Student Registration FAQs:

Q: I cannot register because I have a hold on my account?
A: Please check your registration status in MyCharleston to determine why you have a hold and to identify the appropriate department so that the hold can be cleared.

Q: The class I want is closed. How do I register for it?
A: The only way to register for a closed class is to obtain permission from the department. The department has the ability to override you into a class.

Q: I am trying to register for my science lecture and lab (e.g. BIOL, CHEM, etc.), but I keep getting a co-requisite error. What should I do?
A: Remember that you must register for both the lecture and its lab simultaneously. Please note that some departments link specific lecture and lab sections together. If you get a co-requisite error message with a specific CRN number then you must register for the identified CRN.

Q: I am getting a repeat error, but I have never taken this class before. What should I do?
A: Did you submit a Coursework Elsewhere Form or a Cross-Registration Form in plans of taking the class at another institution, but didn't take the class? If so, then you must email transferevaluation@cofc.edu to have the class removed from your record.

Q: What does “Duplicate Error” mean?
A: A “Duplicate Error” message is received when you try to register for the same course in the same semester. Please contact the department for further assistance.

Q: I have received a “Field of Study Restriction” message. What does this mean?
A: Field of Study Restrictions occur because some classes only permit students within the major to enroll. Please note if you have recently declared this major in POSM and still receive this error message, please contact the department for further assistance.

Q: I do not have the prerequisites for a class I want to take. How do I register for it?
A: The only way to register for a class when you lack the prerequisites is to obtain permission from the department. The department has the ability to override you into a class.

Q: I am trying to register into another class and it says I have “Exceeded maximum credit hours”. What should I do?
A: Typically, all undergraduate students can take up to 18 credit hours in a semester. To enroll in more than 18 credit hours, students must complete an Overload Request Form. This form can be found on the Registrar’s website.

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Q: I am currently studying abroad and I am receiving the error message “SR.” What should I do?
A: On your designated registration date, registration begins at 8:00 AM EST (US).

Q: The department says I am not lacking the prerequisites because of my catalog year but I cannot get in. Why?
A: Prerequisites are not based on the student’s catalog year. The only way to register for a class when you lack the prerequisites is to obtain permission from the department. The department has the ability to override you into a class.

Q: I took the prerequisite(s) at another institution and it should have transferred. What should I do?
A: Check Degree Works to verify that the class(es) are listed in your class history. In Degree Works, if the class is listed under “Work Not Applicable to Program” with a “PT” it means that your class is still in progress. An official transcript, showing the final grade for the course, is required before an evaluation of transfer credit for the class may be completed.

Q: I am trying to register to take a summer course and the system will not let me because I have applied to graduate in May. What should I do?
A: If you have applied to graduate for the spring term, you will need to submit a Graduation Update, changing your expected graduation term from spring to summer, before you will be eligible to register for any summer coursework. This form can be found on the Registrar’s website.

If your questions were not addressed here, please contact registration@cofc.edu.