

**Questions:**

Counseling Services: 760 891-7511

Financial Aid: 760 744-1150 x2366

Veterans Services: 760 744-1150 x2173

## Registration Error Messages

If you received an error message when trying to register, the information below may be used to help identify your particular situation.

### EXAMPLE 1 – Satisfactory or Pending Grade

Error Message: Course was previously passed with a satisfactory grade, or

Error Message: You have previously taken this course. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.

<b>What's wrong?</b>	You are attempting to register for a class in which you have already received, or have pending, one of the following grades: A, B, C, P, CR, I.
<b>Reason</b>	New restrictions on course repeatability are in effect.
<b>What to do</b>	Select another course that is not on your academic transcript.

Example					
Term	Course	Grade	Units	Grd Pts	Units/GPA
Spring 2011	MICR 200	B	4.0	12.0	Included
Fall 2013	MICR 200	Not allowed to enroll – Previously completed with a passing grade.			

### EXAMPLE 2 – Course with Related Content

Error Message: Course related in content limit exceeded.

<b>What's wrong?</b>	You are attempting to register for a course in a group of courses defined as "related in content" past the number of attempts allowed for the group.
<b>Reason</b>	Cluster of courses grouped together as having related content have a group limit of 4 enrollment attempts. Per your academic transcript, another enrollment in the course group will exceed the 4 attempt limit. Past enrollments to all members of the course group are counted.
<b>What to do</b>	You may not enroll in any of the courses in the affected group. Revise your class selection to avoid courses that are part of the group.

**More information:**

- Course groupings due to related content appear in the following disciplines: ART, ARTD, ARTI, DNCE, ENTT, KINE, MUS, TA.
  - For a complete listing of course groups: [www.palomar.edu](http://www.palomar.edu)
- No matter the number of courses contained within a group, only four attempts are allowed within the group.
- Past enrollment attempts count toward the enrollment limits.
- Most courses successfully completed cannot be repeated (A, B, C, P, CR)\*.
- All enrollments resulting in the following grades: A, B, C, D, F, FW, P, CR, NP, NC, W or I count as an attempt.
- Courses within a group may be repeated to forgive a substandard grade or because of withdrawal, but each enrollment attempt counts toward the group enrollment limit of four\*\*.

\*Some exceptions are available within DNCE and MUS groups where a course may be repeated – consult a counselor for more information.

\*\* Enrollment attempts include: completions, incompletions, and withdrawals resulting in a grade of W or FW.



# Enrollment Restrictions

[www.palomar.edu](http://www.palomar.edu) for more information

Courses within a related content group are limited to one enrollment for each satisfactory grade, with a maximum of four total enrollments within the group.

Example 1:	Art – Drawing Group				
	Course	Grade	Units	Grd Pts	Units/GPA
	ART 102	W	0.0	0.0	Excluded
	ART 102	B	3.0	9.0	Included
	ART 103	A	3.0	12.0	Included
	ART 104	FW	3.0	0.0	Included
	ART 104	Not allowed to enroll – 4 attempts for the group has been reached.			
	ART 197F	Not allowed to enroll – 4 attempts for the group has been reached.			
	ART 213	Not allowed to enroll – 4 attempts for the group has been reached.			

Example 2:	Music – Musicianship Group				
	Course	Grade	Units	Grd Pts	Units/GPA
	MUS 110	F	1.0	0.0	Excluded
	MUS 110	A	1.0	4.0	Included
	MUS 111	A	1.0	4.0	Included
	MUS 215	D	1.0	1.0	Included
	MUS 215	Not allowed to enroll – 4 attempts for the group has been reached.			
	MUS 216	Not allowed to enroll – 4 attempts for the group has been reached.			

## EXAMPLE 3 – Repeatable Courses\*

Error Message: Repeat limit exceeded.

Note: Repeating a course may impact your financial aid eligibility or veterans' educational benefits.\*\*

<b>What's wrong?</b>	You are attempting to register for a repeatable class past the number of attempts allowed.
<b>Reason</b>	Per your academic transcript, you have reached the number of attempts allowed for the course. Even repeatable courses have set limits that when exceeded will block enrollment.
<b>What to do</b>	Select another course that is not on your academic transcript

Example	Course	Grade	Units	Grd Pts	Units/GPA
Spring 2010	DNCE 116	B	2.0	6.0	Included
Fall 2011	DNCE 116	A	2.0	8.0	Included
Fall 2013	DNCE 116	Not allowed to enroll – DNCE 116 has a limit of 2 enrollment attempts. To complete CSU/UC major prep requirements, it may be necessary to petition for an additional enrollment. Contact a counselor for more information.			

\*Most courses are not repeatable. Some courses within DNCE and MUS groups are repeatable – consult a counselor for more information.

\*\*Consult with financial aid or veterans' services staff before repeating any course.

## EXAMPLE 4 – Withdrawals

Error Message: "W" grade limit exceeded.

<b>What's wrong?</b>	You are attempting to register for a course in which you have withdrawn 3 times.
<b>Reason</b>	Per your academic transcript, you have withdrawn from the selected course three times. Academic policy allows for three withdrawals from a course. A fourth attempt to complete the course is only allowed by approved petition; the final attempt must result in a completion and a grade.
<b>What to do</b>	<ol style="list-style-type: none"> <li>1) Select another course that is not on your academic transcript.</li> <li>2) Petition for a fourth attempt.</li> </ol>

Example	Term	Course	Grade	Units	Grd Pts	Units/GPA
	Spring 2010	ASTR 100	W	0.0	0.0	Excluded
	Fall 2011	ASTR 100	W	0.0	0.0	Excluded
	Spring 2012	ASTR 100	W	0.0	0.0	Excluded
	Fall 2013	ASTR 100	Not allowed to enroll – your academic transcript shows three withdrawals.			

