

Error Message	Explanation	Action
Section Closed	All available seats for this section have been filled.	Select another class or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.
Time Conflict	The class you selected meets at the same time as another class you've registered for.	Select another class or section.
Pre-requisite/Test Score Error	You have not met the pre-requisite or required test score for this course.	Select another class or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.  *If you met the pre-requisite through another institution, verify that the transfer credit is posted on your transcript in myLongwood.
Co-Requisite Error	The course requested requires enrollment in another course during the same semester.	You will need to register for both co-requisites at the same time.
Level Restriction	Courses may be restricted to a degree level, allowing enrollment of only graduate or undergraduate students.	Select another course appropriate to your enrollment level.  If you are an undergraduate trying to add a graduate course, secure permission from <a href="#">Graduate and Professional Studies</a> . If you are a professional undergraduate trying to add an undergraduate course, secure permission from the department chair and your program director/coordinator.
Class Restriction	This course requires a specific class standing (Freshman, Sophomore, Junior, or Senior) based on your earned credit hours.	Select another course appropriate to your class standing or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.
Field of Study Restriction	Enrollment in this course is limited to specific majors/minors/concentrations.	Select another class or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.
Reserved Closed	This course has a specific number of seats reserved for a particular major and a specific number of seats for non-majors.	Select another class or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.

Student Attribute Error	This course is intended for students with a particular attribute.	Select another class or use the <a href="#">Schedule Change form</a> to secure approval from the department chair.
Instructor/Dept. Chair/Program Dir. Approval Required	Entrance into this course requires specific authorization.	Student may use the <a href="#">Schedule Change Form</a> to attain the requested consent.
Invalid CRN	The five-digit CRN you entered is not recognized by the system.	Check the <a href="#">course schedule</a> to obtain the correct CRN.
Duplicate Course	You have already registered for this course.	Drop the course from your schedule.
Student Status prohibits registration	Your student record is not active for the following term.	Contact the <a href="#">Office of the Registrar</a> at 434-395-2580.
Academic Standing prohibits registration	Your academic standing does not allow registration.	Contact the <a href="#">Dean of your College</a> .
Time Ticket Error	You are trying to register outside of your assigned registration time.	Check your time ticket on the <a href="#">Registrar's</a> website.
Current Term Balance or Prior Term Balance Due	You have an unpaid balance that requires resolution.	Access the TouchNet system to view your account status. Login into <a href="#">myLongwood</a> , select the <i>Student</i> tab, click on <i>My Student Account</i>
Delinquent Degree Application Hold	The Application for Degree is due once you reach 75 earned credit hours. Anticipated graduation date has no bearing on the due date.	You and your academic advisor fill out and sign the <a href="#">application</a> together. Bring the completed form to the Registrar's Office.  *If you have a minor, the department chair for the minor needs to sign the application too.
Health Services Hold	You have incomplete immunization records.	Contact the <a href="#">University Health Center</a> at 434-395-2102.
Maximum Credit Hours Exceeded	There is a limit on how many credit hours you can sign up for in one semester.	If you wish to exceed this number, attain permission from the <a href="#">Dean of your College</a> .
You may not drop your last class.	Students who are withdrawing from the University should contact the <a href="#">Registrar's Office</a> for instruction. Part of the withdraw process includes us removing you from your final course.	Planning to take classes at Longwood? Simply register for another course that you want to take, and then drop this one.