

Holds:

All holds that are active on your account can be viewed under the Restrictions menu on DataVU. You should check that menu before your registration time in order to resolve holds so your registration won't be delayed. The list of holds and contacts is on the Registrar website under the Registration Assistance menu. **You should only contact those offices for which you have an active restriction or hold.**

Petitions:

Granted Petition or Instructor Approval Required: If you receive this message, then please contact the appropriate department for additional information on gaining permission to register.

The list of department chairs and emails is also on the Registrar website under the Registration Assistance menu. (CONHP students should contact their adviser for permission if it is a nursing course.)

Do not have a required pre-requisite: If you receive this message, please contact the appropriate department for permission to register.

Prerequisites are put onto courses to ensure that students have the necessary knowledge or skillset in order to be successful in a course. It is at the discretion of a department chair to look at a student record and decide if the student has what is needed to do well.

The list of department chairs and emails is also on the Registrar website under the Registration Assistance menu. (CONHP students should contact their adviser for permission if it is a nursing course.)

Required co-requisite: If you receive this message, then there is a second course for which you need to register (for example a lecture and a lab). You have to register for both sections during the same session.

A specific class standing or major/minor required: If you receive a message indicating that you need to have Junior Standing or a specific major (Engineering, KIN, Nursing, etc.) in order to register for a section, then please email the appropriate department for permission to register.

The list of department chairs and emails is also on the Registrar website under the Registration Assistance menu.

If the department has placed this restriction on a section, you may have to choose a different course or section since the course is directed to a specific cohort of students.

Please contact your adviser to facilitate this process.

Web Access:

Do not have a webgroup: Please contact the Registrar's office at Registrar@valpo.edu to be placed into a webgroup if you do not have one.

It is too early to register: You will receive this message in two instances.

The first is if you try to register before your webgroup is active. You can check your registration time in the Restrictions menu in DataVU.

The second instance is if you try to register between midnight and 7:00 am, local (Valparaiso University) time. The registration system is inactive during that time period. Even if your webgroup is active, you will receive the 'too early' message during that time period.

Miscellaneous messages:

Time Conflict: If you get a message of a time conflict, but the courses don't seem to overlap, please detail into both of the course descriptions to see if there is a second meeting time that may be the cause of the conflict. If that is the case, you will need to choose a different section for one of the courses. In very rare cases, if there is a slight overlap (less than 10 minutes) between courses, faculty and department chairs may approve a time conflict. There is a [form](#) on the Registrar website under the '[Forms](#)' menu for these cases. This will need to be completed with appropriate sign offs and turned into the Registrar's office for processing.

Message indicates that a course is a repeat:

If it is the third time registering for a course, then you will need to meet with your adviser and get permission from the department chair to register for the course again. This is best handled by sending **your adviser** an email which they can forward to the chair of the appropriate department. If the chair gives permission, they will send the email chain to Registrar@valpo.edu for manual processing.

If you are repeating a course for the first or second time AND it has a separate lab, we just need an email from you to Registrar@valpo.edu (as long as there are empty seats in the lecture and lab) with the lecture section and the lab section for which you want to be registered and the Registrar's office will process the registration manually.

Message indicates that the course is full, even though it is showing seats on the Search for Section:

The course is most likely crosslisted and the global capacity has been met.

Waitlist for the course and contact your adviser.

If the course caps are increased to allow students to register from the waitlist, you will receive a message that you have been given permission to register. You must register before midnight of the day you receive the message, otherwise you will have to go to the bottom of the list. You cannot register for a lecture and waitlist for a lab.

Message indicates that registering for the course will put you into academic overload.

Contact your adviser to work with the deans office. The deans office will need to enter academic overload approval into the system to allow for registration. Note, even with this permission, you will not be able to register for more than 20 hours via DataVU. You will need to submit an academic overload form along with documentation that indicates you aware that you are financially responsible for any credits over 19.