## EXAMPLE 5 – Cooperative Work Experience\*

Error Message: Unit limit exceeded for the course group - Enrollment not allowed

<b>What's wrong?</b>	You are attempting to register for a cooperative work experience course that will exceed unit limitations.
<b>Reason</b>	Per your academic transcript, either: <ol style="list-style-type: none"> <li>1) You will exceed 16 total units of Cooperative Work Experience, or</li> <li>2) You will exceed 8 units of Cooperative Work experience for the semester.</li> </ol>
<b>What to do</b>	Revise your class selections to remain under the unit limitations associated with Cooperative Work Experience.

Example 1	Term	Course	Grade	Units	Grd Pts	Units/GPA
	Spring 2008	CE 100	A	4.0	16.0	Included
	Fall 2008	CE 100	A	4.0	16.0	Included
	Spring 2009	CE 150	B	3.0	9.0	Included
	Fall 2009	CE 150	A	3.0	12.0	Included
	Fall 2013	CE 100	Not allowed to enroll – 16.0 unit total maximum will be exceeded.			

Example 2	Term	Course	Grade	Units	Grd Pts	Units/GPA
	Fall 2013	CE 100	A	4.0	16.0	Included
	Fall 2013	CE 100	A	4.0	16.0	Included
	Fall 2013	CE 150	Not allowed to enroll – 8.0 unit semester maximum will be exceeded.			

\*Cooperative Work Experience Courses:

- CE 100, CE 150
- AP WE 110, AP WE 111, AP WE 112, AP WE 113, AP WE 114



# Enrollment Restrictions

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## EXAMPLE 6 – Repeat by petition: significant lapse of time

You want to take a course again because it has been a long time since you last received formal instruction in the curriculum

Error Message: Course was previously passed with a satisfactory grade

<b>What's wrong?</b>	You are attempting to register for a class in which you have already received a passing grade (A, B, C, P, CR)
<b>Reason</b>	New restrictions on course repeatability are in effect.
<b>What to do</b>	<p><b>One</b> additional enrollment following a passing grade may be allowed by petition for <b>only</b> the following situation:</p> <ul style="list-style-type: none"> <li>Significant lapse of time, defined as no less than 3 years since the grade was obtained, and</li> <li>1) The district has established a recency prerequisite (e.g. Nursing, Dental Assisting, Emergency Medical Education), or</li> <li>2) Another institution of higher education to which a student seeks to transfer has established a recency requirement.</li> </ul> <p>Note: Allow time for the review process to take place.</p>

### Grade Adjustment Examples (Significant Lapse of Time)

**One** additional enrollment may be granted on an appeal basis due to Significant Lapse of Time (must have received satisfactory grade)

Example 1:					
Term	Course	Grade	Units	Grd Pts	Units/GPA
Fall 2003	MICR 200	C	4.0	8.0	Excluded
Spring 2007	MICR 200	B	4.0	12.0	Included
Fall 2013	MICR 200	Not allowed to enroll – An approved significant lapse of time appeal may be used only once for any course. A second significant lapse of time appeal for the same course is not available.			
Example 2:					
Term	Course	Grade	Units	Grd Pts	Units/GPA
Fall 2007	MICR 200	D	4.0	4.0	Excluded
Spring 2008	MICR 200	C	4.0	8.0	Excluded
Fall 2011	MICR 200	D	4.0	4.0	Included
Fall 2013	MICR 200	Not allowed to enroll – An approved significant lapse of time appeal may be used only once for any course. A second significant lapse of time appeal for the same course is not available.			

## EXAMPLE 7 – Repeat by petition: extenuating circumstances

### You want to retake a course.

Error Message: Various error messages may apply. Enrollment is blocked.

<b>What's wrong?</b>	You have previously passed the course or another attempt will exceed enrollment limits.
<b>Reason</b>	New restrictions on course repeatability are in effect. Per your academic transcript, you have previously passed the course or another attempt will exceed enrollment limits for the course. Most courses may only be repeated one time due to documented extenuating circumstances.
<b>What to do</b>	<p><b>One</b> additional enrollment may be allowed by petition for extenuating circumstances.</p> <p>Extenuating circumstances must be documented, and include <b>only</b> the following reasons:</p> <ul style="list-style-type: none"> <li>• Accident,</li> <li>• Illness, or</li> <li>• Other circumstance that necessitated an extended absence from class.</li> </ul> <p>Note: Allow time for the review process to take place.</p>

## EXAMPLE 8 – Academic Renewal.

Error Message: Academic Renewal has been previously applied to this course. Enrollment is not allowed.

<b>What's wrong?</b>	You are attempting to register in a course for which Academic Renewal has been applied.
<b>Reason</b>	Per your academic transcript, Academic Renewal has been petitioned for and applied to this course previously. Once Academic Renewal has been applied to a course, that course may not be taken again within the Palomar College District for academic credit.
<b>What to do</b>	Select another course that has not had Academic Renewal applied.