

YOUR “HOW TO...” INSTRUCTIONS FOR THE COURSE REQUEST PERIOD

STEP 1

Make sure to have any holds cleared before the Course Request Period. It is also important to enter your course requests **during the Course Request Period**.

Note: There is NO ADVANTAGE to entering your courses earlier rather than later within this time frame. As long as you enter your courses prior to 4:00 PM, on the last day of the Course Request Period, you will be considered equally among all students who requested courses.

STEP 2

Open your web browser and go to the Dickinson Gateway.

STEP 3

Enter your Dickinson Gateway username and password then click Login.

STEP 4

To enter your upcoming term course requests, click on the SSB icon.

STEP 5

Select the Student tab.



STEP 6

Select 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 7

Select 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

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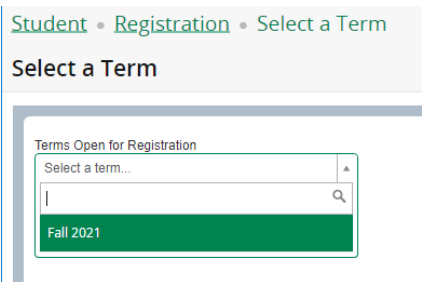
STEP 8

This will take you to the “Registration” screen. Choose “Register for Classes.”



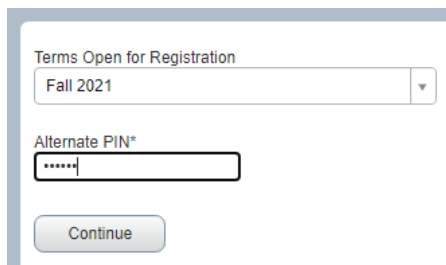
STEP 9

Select the upcoming term from the drop-down menu.



STEP 10

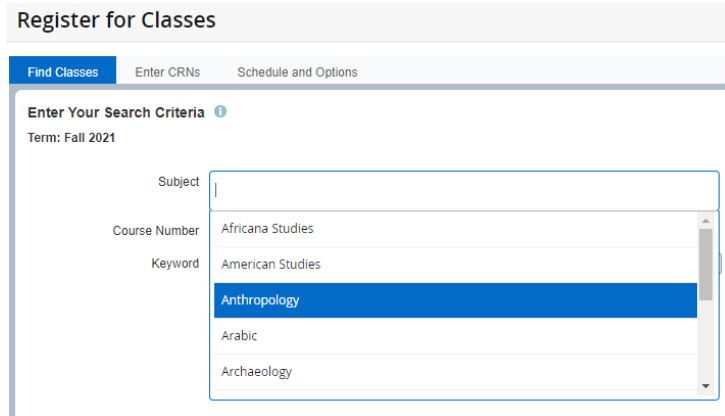
Once you select the term, first-year students and sophomores will be prompted to enter an Alternate PIN. The Alternate PIN begins with “AP” followed by 4 digits and will be provided by your advisor. Enter the Alternate PIN in the box then press the Continue button. **Alternate PINs are case-sensitive, and all 6 characters must be entered, beginning with AP.**



