PennWest Workflow – Registration Permit Error

## Purpose

This document provides step-by-step instructions for users on how to submit a Registration Permit Error Workflow.

What is a registration error?

A **registration error** in **Student Self-Service** occurs when a student encounters an issue while trying to register for classes. These errors can be due to various reasons, including prerequisites, conflicts, or capacity limits. The error message or messages will show in the top right corner of the registration screen after clicking the Submission of Registration.

An example of a registration error:
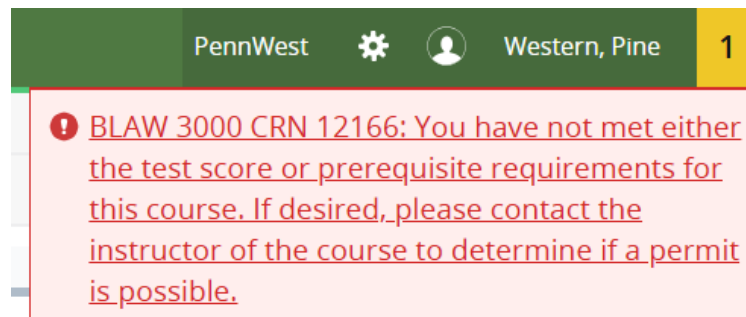
If any of the following error messages are received, you can submit a Registration Permit Workflow to have the course reviewed for permission to register.

1. **Prerequisite and Test Score Error** – You have not met the required prerequisite(s) for the course.
2. **Closed Section** – The class or waitlist is full, and no seats are available.
3. **Maximum Hours Exceeded** – You are attempting to register for more credit hours than allowed in a term.
4. **Campus Restriction** – The course is limited to students from a specific campus.
5. **Major Restriction** – The course is available only to students in a certain major.
6. **Instructor or Department Approval Required** – You need permission to enroll.
7. **Co-Requisite Error** – You need to register for another course simultaneously.
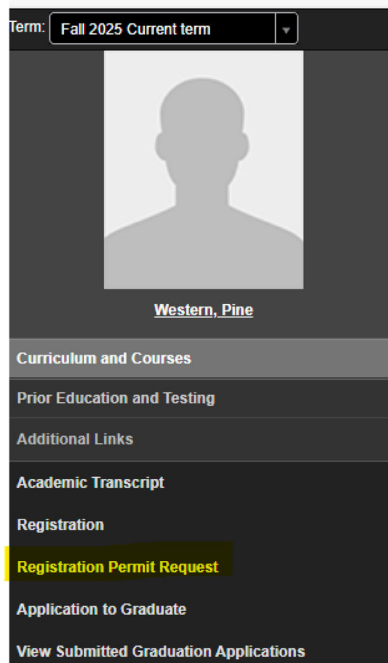
How to submit a Registration Permit Workflow request.

1. Log into My.Pennwest.edu
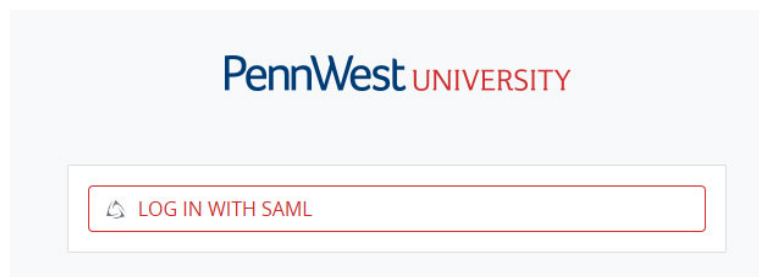2. On the Student Quick Access Card, select "Student Self-Service."

3. Click on the "Registration Permit Request" link on the left menu this will start the Registration Permit workflow.

4. Click the "Log in with SAML" link.

5. Review and toggle your agreement for the Office of the Registrar to register you for the selected course if necessary.

This form is designed to assist students who are receiving registration errors. If you are are receiving a Capacity or Closed registration error, please do not submit this form. Instead, add yourself to the waitlist of that CRN. Departments are actively reviewing waitlists. Please review all fields carefully and provide the necessary details to ensure your request is processed efficiently. If you have any questions or need further assistance while completing the form, please contact us at registrar@pennwest.edu. We are here to support you through the registration process.

🔵 Permission to Register

By submitting this form and if approvals are obtained, you are giving the Office of the Registrar permission to register you into the course you selected if required.

6. This will provide you with your Student Information and Registration Information.

Under Registration Information, choose the term in which you are attempting to registration, then click, "Get Registration Error Information."

Registration Information

Select the registration term and then click "GET REGISTRATION ERROR INFORMATION".

Registration Term:

Spring 2025   ▼

Please select the term you're trying to register for.

GET REGISTRATION ERROR INFORMATION

7. You will now be prompted to choose your Program of Study in the Program drop-down menu.

* Program:

Sociology   ▼

Please select your program from the dropdown.

8. In the Course area, choose the course you would like to be reviewed for permission to register. Then choose, "Get Course Information."

Course

11198 - SOCI 1000   ▼

Select the course you're trying to register for.

GET COURSE INFORMATION

9. Review the populated course information. If correct, choose "Submit for Approval."

10. Once submitted, you will receive a website notification as well as an email notification confirming the submission. Please continue to monitor your student email regarding your submission and any next steps.
    - If approved, the proper permit will be applied to your student record, you will then be prompted to log back into Self-Service Registration to register for the course.

Troubleshooting and Support

If you encounter any issues during the submission process, please contact Registrar@pennwest.edu.