



## Common Registration Errors

...and what to do about them!

- **Pre-requisite/Co-requisite:** the course you are registering for has a pre-requisite you have not met, or a co-requisite you must take along with it. To find if a course has a pre-requisite or a co-requisite, browse the course and click the title of the section you're trying to register for. Then, click the Pre-requisites/Co-requisites tab. Co-requisites must be submitted for registration at the same time.
- **Reserve Closed:** the course you are registering for has a certain number of seats reserved for a specific student type (Palmetto College Online students, Honors students, etc.). Contact the Department Chair, Program Coordinator, or the professor of the course and request permission to register.
- **No seats:** the course is full. You can request permission from the instructor to register for the course. If you do receive permission, you can forward the email to [registrar@uscb.edu](mailto:registrar@uscb.edu) and we will provide the override. The course department's admin can also provide the override.
- **Student Type/Classification:** some courses are restricted to students of a specific major or classification (freshman, sophomore, junior, senior). You can request permission from the course Department Chair and your advisor to register.
- **Registering Outside of [DATE]:** you are registering after the drop/add period and will have to do a Late Registration Form. You can find this form in the Registrar's Office, or on our website at [uscb.edu/registrar](http://uscb.edu/registrar) – Forms – Late Registration Form.

### Common Holds:

- **Immunization:** you have not completed the Immunization Forms for the Admissions Office. Contact Admissions at [admissions@uscb.edu](mailto:admissions@uscb.edu) or 843-208-8055
- **Citizenship:** you have not completed the Citizenship Forms for the Admissions Office. Contact Admissions at [admissions@uscb.edu](mailto:admissions@uscb.edu) or 843-208-8055
- **Bursar:** you have a financial hold and must contact the Bursar's Office at [bursar@uscb.edu](mailto:bursar@uscb.edu) or 843-208-8008