SSASECT – Instructions on looking up course section details causing registration errors

Steps

1. Select the form **SSASECT** from the **FastTrack Menu**, **Student, Class Schedule,** or type **SSASECT** in the **Direct Access** field and press **Enter**.

2. Your cursor is flashing in the **Term** field.
   - **Enter** the **Term** related to the **CRN** (course reference number) the student is attempting to **Add / Drop**.
   - **Tab** to the **CRN** field. If the student provides you with the **CRN**, type it in and proceed to step 3.
     If the **CRN** is not known:
       i. Double-click in the **CRN** field. *(you are now in form **SSASECQ**)*
       ii. Type in your search criteria (i.e. Subject Code, Course Number, etc.)
       iii. Execute your query (**F8**). Double-click on the required record to return it to **SSASECT**.

3. **Next Block**.

Please look up the relayed error message in the following table and follow the step-by-step instructions.

Web Registration Error Message(s)	Explanation	Steps cont'd (or explanation)	Banner Form
Link Error : L1 Required or Link Error: A1 Required, Link Error:T1 Required etc.	▪ Students must register for the different schedule types (lecture & lab) simultaneously. ▪ If they are registered in the various schedule types, it could be that the links are incorrect. Call department.	▪ After steps 1-3, you should see the Link Identifier at the bottom right of your screen. ▪ Click on Course Section Detail on your navigation frame. ▪ Click on Section Links to view the schedule type(s) that are linked to the CRN in question.	**SSASECT** (Course Section Information) **SSADETL** (Section Links)
Approval Required: Advisor, Instructor's, Department ,**Placement Test**	Students must obtain appropriate approval. Permit to be issued by department.	After steps 1-3, you will be able to view the Approval Code.	**SSASECT** (Course Section Information)
Person is **not a Student**, cannot Register	Student should contact their Student Affairs Office.	Covered in SIS course 78	
CRN does not Exist	The student may have the incorrect term, or they may be confusing the course number with the CRN.	Follow steps 1-3.	**SSASECQ** (searching for a CRN)

Duplicate CRN	The student has already registered for that CRN.	Covered in SIS course 78	
Restrictions: Degree, Level, College, Program, Major / Minor / Conc or Campus	The section (CRN) is restricted and if they absolutely need the course, they should call their department.	• After steps 1-3, Click on 'Course Section Restrictions' on your navigation frame. • Click on the restriction(s) you are interested in viewing one-by-one, using the navigation frame. • Exit SSARRES to return to SSASECT.	**SSARRES** (view restrictions using navigation frame)
Closed Section	The section enrolment is full. If they need the course, they should call their department.	• After steps 1-3, Click on 'Section Enrolment Info' on your navigation frame. • Here you may view the enrolment maximum & actual enrolment.	**SSASECT** (Section Enrollment Info)
Holds on your Record – cannot Add / Drop **Note**: library flags do not prevent registration	Student must contact the appropriate department to clear their hold. *(see step-by-step column)*	• Student clicks 'View Holds' on the Web. • If student has a Registrar's flag (i.e. an outstanding registration agreement), they contact ARR at 398-4474. • If student has a loan flag, they should contact the Student Accounts Office at 398-3902. • If student has a library flag, they contact the library at 398-4701.	N/A
Course is not available for registration **at this time**	Check calendar of dates, or call department. Section is temporarily closed.	After steps 1-3, you will see the status of the section, which should be 'T' for temporarily closed.	**SSASECT (Course Section Information)**
Section not available for Web Add/Drop	Call the department.	After steps 1-3, you will see that the check box labeled **VR/ Web Avail** is not checked.	**SSASECT (Course Section Information)**
PREQ & Test Score-Error	Note: Pre-requisite checking is only working for spanned courses. In August Academic History will exist in Banner and pre-requisites will be taken into account when they exist.	• After steps 1-3, you will note that the course is spanned. Students must register for the first part of a span (D1) before they will be allowed to register for the second part (D2). **Or** • After steps 1-3, click on Course Pre-requisites on your navigation frame. Click on Next Block twice to view any pre-requisites that exist.	**SSASECT (Course Section Information) or SSAPREQ (Course Pre-requisites)**

For **MORE INFORMATION** on this form see the Student "How –To's" at www.is.mcgill.ca/minerva

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