

## 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 notification that the course cannot be added to your schedule. You will also see the reason, or reasons, that Banner has not allowed you to add the course. 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**, be sure to identify the specific error(s) listed on the registration screen. This is IMPORTANT. There are several different reasons why a student might not be able to register for a course (e.g., Missing Pre-requisite, Major, Closed, etc.). If you do not identify the exact reason for the error, the correct permit cannot be issued to resolve your registration problem.

Once you've identified the registration error, you can then submit a permit request to the appropriate department to submit your permit request.

### How to Submit a Permit Request

**Permit requests for College of Architecture & Design 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 or incorrect 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
  - o 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. Make sure you submit your request to the correct CoAD advisor, otherwise your request may go unanswered.

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

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

NJ School of Architecture, Graduate Architecture and MIP programs: Fred Little ([little@njit.edu](mailto: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(s) in your permit request. If you don't, the advisor will be unable to issue the correct permit to address the problem, and you will be unable to add the course to your schedule.

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. If you receive another error message for the same course, please check the error message listed. You will likely see a different error message. If that happens, just repeat the permit request process with the new Banner error information.

**Permit requests for courses outside of CoAD** must be submitted to the department that offers the course. Please make sure your permit request is sent to the right academic department! Academic advisors are not authorized to issue permits for courses outside of their own departments. Please provide the same detailed information listed above to receive a permit for courses outside of CoAD.

The list of departmental contacts for permit requests can be found online at <http://www5.njit.edu/advising/sites/advising/files/Department%20Contacts%20for%20Registration%20Permits.pdf>.