Using the Banner Student System

Class of 2014 — Fall Term 2010

You will be using the Banner Student System to conduct official transactions and to obtain personal and academic information, including:

- viewing testing and placement information
- viewing your Faculty Advisor and UGA (Undergraduate Advisor) assignments
- completing the "Advising Questionnaire"
- electing and dropping/adding courses
- check-in (registration)
- viewing your schedule once course assignments have been finalized

To access the Banner system, use your Web browser to go to the Student Information System home page at the URL www.dartmouth.edu/bannerstudent/.

If you previously obtained a certificate, you will be prompted to use it. If you do not have a certificate, you will be prompted to enter your DND (BlitzMail) name and password.

Click on "Login to Secured Area".

Once you are logged in, you will see the "Dartmouth Undergraduate Student Main Menu", which lists several menu options. Each of the following options are separate processes. It will be necessary for you to use them in order to view information and to complete certain mandatory tasks prior to the first day of classes. Required processes are highlighted below but be sure to review all of the options.

<table>
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<th>Menu Options</th>
<th>Start/End Dates</th>
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<tbody>
<tr>
<td>• Faculty Advisor and UGA Assignments</td>
<td>view 9/7</td>
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<tr>
<td>• Advising Questionnaire</td>
<td>9/7 @ 8:00 a.m. to 9/20 @ 10:00 a.m.</td>
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<tr>
<td>• Placement Results</td>
<td>view 9/7</td>
</tr>
<tr>
<td>• First-Year Seminar Preferences for Fall Term</td>
<td>9/17 8:00 a.m. to 5:30 p.m.</td>
</tr>
<tr>
<td>(for students exempt from Writing 5)</td>
<td></td>
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<tr>
<td>• Writing 5 Section Preferences for Fall Term</td>
<td>9/17 8:00 a.m. to 5:30 p.m.</td>
</tr>
<tr>
<td>(for students assigned to Writing 5 in the fall term)</td>
<td></td>
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<tr>
<td>• Course Election 2010 Fall (see Timetable – Fall 2010 available on the Registrar website)</td>
<td>9/20 8:00 a.m. to 6:00 p.m.</td>
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<tr>
<td>• Undergraduate Check-In Fall Term 2010</td>
<td>9/21 at 8:00 a.m. to 9/24 at 4:00 p.m.</td>
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<tr>
<td>• Student Schedule by Day and Time or</td>
<td>view 9/21 by 6:00 p.m.</td>
</tr>
<tr>
<td>• Student Detail Schedule</td>
<td></td>
</tr>
<tr>
<td>• Fall Term Add/Drop</td>
<td>9/22 at 8:00 a.m. to 9/28 at 4:00 p.m.</td>
</tr>
</tbody>
</table>

Make sure you complete the check-in, course election, and add/drop processes by clicking on the "Submit" button.

IMPORTANT: When you are finished using the Banner system, quit your web browser application so that no one else can use that same session to log into BannerStudent as you and make changes.

If you need help using any of these Web processes, contact your UGA, the Office of the Dean of Undergraduate Students (111 Parkhurst, 646-2243), or go to the Registrar's Office (105 McNutt) with questions.
• Faculty Advisor and UGA Assignments

Your Faculty Advisor and UGA assignments should be available on the Web on Tuesday, September 7. After logging in, click on this option to view these assignments. You must plan to meet with your Faculty Advisor on Monday, September 20 between 12 noon and 5:00 p.m. at his or her office.

• Advising Questionnaire

You must fill out the “Advising Questionnaire” in advance of your meeting with your Faculty Advisor. You can change and save information multiple times, but you must complete the questionnaire prior to your meeting.

• Placement Results

Placements based on the scores we have on record will be reflected on this Web page starting on September 7. Following the Orientation tests, additional results for languages, chemistry, computer science, mathematics, and physics will be available in Banner by 6:00 p.m. on Sunday, September 19. Click on the option "Placement Results" to view your scores.

• First-Year Seminar Preferences for Fall Term

Students who are exempt from Writing 5 will submit first-year seminar preferences for the fall term online prior to submitting other course elections. Refer to separate instructions sent via e-mail.

• Writing 5 Section Preferences for Fall Term

Students assigned to Writing 5 in the fall term will submit section preferences online prior to submitting other course elections. Refer to separate instructions sent via e-mail.

• Course Election 2010 Fall (see Timetable – Fall 2010 available on-line at www.dartmouth.edu/~reg)

** Do not confuse course election with Check-In! They are separate processes **

After you have planned courses and alternate choices for the fall term with your Faculty Advisor, log in to Banner and click on the option "Course Election 2010 Fall". Be sure to follow the instructions on the Registrar's website.

You may sign up for courses online at any time on Monday, September 20 from 8:00 a.m. to 6:00 p.m. The Registrar's Office will be open until 4:00 p.m. if you need assistance.

Your course schedule can be viewed in the Banner system by 6:00 p.m. on Tuesday, September 21. Log in to the Banner system and select one of the schedule options — "Student Schedule by Day and Time" or "Student Detail Schedule".

Drop/Add opens on Wednesday, September 22 for all students when you may begin to make course adjustments. Many of your course changes may be made online. Elections or changes for courses with multiple sections, labs, or discussions must be made in the Registrar's Office during regular office hours.

• Check-In

You must let us know that you are here by checking-in for the term. The check-in period for first-year students is Tuesday, September 21 at 8:00 a.m. until Friday, September 24 at 4:00 p.m.

Click on the option "Check-In Fall Term 2010". Then follow the instructions.

• Fall Term Drop/Add (9/22 at 8:00 a.m. to 10/5 at 4:00 p.m. online or in the Registrar's Office)

During the first five days of class you may make most of your course changes using BannerStudent during the drop/add period. During the second week of classes (9/29 to 10/5), all courses require instructor permission to add, and students need to go to the Registrar's Office to add courses.