Albert Registration Cheat Sheet

Hold on Record

Error: Hold on record. Add not processed. There is a hold on this record, preventing the add from being processed.

Solution: Albert will indicate the details of the hold if you click on the "details" link. Selecting a specific hold will provide instructions on how to resolve this.

Advisor Approval Hold: Contact Advisor
Dynamic Registration Hold: Contact Bursar

Prerequisite Errors

Error: Enrollment Requisites are not met. Prerequisite for XXX course.

Solution: Check prerequisites/corequisites listed in Class Notes, or work with your Advisor for prerequisite exceptions.

Time Conflicts

Error: You can not add this class due to a time conflict with class XXX. Select another class.

Solution: If you encounter a perceived but not real time conflict, you can contact your advisor for registration assistance.

If you have a real time conflict, you will need to resolve the time conflict. Prepare for enough alternative courses or different sections of the same course so you don't run into time conflict issues.

Reserved Capacity Errors

Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.

Solution: Some major courses are reserved for the declared majors in the first week of registration and will open to all students in the following week. Check class notes in Albert for specific course open times.

Department Consent

Error: Department Consent Required. You must obtain permission to take this class.

Solution: Alert your advisor if you believe you should have access to the course.

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Class is Full

Error: Class is full. Select another available class

Solution: Get on the waitlist and set up Edit Swap.

Class is Full and the Wait List is Full.

Error: Class XX is full. There are currently no seats available and the wait list is full.

Solution: This happens rarely. You will need to enroll in alternative classes.

Instructor Consent

Error: Instructor Consent Required. You must obtain permission to take this class.

Solution: You will need to contact the instructor to obtain approval to enroll in the course.