College of Business Registration Error Resolutions

Instructions for ACCOUNTING, BUSINESS LAW, FINANCE, INTERNATIONAL BUSINESS, MANAGEMENT AND MARKETING classes only
Error messages are listed in red. Follow the instructions for the error message that you are getting.

24-Restricts Registration-Student Program: Upper Division COB

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.

- Minimum GPA requirements may also need to be met.
- Prerequisite requirements must be met.

Only **NON**-Business majors would submit this form.
Business majors do NOT fill out this form, but should see an advisor in the COB Student Center in MH 151.

**Read the Request to Register Form**, check the box and click on submit. Allow up to **2 - 4 business hours** for processing. [https://secure2.mnsu.edu/COBApplications/Default.aspx?ReturnUrl=%2fCOBApplications%2f](https://secure2.mnsu.edu/COBApplications/Default.aspx?ReturnUrl=%2fCOBApplications%2f)

58-Students must take/pass test or satisfy course prereqs

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 may not eliminate the need for a Prerequisite Override.

**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.) [http://cob.mnsu.edu/advising/prereq_form.html](http://cob.mnsu.edu/advising/prereq_form.html) (List the class you are registering for) **Allow up to 2-4 business hours** for processing.

25-Minimum GPA must be met

- 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).

**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 completed the form correctly.) [http://cob.mnsu.edu/advising/gpa_form.html](http://cob.mnsu.edu/advising/gpa_form.html) **Allow up to 2-4 business hours** for processing.

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

You are trying to register for a section of a class that is reserved for students participating in the Integrated Business Experience (IBE) program. **Section 2 of BUS 397, FINA 362, MGMT 330 and MRKT 310 is reserved for the IBE.** To participate in the IBE program, **you must apply and be approved**. 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. For information about the IBE go to [http://cob.mnsu.edu/ibe/](http://cob.mnsu.edu/ibe/). If you have questions, please contact Dr. Kathleen Dale in MH 252 (Kathleen.dale@mnsu.edu) or go to the Finance Dept. in MH 150.

26-Exceeds maximum credits allowed

You are trying to register for more than 18 credits.

Student must complete the Undergraduate Credit Overload form and **attain the appropriate signatures as listed at the top of the form**. Form can be found outside MH 151 or online at [http://cob.mnsu.edu/advising/forms.html](http://cob.mnsu.edu/advising/forms.html). Once you have all of the necessary signatures, return the form to MH 151 for processing.

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

0093: Make an appointment to see your assigned advisor. Call 507-389-2963 or go to the Advising Center in MH 151.
0001: Make an appointment to see your assigned advisor. Call 507-389-2963 or go to the Advising Center in MH 151.
0002: Contact the Office of Academic Affairs: 507-389-1333, academic-affairs@mnsu.edu, or WA 315.
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.)

Interested in or have questions about Internships

See **Lucas Howk**, Internship and External Partnerships Coordinator. To schedule an appointment call 507-389-2963. Office: MH 151 Email: lucas.howk@mnsu.edu

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

See the **Accounting Department Chair**. (see below)

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

**COB Department Chairs**

**Accounting and Business Law**  
Chair: Dr. William Brown  
Email: william.brown@mnsu.edu  
Office Location: Morris Hall 150  
Phone: 507-389-5427  
Administrative Assistant: Melva Wojahn  
Email: melva.wojahn@mnsu.edu  
Phone: 507-389-2965

**Management**  
Chair: Dr. Miles Smayling  
Email: miles.smayling@mnsu.edu  
Office Location: Morris Hall 150  
Phone: 507-389-1194  
Administrative Assistant: Donna Ballman  
Email: donna.ballman@mnsu.edu  
Phone: 507-389-2966

**Finance**  
Chair: Dr. Roger Severns  
Email: roger.severns@mnsu.edu  
Office Location: Morris Hall 150  
Phone: 507-389-5090  
Administrative Assistant: Judy Hammerschmidt  
Email: judy.hammerschmidt@mnsu.edu  
Phone: 507-389-1319

**Marketing and International Business**  
Chair: Dr. Juan “Gloria” Meng  
Email: juan.meng@mnsu.edu  
Office Location: Morris Hall 150  
Phone: 507-389-5428  
Administrative Assistant: Judy Hammerschmidt  
Email: judy.hammerschmidt@mnsu.edu  
Phone: 507-389-2967