

College of Business Registration Error Resolutions

For ACCOUNTING, BUSINESS LAW, FINANCE, INTERNATIONAL BUSINESS, MANAGEMENT AND MARKETING courses **only**

This form will not work to override any other courses as it is for Business courses only-if you are getting an error message for a course other than a Business course, please contact that Department.

Error messages are listed in red – follow the instructions for the error message you are getting. (Please pay attention to both pages.)

24-Restricts Registration-Student Program: Upper Division COB- **Fill out the Request to Register Form and submit online.

You must be **admitted (a declared major does not necessarily mean admitted) to your major to be given Upper COB permission to register for 300-400 level Business courses. If you are not admitted to your major, please see your advisor. The form will only be processed if you meet the requirements.

- Minimum GPA requirements may also need to be met.
- Prerequisite requirements must be met.
- Allow up to **2 – 4 business hours** for processing.

Only Non-Business majors would submit this form.

Business majors should contact the COB Student Center. 507-389-2963 or cobadvise@mnsu.edu

Read the Request to Register Form, check the box and click on submit.

<https://secure2.mnsu.edu/COBApplications/Default.aspx?ReturnUrl=%2fCOBApplications%2fPublic%2fHome.aspx>

68-Prerequisites have not been met: Prerequisite course: () has not been taken. - Fill out the Prerequisite Override Form

The prerequisite to the course you are trying to register for was either transferred in or substituted.

- The form will be processed if you meet the requirements for the override.
- Once the form is processed, you will need to register for the course(s).
- Substitutions do not eliminate the need for a Prerequisite Override.
- Allow up to **2-4 business hours** for processing.

Read all information provided on the Prerequisite Override Form, fill in the appropriate boxes and click on submit.

(After you click the submit button, if it does not say form submitted, you have not filled out the form correctly.)

<https://www.mnsu.edu/nexus2/login.php?mode=check&applicationid=71> List the class you are registering for.

25-Minimum GPA must be met - Fill out the GPA Override Form and submit online.

- The form will be processed if you meet the requirements for the override.
- Once the form is processed, you will need to register for the course(s).
- Allow up to **2-4 business hours** for processing.

Read all information provided on the GPA Override Form, fill in the appropriate boxes and click on submit. (After you click the submit button, if it does not say form submitted, you have not filled out the form correctly.)

<https://www.mnsu.edu/nexus2/login.php?applicationid=72>

12-You don't have Permission to register for this course-course status is OFFERED. (requires special permission)

You are either trying to register for a section of a class that is reserved for students participating in the Integrated Business Experience (IBE) program or for FINA 493 Mav Fund. See the Finance Dept. Chair in MH 150 to request permission for Mav Fund. To participate in the IBE, **you must apply and be approved.** **Section 2 of FINA 362, MGMT 330 and MRKT 310 is reserved for the IBE.** If you are not participating in the IBE program, you will need to register for a different section of FINA 362, MGMT 330 and/or MRKT 310. **BUS 397 is only for IBE participants.** Apply for IBE:

<http://cob.mnsu.edu/ibe/> Questions: Dr. Kathleen Dale in MH 150 (kathleen.dale@mnsu.edu)

26-Exceeds maximum credits allowed

Complete the Undergraduate Credit Overload form and attain the appropriate signatures-see top of form. Form can be found outside MH 151 or online at http://www.mnsu.edu/registrar/forms/ug_overload.pdf Return the form to MH 151.

Student on Hold (Error 6: 0093-Academic Warning, 0001-Academic Probation, or 0002-Academic Suspension)

0093: Make an appointment to see your advisor. Call 507-389-2963 or go to the Student Center in MH 151.

0001: Make an appointment to see your advisor. Call 507-389-2963 or go to the Student Center in MH 151.

13-The Course is full

Only the **Department Chairs** in Morris Hall 150 can *consider* permission for enrollment into a Business class that is full. Please see or email the Department Chair for the course in which you are trying to register for. Ex: Management course – see the Management Chair, Finance course – see the Finance Chair, etc.

For all other error messages, go to the Registration Help Desk: Wigley Administration 132 (by Cashiers)

A course did not transfer in as an equivalent *Business* course at MSU, Mankato

If you feel the *content* of a course you transferred in should be equivalent to that of a Business course at MSU, but it did not transfer in on your DARS as an equivalent, you must bring the course description/syllabus to that **Department Chair** in Morris Hall 150. (Just because a class has the same name/title does not mean it is equivalent.) The Department Chair will determine if they will substitute the course or not. (Substitutions do not eliminate the need for a prerequisite override if the course you are transferring in is a prerequisite for a course you are trying to register for. You will still get the prereq error and will need to fill out the Prerequisite Override Form-see above.)

Questions about Internships for Credit, Searching for an Internship/Job or Creating and Updating a Resume

Call 507-389-2963 to sign up for one or more group workshops on these topics offered every Friday. Also review the internship website: <http://cob.mnsu.edu/internship/irc.html>

Interested in or have questions about becoming a Certified Public Accountant/CPA

See the **Accounting Department Chair**.

Interested in or have questions about becoming a Certified Financial Planner/CFP

See **Leon Chen** in the Finance Dept. His office location is MH 238 and his email is leon.chen@mnsu.edu If Leon is not available, go to the Finance Dept Chair in MH 150.

COB Department Chairs

Accounting and Business Law

Chair: Dr. Paul Brennan
Email: paul.brennan@mnsu.edu
Office Location: Morris Hall 150
Phone: 507-389-5415

Finance

Chair: Dr. Roger Severns
Email: roger.severns@mnsu.edu
Office Location: Morris Hall 150
Phone: 507-389-5090

Management

Chair: Dr. Kathleen Dale
Email: kathleen.dale@mnsu.edu
Office Location: Morris Hall 150
Phone: 507-389-5333

Marketing and International Business

Chair: Dr. Juan (Gloria) Meng
Email: juan.meng@mnsu.edu
Office Location: Morris Hall 150
Phone: 507-389-5428