

Faculty/Advisor Self-Service Terminology

Listed Alphabetically

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%	Wildcard character, useful when searching.
Abbreviations of Columns on "Select Courses to Register" Screen	Subj = Subject CODE Crse = Course Number Sec = Course Section Cmp = Campus Cred = Credits Cap = Capacity Act = Actual Seats Taken Rem = Remaining Seats XL = Cross-listed
Academic Profile	Includes attendance history, registration status, student status, residence, citizenship, student type, class, Expected Graduation Date and Primary Curriculum information.
Academic Standing	Dismissed and suspended students are not permitted to register.
Admit Type	Degree Seeking Non-Degree Seeking

Attribute Type	<p>2YR 2 year transfer (not used for registration)</p> <p>4YR 4 year transfer (not used for registration)</p> <p>AMHI American History</p> <p>BGO Business Graduate Online</p> <p>BU Business Undergraduate</p> <p>BUCR Business Core for BBA</p> <p>BUO Business Undergraduate Online</p> <p>CAS College of Arts and Sciences</p> <p>EXAM AP/CLEP Exam Credit</p> <p>GECP General Ed Creative Performing</p> <p>GEHU General Ed Humanities</p> <p>GENS General Ed Natural Science</p> <p>GESS General Ed Social Science</p> <p>GOL Graduate Online</p> <p>HSP Hospital Based Work</p> <p>LR1Y 1st Year Law Requirement</p> <p>LR2Y 2nd Year Law Requirement</p> <p>LWTE WTE Approved Leadership Course</p> <p>MBA Graduate School of Business</p> <p>MCLT Multicultural</p> <p>MSN Master of Science in Nursing</p> <p>NGO Nursing Graduate Online</p> <p>NU Nursing Undergraduate</p> <p>NUO Nursing Undergraduate Online</p> <p>ORCN Oral Communication</p> <p>PRLW Perspectives on Law</p> <p>REMD Remedial</p> <p>SBx, SUBx Not used for registration</p> <p>SKLS Law Skills Course</p> <p>TEEM Teaching Emphasis</p> <p>UOL Undergraduate Online</p> <p>UPDV Upper Division</p> <p>UPLV Upper Level Law</p> <p>UREC Univ Req English Comp</p> <p>URMA Univ Req Mathematics</p> <p>URPE Univ Req Physical Education</p>
Banner	Banner is the name of our administrative software, based upon a relational Oracle database. Data is retrieved, added and updated in Banner through self-service or through Banner Forms.
Co requisite Courses	Two or more courses that must be taken during the same semester. For example, ED310, ED315 and ED317. If you enroll in only one of them, you will get a registration error. When attempting to enroll again, you must enter Course Reference Numbers for ALL of the co requisite courses.
CRN	<p>Course Reference Number</p> <p>Appears in the printed course schedule bulletin in the column to the left of the course name. 5 digits long, unique per semester.</p> <p>CRNs for Fall classes start with 3.</p> <p>CRNs for Spring classes start with 1.</p> <p>CRNs for Summer classes start with 2.</p>
Grade Modes	<p>Standard Letter</p> <p>Credit/Pass/Fail</p> <p>Audit</p>

Holds**Academic holds:**

- **Registration** holds prevent a student from registering.
- **Transcript** holds prevent a student from viewing their transcript.
- **Grades** holds prevent a student from viewing their grades.

Financial Aid Holds:

Prevent a student from receiving their financial aid.

DESCRIPTION OF HOLD	CONTACT	786-670-xxxx
65 Audit	University Registrar's Office	X 1074
Admissions	Office of Admissions	X 1030
Athletic Dept	Athletic Department	X 1134
Athletic Eligibility	University Registrar's Office	X 1074
Bookstore	University Bookstore	X 1049
Bursar's Approval to Remove	Business Office	X1156
Business Office	Business Office	X 1156
Closed Account	Business Office	X 1156
Collection Agency	Business Office	X 1156
Conditional Registration	Office of Admissions	X 1030
Curriculum Resource Center	Curriculum Resource Center	X 1436
Departmental	Individual Department	
Disciplinary	Dean of Students	X 2100
Disciplinary Alcohol	Dean of Students	X 2100
Disciplinary Drugs	Dean of Students	X 2100
Disciplinary Weapons	Dean of Students	X 2100
Duplicate PIDM	University Registrar's Office	X 1074
Emergency Loan	Business Office	X 1156
English Proficiency	International Programs	X 1051
Excessive Repeat	VPAA	X 1648
Financial Aid	Financial Aid	X 1151
High School Registration	Admissions Office	X 1030
Housing Misc	Residential Living Office	X 1065
Insufficient Check	Business Office	X 1156
International Student	International Programs	X 1051
KATS Registration	School of Applied Studies	X 2114
Late Fee	Business Office	X 1156
Law Emergency Loan	School of Law	X 1060
Law Library	School of Law Library	X 1088
Library	University Library	X 1179
Locker Fee	Department housing the locker	
Medical Hold	VPAA	X 1648
Miscellaneous	(determined as necessary)	
Nursing Requirements	School of Nursing	X 1525
Overaward	Financial Aid Office	X 1151
Parking	Police & Campus Safety	X 1153
Pell Grant	Financial Aid Office	X 1151
Perkins	Business Office	X 1156
Provisional Student	Admissions Office	X 1030
Registration	University Registrar's Office	X 1074
Returned Check Charge	Business Office	X 1156
Student Health	Student Health	X 1470
Transcript (Admissions)	Admissions Office	X 1030
Tuition	Business Office	X 1156
Tuition Late Fee	Business Office	X 1156
Undergraduate Transcript-LAW	School of Law Admissions	X 1185
University Keys	Facilities	X 1549
University Registrar	University Registrar's Office	X 1074

Linked Courses	Parts of a course (in the same discipline) that have the same course number, but different sections to identify the components of the course. They must be taken in the same semester. For example, one must take a Cellular Biology Lab with Cellular Biology. When attempting to enroll again, you must enter Course Reference Numbers for ALL of the linked sections.
Part of Term	For fall and spring semesters, there are two full semester parts of term: Full Term and Law School. Out of sequence course ranges are numbered and appear in the Part of Term area of the Search for Available Courses screen.
PIN, Alternate	Same as the Registration PIN.
PIN, Registration	Each semester a Registration PIN will be assigned to each student. Before the student registers, they must obtain this registration PIN from their advisor. On the Web registration screen, the Registration PIN is referred to as the Alternate PIN.
PIN, Student	Each student has a unique PIN assigned to them as the credential for accessing self-service. This unique PIN is used the FIRST time the student logs in to MyWashburn.

Registration Error Messages

Error Message	Description	Override Required
Academic Advisor Appr. Req'd	Must have academic advisor approval before taking this course	SPECIAL
Cancelled Class	Course no longer exists	n/a
Class Restriction	Must be certain class level to take the course	CLASS
Closed Section	No more space is available in this class	CAPACITY
College Restriction	Must be declared within this college/school	COLL
Consent Required	Must have this consent prior to registering for this course	SPECIAL
Corequisite required (CORQ)	Must take two different courses concurrently	COREQS
Degree Restriction	Must be declared for that degree	DEG_MAJOR
Dean Approval Required	Must have Dean's consent before taking this course	SPECIAL
Dean Honors Prog Appr Req'd	Must have Honors Program approval from the Dean to take this course	SPECIAL
Departmental Approval	Must have departmental consent before taking this course	SPECIAL
Duplicate Course with Section	Already registered for the same course	DUPLICATE
Duplicate XLST with Section	Already enrolled in cross-listed course	DUPLICATE
Instructor's Signature	Must have instructor's approval to take the course	SPECIAL
Level Restriction	Must be undergraduate, graduate, or law in order to take the course	LEVEL
Link Error	Must take course, lab, and/or recitation together	LINK
Major Restriction	Must be declared in the major to take course	DEG_MAJOR
Maximum Hours	The total credit hours allowed have been exceeded	n/a
Prerequisite or test score	A specific course must be taken prior to this one OR a test must have been completed with a specific score value OR formal program requirements must be completed. Contact the chair/dean of the department offering this course or program to enter a system override if appropriate.	PREREQS
Program Restriction	Must be declared in major and degree combination	DEG_MAJOR
Repeat Count Exceeds	Has exceeded the number of times allowed to repeat the course	RPT
Repeat Hours Exceed	Has exceeded the credit hour limit for repeating the course	RPT
Section Status Prohibits Registration	Section creation error. Contact Registrar's Office	
Study Abroad Coordinator Approval Required	Requires Study Abroad Coordinator Approval	SPECIAL
Time conflict	This course overlaps in time with another course	TIME
VPAA/VPAA Approval Required	Must have approval from the VPAA office before taking this course	SPECIAL

<p>Registration Overrides and Types</p>	<p>Students may be granted overrides BEFORE they register for courses. Alternatively, a student may attempt to register, get a registration error message, and then seek an override.</p> <p>Overrides may be granted in TWO ways:</p> <ul style="list-style-type: none"> • By the primary instructor, through self-service. • By the department/college/school associated with the override, through Banner forms. <table border="0"> <tr> <td>CAPACITY</td> <td>Capacity – Instructor</td> </tr> <tr> <td>CLASS</td> <td>Classification override</td> </tr> <tr> <td>COLL</td> <td>College/School override</td> </tr> <tr> <td>COREQS</td> <td>Co requisites – Instructor</td> </tr> <tr> <td>DEG_MAJOR</td> <td>Degree/Major/Program override</td> </tr> <tr> <td>DUPLICATE</td> <td>Duplicate/Instructor/Registrar</td> </tr> <tr> <td>LATE ADD</td> <td>Late registration override</td> </tr> <tr> <td>LEVEL</td> <td>Level (UG, GR, LW) override</td> </tr> <tr> <td>LINK</td> <td>Link (lab/recitation) override</td> </tr> <tr> <td>PREREQS</td> <td>Prerequisites – Instructor</td> </tr> <tr> <td>RPT</td> <td>Repeat Hrs/Limit override</td> </tr> <tr> <td>SPECIAL</td> <td>Special Permission</td> </tr> <tr> <td>TIME</td> <td>Time Conflict – Instructor</td> </tr> </table>	CAPACITY	Capacity – Instructor	CLASS	Classification override	COLL	College/School override	COREQS	Co requisites – Instructor	DEG_MAJOR	Degree/Major/Program override	DUPLICATE	Duplicate/Instructor/Registrar	LATE ADD	Late registration override	LEVEL	Level (UG, GR, LW) override	LINK	Link (lab/recitation) override	PREREQS	Prerequisites – Instructor	RPT	Repeat Hrs/Limit override	SPECIAL	Special Permission	TIME	Time Conflict – Instructor																										
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<p>Self-Service</p>	<p>Self-service refers to the ability to view, enter and/or update data in Banner through MyWashburn. When logging in to MyWashburn, the system determines your role(s) and makes the appropriate areas available to you through your stored Banner credentials.</p>																																																				
<p>Student Classification</p>	<p>Calculated based upon level and number of credit hours completed or in progress as recorded in Banner.</p>																																																				
<p>Student Level</p>	<p>Undergraduate or Graduate or Law</p>																																																				
<p>Student Status</p>	<p>Only “Active” Students are allowed to register. Other statuses include: Inactive Due to Graduation Inactive</p>																																																				

Student Type	<p>0 Unknown</p> <p>1 First-time Freshman 0-11 hrs</p> <p>2 Freshman 12-23 hrs</p> <p>5 High School student</p> <p>6 Non-degree Seeking student</p> <p>A No show</p> <p>C Continuing student</p> <p>D Direct High School matriculant</p> <p>E Adult/Continuing Education</p> <p>G Graduate student</p> <p>H First-time Graduate student</p> <p>L Law student</p> <p>M First-time Law student</p> <p>N Conversion/Web</p> <p>O Old hard copy</p> <p>R Returning student</p> <p>S Semester grad from HS</p> <p>T Transfer student</p> <p>X Law Transfer student</p>
TBA	<p>To be announced – used in either the instructor, location or times columns of the online Select Courses to Register screen. Equivalent to ARR for arranged in the printed course schedule bulletin.</p>
Wait List	<p>Not in use</p>
WIN	<p>Washburn Identification Number See http://www.washburn.edu/win.html</p> <p>To enhance security of records, the university is transitioning from using the SSN as the identification of a student to the WIN.</p> <p>The WIN may not be publicly displayed (such as in electronic phonebooks or posting of grades). It may appear in administrative reports, in correspondence with those assigned a WIN and on the University iCard.</p>