STEP 11

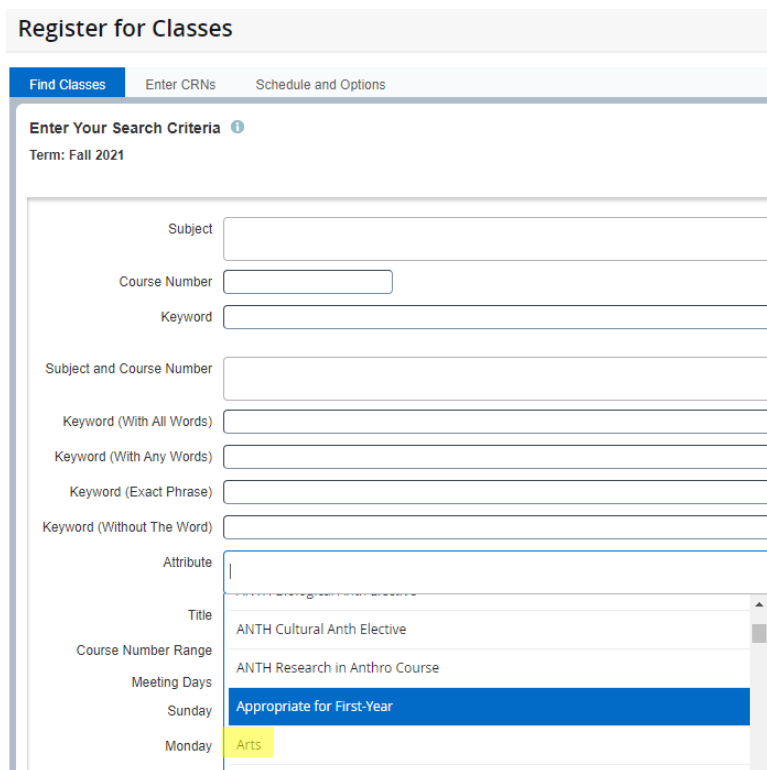
Enter your search criteria then press the Class Search button.

- You can search classes by entering one or more of the following criteria: a subject, course number, or keyword.
- When you click on the “subject” field, a dropdown list of choices will appear. You can scroll through the list to find the subject for which you are looking.



The screenshot shows the 'Register for Classes' page with the 'Find Classes' tab selected. Under 'Enter Your Search Criteria', the term is set to 'Fall 2021'. The 'Subject' field is active, displaying a dropdown menu with the following options: African Studies, American Studies, Anthropology (highlighted in blue), Arabic, and Archaeology.

- You can also do an “advanced search” to search by other criteria. For example, to find courses that meet the Arts requirements, click on “advanced search” select Arts from the **Attribute** list.



The screenshot shows the 'Register for Classes' page with the 'Find Classes' tab selected. Under 'Enter Your Search Criteria', the term is set to 'Fall 2021'. The 'Attribute' field is active, displaying a dropdown menu with the following options: ANTH Cultural Anth Elective, ANTH Research in Anthro Course, Appropriate for First-Year (highlighted in blue), and Arts (highlighted in yellow).

STEP 12

To add a course to your schedule, click on the “add” button on the right side of the screen.

Search Results — 5 Classes
Term: Fall 2021 Subject: Arabic Search Again

Title	Subject Description	Course No.	Section	CRN	Term	Instructor	Meeting Times	Reserved Seats	Status	Attribute	
Elementary Arabic Class	Arabic	101	01	7276	Fall 20...	Slefaat, Maoda (Pri...	S M Tu W Th F S 09:30 AM - 10:20 AM Type: Class	4 of 5 unreser... 10 of 10 reser...	14 of 15 seats re...	Appropriate for First-Year	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 — 5 Classes
Term: Fall 2021 Subject: Arabic Search Again

Title	Subject Description	Course No.	Section	CRN	Term	Instructor	Meeting Times	Reserved Seats	Status	Attribute	
Elementary Arabic Class	Arabic	101	01	7276	Fall 20...	Slefaat, Maoda (Primary)	S M Tu W Th F S 09:30 AM - 10:20 AM Type: Class	4 of 5 unreser... 10 of 10 reser...	14 of 15 seats re...	Appropriate for First-Year	Add
Elementary Arabic Class	Arabic	101	02	7277	Fall 20...	Slefaat, Maoda (Primary)	S M Tu W Th F S 10:30 AM - 11:20 AM Type: Class	2 of 5 unreser... 10 of 10 reser...	12 of 15 seats re...	Appropriate for First-Year	Add
Intermediate Arabic Class	Arabic	201	01	7278	Fall 20...	Abu Shulah, Mohammad	S M Tu W Th F S 09:30 AM - 10:20 AM Type: Class	8 of 15 seats rem...			Add
Arabic Poetry Class	Arabic	360	01	7279	Fall 20...	Abu Shulah, Mohammad	S M Tu W Th F S 10:30 AM - 11:20 AM Type: Class	11 of 15 seats re...		Humanities INST Middle East/N Africa Crse	Add

