Course Registration
Quick Reference Guide: Students

http://www.dartmouth.edu/~reg/guides/csel/csel_student_howto.html

Step by Step

Step 1: Access BannerStudent Course Election and Registration

Step 2: Select the appropriate term

Step 3: Search for Courses using the Course Search button. This will take you to the Registration Timetable.

Step 4: Search by either Subject or Distributive Requirement

Step 5: Select Course Note: multi-section courses have a single check

The CRN number of the course you chose shows in the worksheet box(es).

Note: Only three courses can be entered during course election.

Add selected courses to worksheet using the button.

Step 6: Submit Changes

Step 7: Review and Modify

Note: Status = “Elected” This will change to “Registered” when the Course Changes period begins.

For detailed information on this process, see http://www.dartmouth.edu/~reg/guides/csel/csel_student_howto.html

Course Registration Schedule Spring 2016

Spring 2016 Course Registration Timeline

Winter
Course Election Feb 10-Feb 18
System Unavailable

Course Changes Feb 26-Mar 10
System Unavailable

Add/Drop Mar 28-Apr 10
System Unavailable

Feb 25th at 4:00 PM Student Schedules Available
End of Term
Start of Term

Spring

For detailed information on this process, see http://www.dartmouth.edu/~reg/guides/csel/csel_student_howto.html
Plan your courses early and meet with your academic advisor. Be sure to check your degree audit.

- If you are unable to elect a course, it could be for several reasons. Make sure to read the error message carefully so that you know why you could not elect a course. Please refer to the FAQ (http://www.dartmouth.edu/~reg/guides/csel/csel_student.html) for descriptions of the error messages.

- After receiving email notification, you must still register for the course, using BannerStudent. **Faculty grant permission, students register.** You do not need to come to the Registrar’s Office. The permission will remain active until the end of Add/Drop.

### Tips and Tricks

- **Plan your courses early and meet with your academic advisor.** Be sure to check your degree audit.
- **It does not matter if you elect on the first or last day of course election.**
- **You can go back and change your elections prior to the processing period.**
- **You may need more than one type of permission/override to register for a course.**
- **Give the Faculty/Proxy plenty of time when requesting permission/override.**

### Types of Permissions/Overrides

- **Instructor Permission:** The student must gain approval prior to registering for the course.
- **Prerequisite:** When a student has not taken the required prerequisite course, this override will allow him or her to register for the course.
  
  **NOTE:** Biology, Psychology, Sociology, Economics, Chemistry, Engineering Sciences, French and Italian Languages, and Literature, Philosophy, Studio Art, Public Policy and Math are using Banner Prerequisite checking.
- **Enrollment Limit:** The student has been granted permission to register even though the official enrollment limit has been reached.

### Course Election Features

- **During Course Election,** enter your ideal schedule into BannerStudent based on the Registration Timetable. The resulting schedules are made available a few days after the election period ends.
- **You may make any needed changes during the “Course Changes” and “Add/Drop” periods as shown on the schedule graphic.**
- **Permissions are granted electronically.**
- **Banner checks prerequisites before you gain entry into a course for the following departments only:** Biology, Chemistry, Economics, Mathematics, Psychology and Sociology.
- **First Year Seminars and Writing 5 courses are elected at the same time as all other courses.** These courses will be highlighted in the Registration Timetable the term when you are scheduled to take them.

### Additional Help

<table>
<thead>
<tr>
<th>If you have this type of question...</th>
<th>Go here for help/support</th>
</tr>
</thead>
<tbody>
<tr>
<td>General reference questions about Course Election for students</td>
<td><a href="http://www.dartmouth.edu/~reg/">http://www.dartmouth.edu/~reg/</a> and click on Course Election Reference Guide</td>
</tr>
<tr>
<td>Technical issues such as problems accessing BannerStudent</td>
<td><a href="mailto:help@dartmouth.edu">help@dartmouth.edu</a> or call 6-2999</td>
</tr>
<tr>
<td>Help with selecting courses</td>
<td>Faculty advisors and Deans</td>
</tr>
<tr>
<td>Help with Course registration</td>
<td>Registrar’s Office: (p) 603-666-2246 (e) <a href="mailto:registrar@dartmouth.edu">registrar@dartmouth.edu</a></td>
</tr>
<tr>
<td></td>
<td>Office hours: Mon, Wed - Fri: 8:00am - 12:00pm &amp; 1:00pm - 4:00pm</td>
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<tr>
<td></td>
<td>Tue: 10:30am - 12:00pm &amp; 1:00pm - 4:00 pm</td>
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