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.

Personal Information	Student	Financial Aid	Employee		
Search [_____] [Go]			ACCESSIBILITY	SITE MAP	HELP	EXIT
MAIN MENU					

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

RELEASE: 8.9.1.3

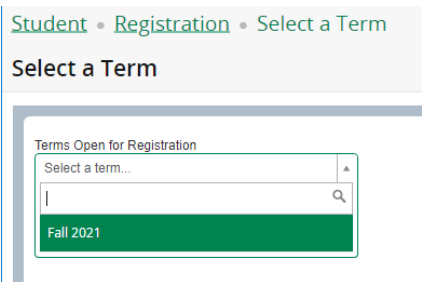**STEP 8**
This will take you to the "Registration" screen. Choose "Register for Classes."

STEP 9
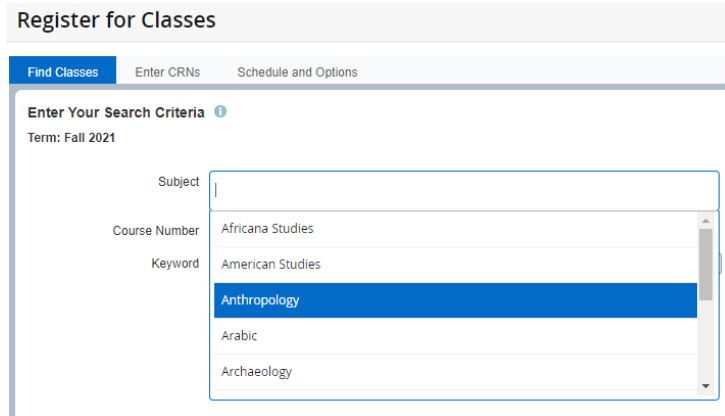Select the upcoming term from the drop-down menu.

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.**
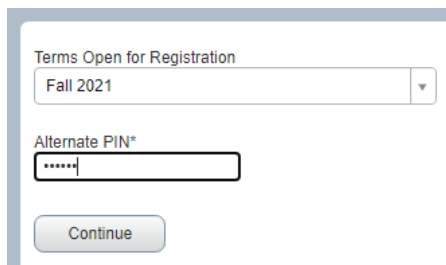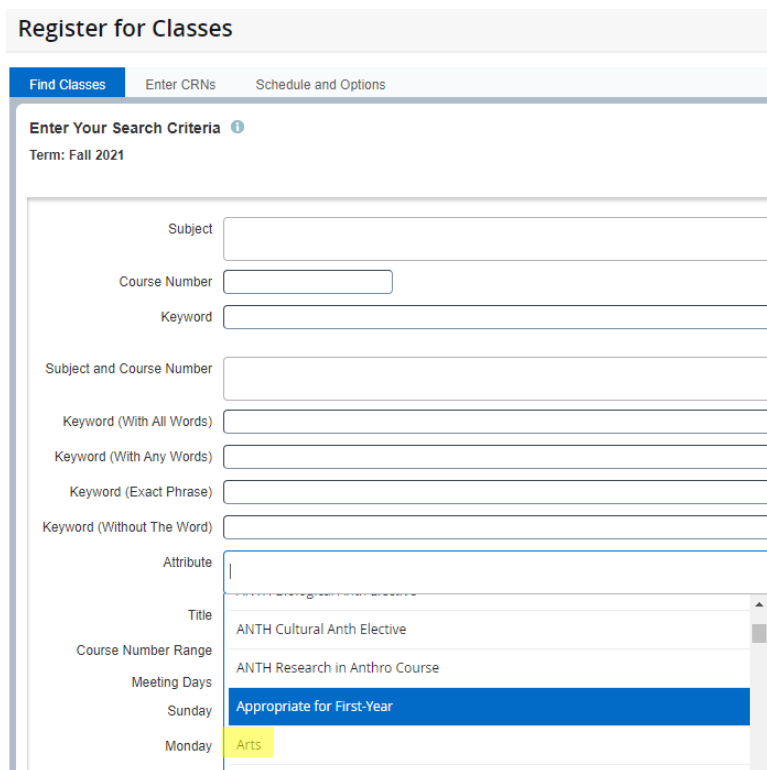
STEP 11
Enter your search criteria then press the Class Search button.
- You can search classes by entering one or more of the following criteria: a subject, course number, or keyword.
- When you click on the "subject" field, a dropdown list of choices will appear. You can scroll through the list to find the subject for which you are looking.

- 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.

STEP 12
To add a course to your schedule, click on the "add" button on the right side of the screen.

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

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.

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.

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.