an active <b>business hold</b> that prevents registration. <b>OR</b> Student has an <b>Academic Status</b> value for term that prevents registration	The Business Office has put a hold on your account to prevent registration. <b>OR</b> The Academic Affairs Office has put a hold on your account to prevent registration.	Contact the Business Office at 317.955.6020 regarding your hold. <b>OR</b> Contact the Academic Dean's Office at 317.955.6016 regarding your hold.
Pop-up blocker appears and screen reverts to "cancel registration."	You need to disable your pop-up blocker(s) or add the student portal to your list of allowed sites.	Try holding down the CTRL key while you click on Registration. <b>AND/OR</b> On the menu bar in Internet Explorer, go to the Tools menu and select Pop-up blocker ► Pop-up Blocker Settings. In "address of website to allow," enter <a href="https://camsap.marian.edu/estudent">https://camsap.marian.edu/estudent</a> , click the Add button, and close. <b>AND/OR</b> Disable your pop-up blockers completely. Instructions on how to disable many common pop-up blockers can be found online. <b>OR</b> Register at an on-campus computer in one of Marian's computer labs, where the site will not be blocked.

Pre-req	You have not fulfilled the pre-requisite to register for this course <b>OR</b> You have fulfilled the pre-requisite for this course through a different method (i.e. transfer work, AP tests, departmental exam, etc).	Bring your scheduling planning form to the Office of the Registrar for an override. The Office of the Registrar may require you to obtain additional faculty signatures. <b>OR</b> Contact your academic advisor and they may be able to register you for the course through the faculty portal.
FacAppReq	The instructor of this course has required their approval before registering for this course.	Contact the instructor of the course and have them sign by the course on your schedule planning form and bring that form to the Office of the Registrar for an override.
[Class is full]	This course has reached maximum capacity and you can no longer register for this course. The course does <u>not</u> currently have an active waitlist.	You can to add yourself to the waitlist for this course <b>OR</b> You can register for a different course.
[Class has a waitlist] [Class is full]	This course has reached maximum capacity and you can no longer register for this course. The course currently has an active waitlist.	You can to add yourself to the waitlist for this course <b>OR</b> You can register for a different course.
Duplicate course registration is not allowed.	You are trying to register for multiple sections of the same course.	Pick only one section of the course for which you plan on registering.
Time Conflicts	The courses you are registering for meet at the same time or they overlap in time.	Obtain approval with a signature, on your registration planning form, from both instructors of the courses that conflict. Bring your signed form to the Office of the Registrar for an override.
Variable credit courses	Variable credit courses will be set to a default credit hour amount.	Bring your registration planning form to the Office of the Registrar so the credit hours can be updated in CAMS.
Audit courses	You can audit courses not required for your major, minor, or general education requirements.	Bring your registration planning form to the Office of the Registrar so the course you plan to Audit can be coded to Audit.
You are allowed to take only XX hours this term.	You are trying to register for more credit hours than you are approved to take.	If you are registering for 19 or more credit hours, a signature from the Dean of Academic Affairs (MH 110) is required. Obtain this signature on your registration planning form and bring it to the Office of the Registrar so the course(s) can be added. <b>OR</b> If you are on academic probation, you are restricted to a max of 16 credit hours; approval to take more than 16 credit hours is required from the Dean of Academic Affairs.