Course Registration
Quick Reference Guide: Entering Students Fall Term Only

Step by Step

Step 1: Access BannerStudent

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

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 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.

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.

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.

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 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>
<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>
</tr>
</tbody>
</table>