Schedule Schedule Details

Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Elementary Arabic	Elementary Arabic	Elementary Arabic	Elementary Arabic	Elementary Arabic	
10am							
11am							
12pm							
1pm		Elementary Statistics			Elementary Statistics		
2pm							

Summary

Title	Details	Hours	CRN	Status	Action
Elementary Arabic	ARBI 101, 01	1	7276	Pending	Web Registered
Elementary Statistics	MATH 121, 01	1	7637	Registered	None

Total Hours Registered: 1 | Billing: 1 | CRN: 0 | Min: 0 | Max: 4.0

Submit

To finalize your request **be sure to click the Submit button.**

If your requests were **successfully entered**, they will show “**Course Requested**” in the Status column.

If you receive a **Registration Error**, it will appear at the top right of the screen as well as beside the course information at the bottom.

Student • Registration • Select a Term • Register for Classes ARBI 101 CRN 7276: Repeat hours exceed 1

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 5 Classes
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Schedule Schedule Details

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10am							
11am							
12pm							
1pm		Elementary Statistics			Elementary Statistics		
2pm							

Summary

Title	Details	Hours	CRN	Status	Action
Elementary Arabic	ARBI 101, 01	1	7276	Error Prevents Register	Remove
Elementary Statistics	MATH 121, 01	1	7637	Registered	None

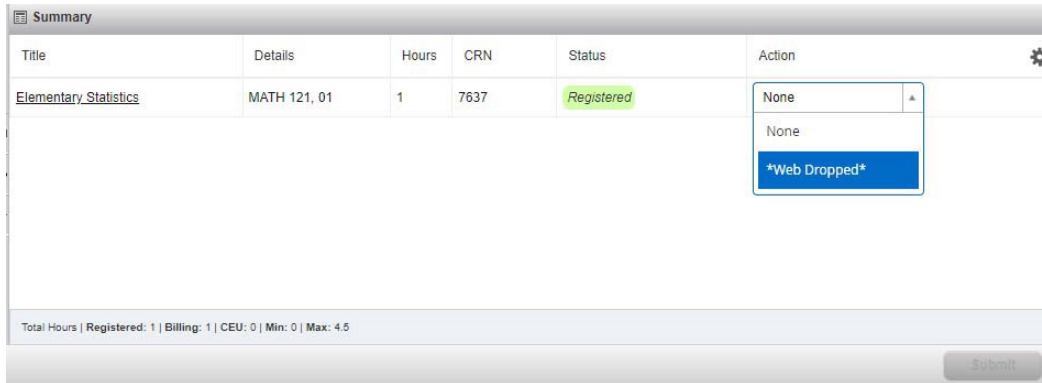
Total Hours Registered: 1 | Billing: 1 | CRN: 0 | Min: 0 | Max: 4.0

Submit

Make sure “Remove” is in the Action column and click the Submit button to remove the course with the error.

STEP 13

You can remove requested courses by using the dropdown menu found in the bottom right panel. Select Web Dropped from the Action column, then click the Submit button.



The screenshot shows a web interface titled "Summary" with a table of course information. The table has columns for Title, Details, Hours, CRN, Status, and Action. A single row is visible for the course "Elementary Statistics" (MATH 121, 01) with 1 hour and CRN 7637, currently in a "Registered" status. The Action column for this row has a dropdown menu open, showing three options: "None", "None", and "*Web Dropped*" (highlighted in blue). Below the table, a summary bar shows "Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 4.5". A "Submit" button is located at the bottom right of the interface.

Title	Details	Hours	CRN	Status	Action
Elementary Statistics	MATH 121, 01	1	7637	Registered	None None *Web Dropped*

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 4.5

Submit

NOTES:

- If you do not enter any courses online during the course request period, you will have to wait until the Schedule Adjustment Period, to register for classes. It is to YOUR ADVANTAGE to enter courses during the online Course Request Period.
- You will be able to see your schedule when Banner Self-Service is re-opened for the Schedule Adjustment Period.
- If you have any questions or concerns when going through the steps above, feel free to contact the Registrar's Office for assistance – reg@dickinson.edu.