

Registration Quick Reference Sheet

Section Descriptors

Column: Indicates if there is a second and/or third meeting time or location. Be sure to check other meeting times for time conflicts.

LENG Column: Length of section.

Blank = Full semester spring/fall
1BLK = 1st block spring/fall
2BLK = 2nd block spring/fall

1SES = 8 week summer session
2SES = 5 week summer session
3SES = First 4 week summer session
4SES = Second 4 week summer session

INTR = Intersession (see schedule for dates)
SHRT = Short course (see schedule for dates)
EXTD = Extended course (see schedule for dates)

LOC Column: Location of section.

Blank = Springfield
BRAN = Branson
DFNS = Fairfax, VA
FRGN = Foreign Study
FRST = Forest Institute of
Psychology, Springfield, MO
HOUS = Houston

JOPL = Joplin
LEBN = Lebanon
LTUC = Dalian, China Campus
MNTT = Monett BearNet
MTGR = Mountain Grove
NACC = North Harrison Comm
Coll, Harrison, AR BearNet

NEOS = Neosho
NEVA = Nevada
NOAM = Northeastern OK A & M College,
Miami, OK BearNet
OCAM = Off Campus
RCCO = Relands Comm Coll, El Reno, OK
BearNet
WPLN = West Plains

TYP Column: Section type.

Blank = Standard type, no special indicator
H = Honors *Note:* Only honor students may register for these sections and they must register in the Honors College Office, UNVH 115
W = Workshop

DELV Column: Delivery method of section.

Blank = Standard type, no special indicator
INET = Interactive Internet

CBLE = Telecable course
IVID = Interactive video

CBVR = Cable and video rental combination
VDEO = Video Rental course

Exceptional Condition Indicators

GR Column

N = No grade/no penalty
* = Can receive N or F

CM Column: Comment

A = Pass/Not Pass

NS Column: No section

D = Section has been deleted, cannot enroll in a course with a D status
H = Section is on hold, cannot enroll in course with an H status; department may or may not open for enrollment
X = Course/Section does not exist

PM Column: Permission

D = Delayed permission in effect, running a waiting list in department (permission from department) *Reminder:* Continuing Education runs the waiting list for intersession classes and issues permission slips for these classes
M = Multiple sections, check Help Sheets or CRSE screen 54 for section comment
P = Course requires permission
Q = Old code, still appears, but means nothing
S = Special section, check Help Sheets or CRSE screen 54 for section comment

GS Column: Graduate Students

X = check student classification, **only** GD, GM, GS, and PB students may enroll. Undergraduates may register for graduate credit with a completed SENIOR PERMISSION form or MIXED CREDIT form obtained in the Grad College Office (Carr 306.) These must be processed by the Office of the Registrar, Carrington 320. Ensure form is completed correctly

CL Column: Closed *Reminder:* Continuing Education issues permission slips for EXTD, SHRT, INTR, DUCR, and WKSH

C = Course is full: (permission from department or instructor)
D = Departmental close: (permission from department)
E = Evening reserve only: (permission from Evening College)
P = Delayed permission in effect, running a waiting list in department (permission from department); this indicator can be preempted by a C, D or R.
R = Room close/fire capacity: Classroom is at maximum capacity; no enrollment allowed. However, occasionally, this condition may be overridden with a permission slip clearly marked permission to exceed room capacity, signed by the department head and stamped with the department stamp. The override must be processed by the Registrar, Asst Registrar, Registration Supervisor, or Registration Administrative Clerk in Carrington 320.
V = Departmental Reserve: course is reserved for departmental majors; student does not meet criteria to enroll (permission from the department)

TM Column: Time conflict

X = Time conflict found: Time conflicts are the student's responsibility and given the student understands they are responsible to make arrangements with the instructors, we can override the N by overtyping with a Y. Generally for conflicts that exceed 15 min, the student should not be registered for the class until documentation (permission form or email) is provided from the instructor indicating approval of the time conflict.

Note: The system does not recognize the difference between Intersession or Block courses, or first block and second block, double check times and override as needed. The time conflict indicator will stay on the screen even after conflict is eliminated.

General Information

PRINTING: If the system returns to the COLR Registration menu without printing, then you need to reassign the printer designation in the COLR main menu screen. Type P9 in OPTION, press enter, if correct the message "Local copy printing selected" appears at the bottom of the screen

VERIFYING: You must type a Y and hit enter at the verify prompt to complete any transaction. If you need to clear out of the COLR screen after entering a student's schedule, and you have not yet verified, use the Esc key and that will take you back to the COLR menu without having made any changes to the student's schedule.

Messages That Could Appear At The Bottom Of The Student Confirmation Screen

ADVISOR RELEASE REQUIRED = Freshmen, sophomores, graduate students, students currently on probation and new transfer students must have an advisor's release to register. This is done by the advisor signing the student's registration request form, or by releasing the student in the Faculty/Advisor Resource Center on the web.

ADVISOR RELEASE COMPLETED = The student has been released to register in the Faculty/Advisor Resource Center on the web by an advisor, no advisor signature is required on the student's registration request form

NOT IN SEQUENCE = Student is not eligible to register at this time, tell student the correct time. If student feels this is incorrect, verify student's information: class, credit hours and student ID. If still a problem, refer to a supervisor.

STUDENT IS NOT ADMITTED = Some part of the admission process is incomplete, refer student to the Admissions Office, Carrington 204

STUDENT IS NOT CURRENT = Student has not attended Missouri State recently, refer to the Admissions Office, Carrington 204

NO MATCHING SSNO GROUP FOUND = There is a discrepancy between the student's class and credit hours, Call the Admissions Office at 6-5517 and ask for Dawn Brixey or an evaluator

NO ACT/SAT SCORES, SEE ADMISSIONS = It is not necessary for International students to see admissions, as they do not take ACT/SAT tests. If unsure, you can confirm a student's international status in STDT 31, RES: (the code will be a 3 letter code instead of 3 numbers)

OTHER MESSAGES: There are various other messages regarding the student's admission status and student information, but they are usually self-explanatory

Messages That Could Appear At The Bottom Of The Registration Screen

DROP NOT ALLOWED - - NOT IN VALID DROP PERIOD: Deadline to drop from this course has expired. This message may occur for extended (EXTD), intersession (INTR), short (SHRT), workshop (WKSH) or dual credit (DUCR) courses. Continuing Education, Carrington 422, or the Acting Registrar, Registration Supervisor, or Registration Assistant, Carrington 320, may process these changes.

Overload Messages: Refer to the Overload sheet included in the packet for the various messages that could appear regarding overloads.

Other Messages:

CONFLICTS HAVE OCCURRED DURING SCHEDULING = Something is wrong with the schedule; a class has closed or some other problem has occurred prior to verifying the schedule. Correct the problem and try to verify again.

IDS/UHC 110 = If the student is currently enrolled in IDS or if you have permission from IDS office (ext 8343) you may override by typing Y, if not the student must register for IDS now. It is required for incoming freshman (see General Education Basic Required Courses section for specific criteria). Transfer students who have completed more than 24 after high school are not required to take IDS 110.

VETERAN - MUST COMPLETE FORM = This message is a courtesy reminder; remind student to fill out new paperwork in the Office of the Registrar-Veterans Services, Carrington 320, any time a change is made to his/her schedule.