

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)

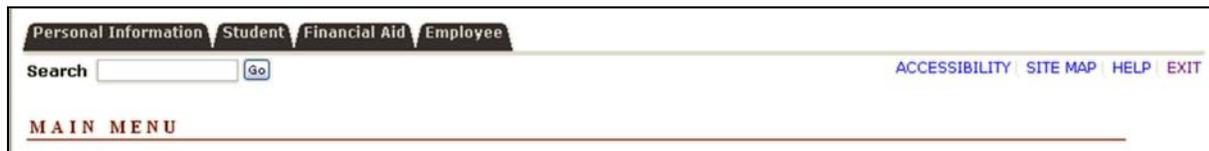
STEP 3

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



STEP 4

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



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

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 would you like to do?



[Prepare for Course Request/Registration](#)

View your current status, academic standing, holds, declared major(s), etc.



[Request/Register for Classes](#)

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](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Schedule and Options](#)

Enter Your Search Criteria ?

Term: Fall 2021

| | |
|---------------|---------------------------------------------------------|
| Subject | <input type="text" value="MGCD"/> |
| Course Number | <input type="text" value="Managing Complex Disasters"/> |
| Keyword | <input type="text"/> |

[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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Fall 2021 Subject: Managing Complex Disasters

| Title | Subject Descri | Course | Section | CRN | Term | Instructor | Meeting Times | Reserved Sea | Attribute | |
|----------------------------------|----------------|--------|---------|------|----------|-------------------------|-------------------------------------|--------------|----------------------------|------------|
| Managing Complex Dis... Class | 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**.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Fall 2021 Subject: Managing Complex Disasters

| Title | Subject Descri | Course | Section | CRN | Term | Instructor | Meeting Times | Reserved Sea | Attribute | |
|----------------------------------|----------------|--------|---------|------|----------|-------------------------|-------------------------------------|--------------|----------------------------|-----|
| Managing Complex Dis... Class | 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 |

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details

Class Schedule for Fall 2021

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|----------------------------|-----------|----------|--------|----------|
| 12pm | | | | | | | |
| 1pm | | | Managing Complex Disasters | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |

Summary | Tuition and Fees

| Title | Details | Hour | CRN | Status | Action |
|-------------------------|--------------|------|------|---------|------------------|
| Managing Complex Dis... | MGCD 801, 01 | 3 | 7842 | Pending | "Web Registered" |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 9

Submit

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.

Schedule | Schedule Details

Class Schedule for Fall 2021

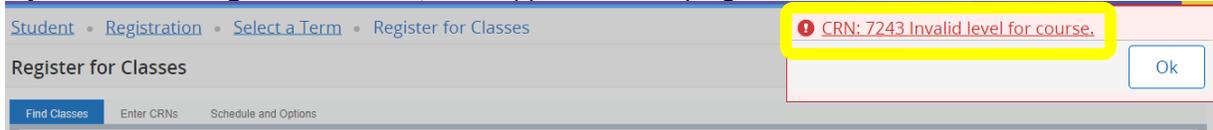
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|----------------------------|-----------|----------|--------|----------|
| 12pm | | | | | | | |
| 1pm | | | Managing Complex Disasters | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |

Summary | Tuition and Fees

| Title | Details | Hour | CRN | Status | Action |
|-------------------------|--------------|------|------|------------|--------|
| Managing Complex Dis... | MGCD 801, 01 | 3 | 7842 | Registered | None |

Total Hours | Registered: 3 | Billing: 1 | CEU: 0 | Min: 0 | Max: 9

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



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 *Web Dropped* |

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 – bolend@dickinson.edu.