Step by Step

Step 1: Access DartHub
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 Requirements
The CRN number of the course you chose shows in the worksheet box(es). Note: Only three courses can be entered during course election.
Step 5: Select Course
Note: multi-section courses have a single
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

Registration Schedule

Check the registration schedule to find the course election period dates and times. Note: The fall term registration schedule is different for entering students than for continuing students.

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 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.
- DartHub 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.

## 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 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 DartHub Prerequisite checking
- Enrollment Limit: The student has been granted permission to register even though the official enrollment limit has been reached.

## 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>Technical issues such as problems accessing DartHub</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 Undergraduate Deans: (603) 646-2243 <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>
</tbody>
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Office hours:
Mon, Wed - Fri: 8:00am - 12:00pm & 1:00pm - 4:00pm
Tue: 10:30am - 12:00pm & 1:00pm - 4:00 pm