# **REGISTERING FOR GRADUATE LEVEL COURSES**

### **STEP 1**

Open your web browser and go to the Dickinson Gateway.

### STEP 2

Enter your Dickinson Gateway username and password then click Login. (If you do not remember or have lost your Gateway username or password, please contact the LIS Helpdesk at helpdesk@dickinson.edu)

# STEP 3

To register for classes, click on the Banner Self-Service tab.

Dickinson Gateway		
My Account Content Layout You are currently logged in.	Logout	🦿 Help
My Home Banner Self Service		

#### STEP 4

Once in Banner Self-Service, click the Student tab.

Personal Information Student Financial Aid Employee				
Search Go	ACCESSIBILITY	SITE MAP	HELP	EXIT
MAIN MENU			_	

#### STEP 5

Click the Course Selection link.

#### STUDENT

```
Course Selection
Check your status, class schedule and add or drop classes
Student Records
View your holds, grades, transcripts and account summary
Student Account
```

RELEASE: 8.9.1.3

### STEP 6

Click the Course Request & Registration link.

#### COURSE SELECTION

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Course Request & Registration
Browse course offerings. Review student status and course history. Request/Add/Drop classes.
Course Priorities
Review course enrollment priorities.
On-line Textbook Ordering
Dickinson College Bookstore
```

RELEASE: 8.9.1.3

This will take you to the "Course Request/Registration" screen. Click on "Request/Register for Classes."

Student • Course Request/Registration

# **Course Request/Registration**

What wo	uld you like to do?	
Ê	Prepare for Course Request/Registration View your current status, academic standing, holds, declared major(s), etc.	<u>Request/Register for Classes</u> Search and register for your classes. You can also view and manage your schedule.
	Browse Classes Browse course sections offered in a specific term.	View Course Request/Registration View your past schedules and your ungraded classes.
	Browse Course Catalog Look up basic course information like subject, course and description.	

# STEP 7

Select the desired term from the drop-down menu, then click Continue.

Student • Reg	istration	<ul> <li>Sele</li> </ul>	ect a Term
Select a Term			
Terms Open for Regis	tration		
1			Q
Fall 2021			

## STEP 8

To find a list of the graduate courses, select Managing Complex Disasters from the Subject drop-down, then press the Search button.

<u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • Register for Classes

### **Register for Classes**

Find Classes	Enter CRNs	Schedule and Options
Enter Your Se Term: Fall 2021	earch Criteria	0
	Subject	MGCD
(	Course Number	Managing Complex Disasters
	Keyword	
		Search Clear  Advanced Search

# STEP 9

To add a course to your schedule, click on the "add" button on the right side of the screen beside the course you wish to add.

<u>Stude</u>	nt • Registi	ration •	Select	a Term	n ∙ R€	egister	for Classes					
Regis	ter for Clas	ses										
Find C Searc Term:	Iasses Enter C The Results — 1 Cla Fall 2021 Subject	RNs Schei Isses :: Managing Com	dule and O nplex Disas	ptions ters							Search Again	
Title	Ŷ	Subject Descri	Course 1	Section	CRN	Term ≎	Instructor	Meeting Times	Reserved Sea	Attribute	<b>\$</b> -	
Mana Class	ging Complex Di	Managing	801	01	7842	Fall	Bertrand, William (	S M T W T F S 01:00 PM - 04:00 PM		FOR GRADUATE STUDENTS ONLY	Add	

This will place the course in the lower half of the screen as **Pending**.

Searc	ch Results	- 1 Classes Subject: Manai	ning Complex Disa	asters										Search Ag	gain
Title		Subject Mana	ct Descri Course	N Sectión	CRN Term \$	Instructor	Me	eeting	) Times	Reserved	Sea A	ttribute			×
<u>Mana</u> Class	aging Comple	<u>x Di</u> Mana	ging 801	01 7	7842 Fall	Bertrand, Will	<u>iam</u> s	МТ	w T F S 01:00 PM - 04:00	0 PM	F	OR GRADU/	ATE STUDENTS ONLY	Y Add	
М	< Page	1 of 1 ▶ ▶	10 ✔ Per Pa	ige										Reco	ords: 1
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To finalize your registration be sure to click the Submit button.

If your registration was **successfully entered**, it will show "**Registered**" or "**Course Requested**" in the Status column.

🛍 Scher	tule 🔠 s	Schedule Details	3							Summary						Tuition and Fees
Class Sch	edule for Fall	2021							ſ	Title	Details	Hou	CRN	Status	Action	<b>Å</b> .
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday									
12nm								*	n.	Managing Complex Dis	MGCD 801, 01	3	7842	Registered	None	Ψ.
									4							
1pm			Managing													
			Disasters						l							
2pm																
									ł							
3pm																
4pm								-		Total Hours   Registered: 3   E	Billing: 1   CEU: 0   N	lin: 0   M	ax:9			

If you receive a **Registration Error**, it will appear at the top right of the screen.

Student •	Registratior	• <u>Select a Term</u> • Register for Classes	CRN: 7243 Invalid level for course.	
Register fo	r Classes			Ok
Find Classes	Enter CRNs	Schedule and Options		

Click OK.

## STEP 10

You can drop registered courses by using the drop-down menu found in the bottom right panel. Select Web Dropped from the Action column beside the course you wish to drop, then click the Submit button.

Title	Details	Hours	CRN	Status	Action	
Managing Complex Dis	MGCD 801, 01	3	7842	Registered	None	*
					None	

**NOTE:** If you are only registered for one class, you cannot drop it online. You need to add whatever other course you wish to take, then drop the class. Or if you will not be attending for that specific term, please contact Deb Bolen – <u>bolend@dickinson.edu</u>.