

YOUR "HOW TO..." INSTRUCTIONS FOR THE FIRST-YEAR ADVISING AND COURSE REGISTRATION

STEP 1

Carefully review all the information found on the Academic Advising and Course Selection tab of the Orientation web site.

Note: To review the course offerings prior to your conversation with an advisor, choose the *Browse Classes* link in Step 8.

Be sure to register for classes **before 11:59 pm EST, Sunday, January 30, 2022.**

STEP 2

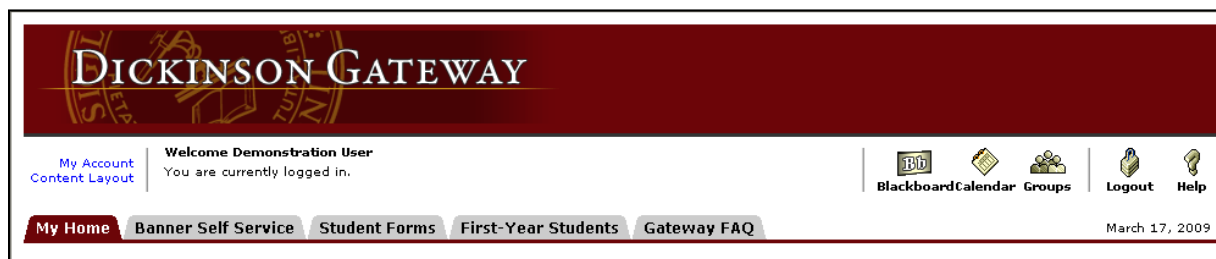
Open your web browser and go to the Dickinson Gateway.

STEP 3

Enter your Dickinson Gateway username and password then click Login. (Your username and password are included in the letter which came in the mailing. If you do not remember or have lost your Gateway username or password, please contact the Helpdesk at helpdesk@dickinson.edu)

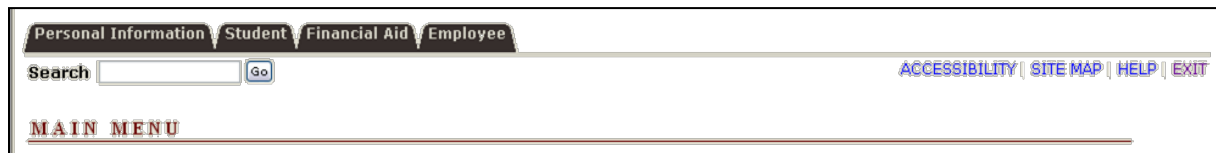
STEP 4

To enter your Spring 2022 courses, click on the Banner Self-Service tab.



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

RELEASE: 8.9.1.3

STEP 8

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

[Student](#) • [Registration](#)

Registration

What would you like to do?



Prepare for Registration

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



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 Registration Information

View your past schedules and your ungraded classes.



Browse Course Catalog

Look up general course information found in the College Bulletin.

STEP 9

Select Spring 2022 from the drop-down menu.

[Student](#) • [Course Request/Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Course
Request/Registration

STEP 10

Once you select the term, you will be prompted to enter your Alternate PIN. The Alternate PIN begins with "AP" followed by 4 digits, and will be given to you by your advisor. Enter your 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.**

[Student](#) • [Course Request/Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Course
Request/Registration

Alternate PIN*

Continue

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.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

Anthropology

Arabic

Archaeology

- You can also do an “advanced search” to search by other criteria
- To find courses appropriate for first-year students, click on “advanced search” select Appropriate for First-Year from the **Attribute** list.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Title

Course Number Range

Meeting Days

Sunday

Monday

Appropriate for First-Year

Arts

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

Title	Subject Description	Course No.	Section	CRN	Term	Instructor	Meeting Times	Reserved Seats	Status	Attribute	
Elementary Arabic Class	Arabic	101	01	7276	Fall 20...	Slekerf, Magda (Pri...	S M T W T F S 09:30 AM - 10:20 AM Ty	4 of 5 unreser... 10 of 10 re...	14 of 15 seats...	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

Title	Subject Description	Course No.	Section	CRN	Term	Instructor	Meeting Times	Reserved Seats	Status	Attribute	
Elementary Arabic Class	Arabic	101	01	7276	Fall 20...	Slekerf, Magda (Primary)	S M T W T F S 09:30 AM - 10:20 AM Type: Class	4 of 5 unreser... 10 of 10 re...	14 of 15 seats re...	Appropriate for First-Year	Add
Elementary Arabic Class	Arabic	101	02	7277	Fall 20...	Slekerf, Magda (Primary)	S M T W T F S 10:30 AM - 11:20 AM Type: Class	2 of 5 unreser... 10 of 10 re...	12 of 15 seats re...	Appropriate for First-Year	Add
Intermediate Arabic Class	Arabic	201	01	7278	Fall 20...	Abu Shuleh, Mohammad	S M T W T F S 09:30 AM - 10:20 AM Type: Class	8 of 15 seats re...			Add
Arabic Poetry Class	Arabic	360	01	7279	Fall 20...	Abu Shuleh, Mohammad	S M T W T 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 | CEU: 0 | Min: 0 | Max: 4.5

Submit

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

If your courses were **successfully entered**, they will show “**Web Registered**” 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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Intermediate Arabic Class	Arabic	201	01	7278	Fall 20...	Abu Shuleh, Mohammad	S M T W T F S 09:30 AM - 10:20 AM Type: Class	8 of 15 seats re...			Add
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Schedule Schedule Details

Class Schedule for Fall 2021

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9am		Elementary Arabic	Elementary Arabic	Elementary Arabic	Elementary Arabic	Elementary Arabic	
10am							
11am							
12pm							
1pm		Elementary Statistics			Elementary Statistics		

Summary

Title	Details	Hours	CRN	Status	Action
Elementary Arabic	ARBI 101, 01	1	7276	Errors Preventing Registration	Remove
Elementary Statistics	MATH 121, 01	1	7637	Registered	None

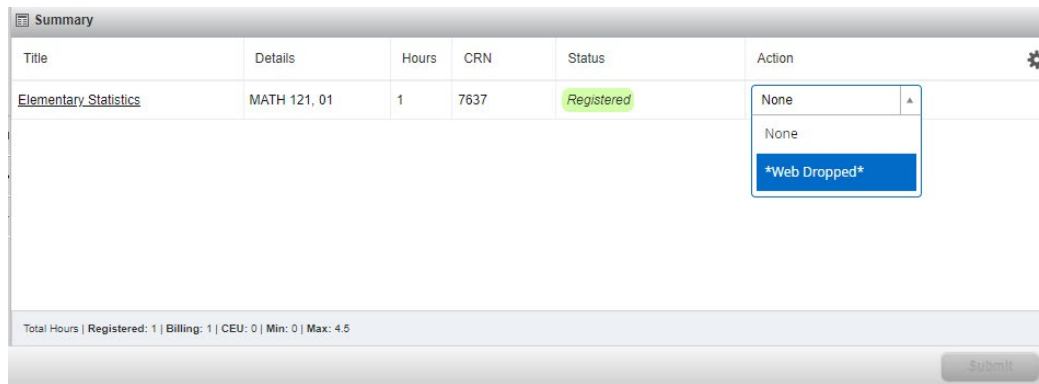
Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 4.5

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 details. The table has columns for Title, Details, Hours, CRN, Status, and Action. A dropdown menu is open for the "Action" column of the first row, showing options: "None", "None", and "*Web Dropped*". A "Submit" button is visible 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:

- Be sure to **select three classes** online. You are already registered for your First-Year Seminar – you **do not** need to re-enter that course.
- 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.