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 Summer 2016

Summer 2016 Course Registration Timeline

Spring
Course Election
April 27-May 5
System Unavailable
Course Changes
May 13-May 31
System Unavailable
Add/Drop
June 23-July 6
Summer
End of Term
Start of Term

May 12th at 4:00 PM
Student Schedules Available
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.

**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.

**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**

**If you have this type of question...**

<table>
<thead>
<tr>
<th>General reference questions about Course Election for students</th>
<th>Go here for help/support</th>
</tr>
</thead>
<tbody>
<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) 603-646-2246 (e) registrar@ dartmouth.edu</td>
</tr>
<tr>
<td></td>
<td>Office hours:</td>
</tr>
<tr>
<td></td>
<td>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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</tbody>
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**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 Literatures, 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.

**How is a Permission/Override Granted?**

- When you contact the department to request permission, please be sure to give them the details of the course and provide your student ID. After a permission/override has been granted, an email is sent to you.
- 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.