YOUR “HOW TO…” INSTRUCTIONS
FOR THE SUMMER ADVISING
AND ONLINE COURSE REQUEST PERIODS

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 a summer advisor, follow Steps 2-5 below.

Be sure to enter your course requests between 9:00 AM, EDT, Monday, July 22, and 4:00 PM, EDT, Monday, July 29, 2019.

  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 4pm, July 29, you will be considered equally among all first-year 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. (Your username and password are included in the letter which came in the May mailing. If you do not remember or have lost your Gateway username or password, please contact the LIS Helpdesk at 717-245-1000 or helpdesk@dickinson.edu)

STEP 4
To enter your fall course requests, click on the Banner Self-Service tab.

Select the Student link.
Select the Course Selection link.

Select the Search for Classes link.

STEP 5
Select Fall 2019 from the drop-down menu.
Enter your search criteria then press the Class Search button.

- You must select **at least one subject**. You can select several subjects by holding the Ctrl button as you click on the desired subjects or you can select all subjects, by holding the Shift Key down and selecting the first subject and the last subject.
- To find courses appropriate for first-year students, after selecting the subject(s), select **Appropriate for First-Years** from the **Attribute** list.

**STEP 6**
From the list of classes that meet your criteria, place a checkmark beside one or more that you would like to request then press the Register button (*Note: clicking the Add to Worksheet button does NOT submit your requests*).
STEP 7
At this point 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 summer advisor. Enter your Alternate PIN in the box then press the Submit button. **Alternate PINs are case sensitive and all 6 characters must be entered.**

STEP 8
If your requests were **successfully entered**, they will show under the Current Schedule heading with a status of “Course Requested.”

If any of your requests were **not successfully entered**, you will receive a **Registration Add Error**. For an explanation of the errors, click the Help link at the top right of the screen.

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**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
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<td>None</td>
<td>7671</td>
<td>ENGL</td>
<td>101</td>
<td>04</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Standard</td>
<td>Jane Austen in Her Time</td>
</tr>
</tbody>
</table>

- Total Credit Hours: 1.000
- Billing Hours: 1.000
- Maximum Hours: 4.500
- Date: Mar 18, 2009 08:12 am

**Registration Add Errors**

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
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<td>7699</td>
<td>FREN</td>
<td>104</td>
<td>02</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Standard</td>
<td>Elementary French</td>
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</tbody>
</table>

**Add Classes Worksheet**

CRNs

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STEP 9
To enter additional requests, press the Class Search button and repeat Steps 5-8.

-OR-

If you have entered all of your classes, print a copy of the Add or Drop Classes screen for your records and logout of Banner Self-Service by clicking on the Exit link at the top right of the screen.

**Note:** Be sure to select three classes online (and up to two phys eds, if desired). You are already registered for your First-Year Seminar – you **do not** need to re-enter that course.
STEP 10
Beginning Tuesday, July 25, the Registrar’s Office will begin processing all first-year students’ requests for courses. If more students have requested a class than there are seats available in that class, students will be RANDOMLY ASSIGNED to the open seats.

NOTES:

- You can make changes to your course choices on line any time before 4:00 PM, EDT, on July 30. Changes CANNOT be made to your schedule between July 31 and August 14.
- If you do not enter any courses online during the course request period, you will have to wait until Wednesday, August 15, 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 beginning Wednesday, August 15, when Banner Self-Service is re-opened for the First-Year 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 – 717-245-1315 or reg@dickinson.edu,