

For academic advisement and registration questions:

Option 1: Contact your Enrollment Support Team (EnrollmentSupportCenter@gwinnetttech.edu)

Option 2: Contact your faculty program advisor (www.gwinnetttech.edu/advisement)

Solving Common Registration Errors

Error #1: Field of Study Restriction- Major

What this means:
All majors at Gwinnett Tech allow students to only take courses within that major. If you try to register for a class that is not within your major's curriculum (not listed in the program's requirements in the catalog), you will receive a Field of Study Restriction- Major.

Example 1 (screen shot above): You are an Accounting student and try to register for a welding course. Welding courses are not open to you, as they are not required in the Accounting program.

Example 2: You are a pre-Radiology student taking prerequisites to apply to the Radiology program. You try to register for a medical course in the Radiology program. You will receive an error because you have not been accepted to this major and do not have access to the course.

Error #2: Instructor's Approval

What this means:
Some courses in certain majors will require that you meet with your faculty advisor and obtain permission and complete an approval form in order to take that course.

Example 1 (screen shot):
Cosmetology courses require approval- see advisor first!

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Error #3: Prerequisite and Test Score Error

What this means:

A prerequisite is a class that you must successfully complete before you enroll in the next class.

Some courses require certain test scores on the COMPASS or other entrance exam in order for you to take the course. If your test score is too low for the course, you will also receive this error.

Example 1 (screen shot above): You try to register for ACCT2155. This is an advanced level accounting course. You must pass ACCT1105 first.

Example 2: You did not pass the algebra portion of the COMPASS and have been placed into MATH0098 with your score. You try to register for College Algebra MATH1111. You will receive this error message because your test scores are too low to take College Algebra.

Error #4: Receiving a Prerequisite & Test Score Error when registering for science classes, and you have degree-level test scores

What this means:

Degree science classes have two parts, a lecture and a lab. Students must register for BOTH parts in the same transaction in their account. Otherwise, you will receive a prerequisite and test score error.

What you will need to do is to place a check mark next to the lecture time you would like, then place a check mark next to the lab time you would like, and then click Register.