

# Course Registration Quick Reference Guide



## Step by Step

**Step 1:** Access the course election and registration tile on DartHub



Course Election and Registration Worksheet

**Step 2:** Select the appropriate term

**Step 3:** Search for Courses using the Course Search button.

This will take you to the Registration Timetable.

CRNs

Submit Changes **Course Search** Reset

**Step 4:** Search by either Subject or General Education Requirements **Select a Search Type**

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

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

Subject Area(s) General Education Requirements

**Note for Writing 5 and First-Year Seminars:** First-Year Seminar courses and Writing courses are automatically highlighted in the Timetable results; also note the FYS course type column. The Registration Timetable displays the following reminders that you must elect these courses.

<input checked="" type="checkbox"/>	201009	90653	WRIT	005	25	N	Expository Writing
<input type="checkbox"/>	201009	90655	WRIT	080	01	N	Independent Research

Timetable of Class Meetings - Election Winter Term 2011

\*\*\* You are required to select a First Year Seminar this term \*\*\*

\*\*\* You are required to select a WRITING 5 COURSE this term \*\*\*

For more information, [https://www.dartmouth.edu/reg/guides/csel/csel\\_student\\_firstyear.html](https://www.dartmouth.edu/reg/guides/csel/csel_student_firstyear.html)

Select	Term	CRN	Subj	Num	Sec	FYS	Title
<input type="checkbox"/>	201101	12259	AAAS	010	01	N	Women & Gender in Caribbean
<input type="checkbox"/>	201101	11255	AAAS	011	01	N	Intro African American Studies
<input type="checkbox"/>	201101	12010	AAAS	014	01	N	Pre-Colonial African History

**Step 5:** Select Course

Search results for

terms: ECONOMICS(ECON)  
subjects: ECONOMICS(ECON)  
distrib: all  
periods: all

Select the course you intend to elect using the checkbox

select	Term	CRN	Subj	Num	Sec	Title	Xlist	Period	Room	Building	Instructor	WC	Dist	Lim	Enrl	Status
<input checked="" type="checkbox"/>	201009	92765	ECON	001	01	The Price System		10	312	Silaby Hall	Elisabeth Curtis		SOC	45		CC
<input type="checkbox"/>			ECON	001	02	The Price System		11	312	Silaby Hall	Elisabeth Curtis		SOC	45		CC
<input type="checkbox"/>			ECON	001	03	The Price System		11	003	Rockefeller	Jesse Giummo		SOC	45		CC
<input type="checkbox"/>			ECON	001	04	The Price System		12	003	Rockefeller	Jesse Giummo		SOC	45		CC

Add selected courses to worksheet using the button.

Add Courses To Work Sheet

Course Election and Registration Worksheet

Click Submit Changes

CRNs

92765

Submit Changes Course Search Reset

**Step 6:** Submit Changes

**Step 7:** Review and Modify

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

Current Schedule - 201009

Status	Action	CRN	Subj	Crse	Sec	Title	Instructor
** Elected ** on Oct 27, 2010	None	92765	ECON	001	ZZ	The Price System	TBA
	None						
	<b>Remove Election</b>						

Total Credit Hours: 1.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 4.000  
Date: Oct 27, 2010 04:40 pm

To remove this election, select 'Remove Election' from the Action drop down box and click 'Submit Changes'

For detailed information on this process, see [http://www.dartmouth.edu/reg/guides/csel/csel\\_student\\_howto.html](http://www.dartmouth.edu/reg/guides/csel/csel_student_howto.html)

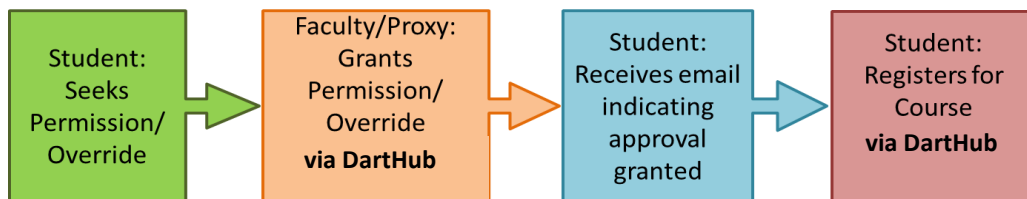
## Registration Schedule

[http://www.dartmouth.edu/reg/registration/reg\\_sched.html](http://www.dartmouth.edu/reg/registration/reg_sched.html)

## 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.

## 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](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 DartHub. **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.

## 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.

## Course Election Features

- During Course Election, enter your ideal schedule into DartHub based on the Registration Timetable. The resulting schedules are made available a few days after the election period ends for returning students, and later that day for entering students during fall term.
- You may make any needed changes during the "Course Changes" and "Add/Drop" periods.
- 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...	Go here for help/support
General reference questions about Course Election for students	<a href="http://www.dartmouth.edu/reg/">http://www.dartmouth.edu/reg/</a> and click on <a href="#">Course Election Reference Guide</a>
Technical issues such as problems accessing DartHub	<a href="mailto:help@dartmouth.edu">help@dartmouth.edu</a> or call 6-2999
Help with selecting courses	Faculty Advisors and Undergraduate Deans: (603) 646-2243 <a href="mailto:Dean.of.Undergraduate.Students@dartmouth.edu">Dean.of.Undergraduate.Students@dartmouth.edu</a>
Help with Course registration	Registrar's Office: (p) 603-646-2246 (e) <a href="mailto:registrar@dartmouth.edu">registrar@dartmouth.edu</a>  Office hours: Send questions to (e) <a href="mailto:registrar@dartmouth.edu">registrar@dartmouth.edu</a> or call (p) 603-646-2246