# COMMON REGISTRATION ERRORS

| REGISTRATION ERROR/WARNING | CAUSES & SOLUTIONS |
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| **Repeat Count Exceeds 0** | **Cause:** Repeating a course that you already got credit for either via transfer coursework, test credit, or previously taken.<br><br>**Solution:** This may affect future financial aid. Contact financial aid for review and reconfirm course with academic advisor. |
| **Prerequisite** | **Cause 1:** Missing course or transfer equivalent. You need to have completed a specific course(s) before registering for the course(s)<br>**Cause 2:** General Education Requirement missing<br>**Cause 3:** There is a Co-requisite course. You need to register for both courses at the same moment. When registering for a lecture & lab course, both section numbers should match.<br><br>**Solution**: Contact your academic advisor to review your DegreeWorks audit and course sequence. |
| **Test Score** | **Cause 1:** COVID exemption<br>**Cause 2:** HOPE GPA missing<br>**Cause 3:** Missing specific test scores or placement test scores<br><br>**Solution:** Contact registration to review. We can refer you to the correct department to assist you. |
| **Last Class** | **Cause 1:** During add/drop period for the semester<br><br>**Solution:** Register for the course you are needing first, and then drop the course you want to remove<br><br>**Cause 2:** When dropping all your courses, the last class must be done manually by Registration & Records<br><br>**Solution:** Email **registration@athenstech.edu** with student ID and CRN of the course for assistance. |

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| **Permission of Department (POD)** | **Cause 1:** Course selection is restricted.<br><br>**Solution:** Check the location of the course; "Where". If location is high school, it is for dual enrollment/high school students only.<br><br>**Cause 2:** Sequence out of order.<br><br>**Solution:** You are registering for a learning support course prior to the paired course. (i.e. ENGL 0999 before ENGL 1101)<br><br>**Cause 3:** True restriction<br><br>**Solution:** Contact program advisor for override |
| **Class not required** | **Cause 1:** Course might not be part of your program.<br>**Solution:** Review your DegreeWorks audit and program requirements.<br><br>**Cause 2**: Your program might not have been added to your academic history.<br><br>**Solution:** Contact your academic advisor for further assistance. You may need to complete the "out of program" form for approval to register. |