Course Registration
Quick Reference Guide: Entering Students

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

Visual Guide

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 General Education 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: Adjust if desired and submit by deadline.
   Note: Status = “Elected” This will change to “Registered” when the Course Changes period begins.

Step 8: Review schedule after 8 p.m. and make any needed adjustments during course changes and add/drop periods.

Course Registration Schedule Fall 2015

Fall

Course Election
Sept. 14
8:00 am – 6:00pm

Results available to view after 8pm

Course Changes (Entering Students only)
Sept. 15
Opens at 8:00am  Closes at 4:00pm

Add/Drop (All students)
Sept. 16 – Sept. 29
Opens 8:00am  Closes at midnight

Start of Term

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 Faculty Advisor. Be sure to check your degree audit.

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.

The Chrome web browser is not compatible with certain Banner functions, so please use a different browser.

- **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, Public Policy, Studio Art 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?

1. **Student** seeks Permission/Override
2. **Faculty/Proxy** grants Permission/Override via BannerStudent
3. **Student** receives email indicating approval granted
4. **Student** registers for Course via BannerStudent

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

- If you are unable to elect a course, it could be for several reasons. Either choose another course or seek approval from the Faculty/Proxy. For example, if you don't have the necessary prerequisite AND the course is closed, you will need both of these permissions/overrides applied in order to be able to register using BannerStudent. Be sure to mention this to the Faculty/Proxy when making a request for a permission/override.

- 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.

### Additional Help

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<tr>
<th>If you have this type of question...</th>
<th>Go here for help/support</th>
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<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 603-646-2999</td>
</tr>
<tr>
<td>Help with selecting courses</td>
<td>Faculty Advisors and Undergraduate Deans: (p) 603-646-2243 (e) <a href="mailto:Dean.of.Undergraduate.Students@dartmouth.edu">Dean.of.Undergraduate.Students@dartmouth.edu</a></td>
</tr>
<tr>
<td>Help with Course registration</td>
<td>Registrar’s Office: (p) 603-646-2246 (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 Tue 10:30am - 12:00pm &amp; 1:00pm - 4:00 pm</td>
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