REGISTRATION ERRORS AND PERMIT REQUESTS

REGISTRATION ERRORS
You may encounter a problem when trying to add a course to your schedule. If a course cannot be added to your schedule you will see a red exclamation point (!) with the message “Registration Add Errors” (see Ex. 1 below). Immediately below that message, you will see the information for the course that could not be added (see Ex. 1 below). If you run into a registration error you will need to request a course registration permit from the department that offers that specific course. Please keep in mind, each department can only issue permits for course in their own academic programs (see Permit Requests for Other University Departments for further information).

Before you request a permit, first look under “Status” to identify the specific system error preventing you from adding that course. There are several different reasons why a student might not be able to register for a course (eg, missing prerequisites, class standing, major, etc.). If you do not identify the reason, we will not know which permit needs to be issued to solve your registration problem.

Ex. 1

PERMIT REQUESTS
Permit requests for CoAD courses are only accepted via email. You must email a complete permit request as outlined below to the appropriate advisor in order to ensure that your request will be answered. During registration these advisors receive numerous permit requests. Any missing information will delay your ability to enroll in the course.

1. Full name
2. Student ID number (8-digit number, not UCID)
3. Current major
4. Complete Course information (title, number, and 5-digit CRN located next to the course number)
5. Banner Error Message, located under “Status” on the registration page
   ○ Please note: If you see a “C” or “Closed Course” message next to the course number, you will need to request a “Closed course” permit. To register for a “Closed Course” once you receive a permit, you must manually add the course to your schedule by using the 5-digit CRN.
The College of Architecture & Design houses two distinct design schools: the School of Art+Design and the NJ School of Architecture. Each of these schools has a different department advisor who is responsible for different courses. Make sure you submit your request to the correct advisor, otherwise your request may go unanswered.

School of Art+Design: Sasha Corchado (corchado@njit.edu)  
AD, DD, FA, ID, INT courses only

NJ School of Architecture, Undergraduate Architecture: Meaghan O’Connor (moconnor@njit.edu)  
ARCH undergraduate courses only

NJ School of Architecture, Graduate Architecture and MIP programs: Fred Little (little@njit.edu)  
ARCH (undergraduate and graduate), MARC, MIP courses only

Remember, it is important that you provide all the information listed above and clearly identify the course error (under “Status”) in your permit request. Each permit is linked to a specific registration error. For example, if you have a “missing prerequisite” error, you must tell the department advisor so that he/she can issue a “missing prerequisite” permit. If the advisor were to mistakenly issue a “closed course” permit instead, Banner would not allow you to register for the course until the correct permit is entered.

Once you have received a registration permit from the appropriate department, you can add the course to your schedule by entering the 5-digit CRN at the bottom of your registration page. If you receive another “Registration Add Error” message for the same course, check under “Status” to see what other error is listed. You will likely see a different error message. Banner only identifies one registration error at a time, even if more than one error exists. A student who may initially see a “missing prerequisite” error the first time they try to add a course, may later encounter a “class standing” error the second time they try to add the same course. If that happens, you will need to repeat the permit request process with the new Banner error information.

PERMIT REQUESTS FOR OTHER UNIVERSITY DEPARTMENTS

Permit requests for courses outside the College of Architecture and Design must be submitted to the department which offers the course. Academic advisors are not authorized to issue permits for courses outside of their own departments. Make sure you submit your request to the appropriate department advisor. It is recommended that you provide the same detailed information listed above to receive a permit for courses in other departments.

Please refer to the following link or the academic department website for advisor contact information and permit request instructions: