FAQ's – Registration on Murphy

LINK ERROR - XX Required – This section has a required lecture or lab. You must register for both sections at the same time (Example: lecture sections in the single digits – *01, 02,* etc, and the lab sections in the *50's* or *60's – 51, 52*, etc).

PREQ and TEST Score-Error – This section has prerequisites. The prerequisite information can be found in the course description on Murphy or in the Undergraduate Course Catalog.

> **Note**: **Waivers and Substitutions** are not recognized in Murphy for registration purposes. You will *always* need to get prior authorization from the instructor for any section that lists a course that you have been granted a waiver or substitution. *(This process also applies to each subsequent term)*

CLASS RESTRICTION – This section requires students to be at a defined class standing (typically junior or senior, etc). Please contact the instructor to request authorization.

INSTRUCTOR'S SIGNATURE – The instructor's signature is required for registration in this section. Please submit the completed Change in Registration (ADD/Drop) form to the Registrar's Office (MHC 126).

CORQ_XXXX XXX 12345 REQ – This section has a co-requisite (another section you must take with this section). The last 5-digits of the error message are the CRN of the co-requisite section you need to register for; you must register for both sections at the same time.

HOLD(s) – Registration is not allowed until your hold(s) are released. If you receive this message, click on VIEW HOLDS and the hold description and department will be listed.
Contact the appropriate department(s) for resolution.

NO TIME-TICKET – If you have selected the incorrect TERM for the period you're registering for you will get this error message. If you have the correct TERM selected and you still get this message, please contact the Registrar's Office @ 651-962-6700, or registrar@stthomas.edu.

TIME CONFLICT – This message occurs when you try to register for a section that meets at the same time as a section you have already registered. The status error will include the CRN of the course that has the time conflict. You can: register for another section; drop the course in the current schedule; contact the instructor for registration approval or authorization.

WAITLISTING – You must enter the CRN (5-digit number) of the course you wish to waitlist for on the registration ADD/Drop page in Murphy and then…
  → click "Submit Changes"
  → you will receive a registration error that states "Closed-Waitlisted"
  → click on the drop-down box and choose the "wait-list" code
  → click "Submit Changes" again and you will be on the waitlist for this section

When you use LOOK UP CLASSES to find a section, if a class is full/closed – the letter "C" will appear instead of a check box. You must enter the CRN (5-digit number) of the course you wish to waitlist for on the registration ADD/Drop page in Murphy.

> **Note:** Some courses may **not** allow "wait-listing." If this happens, please contact the instructor for registration approval by completing the Change in Registration (ADD/Drop) form that is available in the Registrar's Office (MHC 126) or you can download the form at http://www.stthomas.edu/registrar/student/forms/files/adddropust.pdf

> **Note:** A waitlist does **not** roll to registration. Once a waitlist has been started, the student must always contact the instructor for registration approval / signature.

GRADUATE STUDENTS – If you have any questions or experience any problems when attempting to register, you must contact your graduate department coordinator for assistance.