

# Course Registration Quick Reference Guide



## Step by Step

**Step 1:** Access DartHub

**Step 2:** Select the appropriate term

**Step 3:** Search for Courses using the Course Search button.  
This will take you to the Registration Timetable.

**Step 4:** Search by either Subject or General Education Requirements

The CRN number of the course you chose shows in the worksheet box(es). **Note:** Only three courses can be entered during course election.

**Step 5:** Select Course

**Note:** multi-section courses have a single

Add selected courses to worksheet using the button.

Add Courses To Work Sheet



Course Election and Registration Worksheet

CRNs

Submit Changes Course Search Reset

Select a Search Type

Subject Area(s) General Education Requirements

Search results for  
terms:  
subjects: ECONOMICS(ECON)  
distrib: all  
periods: all

select	term	CRN	Subj	Num	Sec	Title	Xlist	Period	Room	Building	Instructor	WC	Dist	Lim	Enrl	Status
<input checked="" type="checkbox"/>	201009	92765	ECON	001	01	The Price System		10	312	Silby Hall	Elisabeth Curtis		SOC	45		CC
<input type="checkbox"/>			ECON	001	02	The Price System		11	312	Silby Hall	Elisabeth Curtis		SOC	45		CC
<input type="checkbox"/>			ECON	001	03	The Price System		11	003	Rockefeller	Jesse Giummo		SOC	45		CC
<input type="checkbox"/>			ECON	001	04	The Price System		12	003	Rockefeller	Jesse Giummo		SOC	45		CC

Select the course you intend to elect using the checkbox

**Step 6:** Submit Changes

**Step 7:** Review and Modify

Course Election and Registration Worksheet

CRNs

92765

Submit Changes Course Search Reset

Click Submit Changes

**Note:** Status = "Elected" This will change to "Registered" when the Course Changes period begins.

For detailed information on this process, see [http://www.dartmouth.edu/reg/guides/csel/csel\\_student\\_howto.html](http://www.dartmouth.edu/reg/guides/csel/csel_student_howto.html)

Current Schedule - 201009

Status	Action	CRN	Subj	Crse	Sec	Title	Instructor
** Elected ** on Oct 27, 2010	None	92765	ECON	001	ZZ	The Price System TBA	
	None						
Total Credit Hours:							
Billing Hours:							
Minimum Hours:							
Maximum Hours:							
Date:							

Remove Election

To remove this election, select 'Remove Election' from the Action drop down box and click 'Submit Changes'

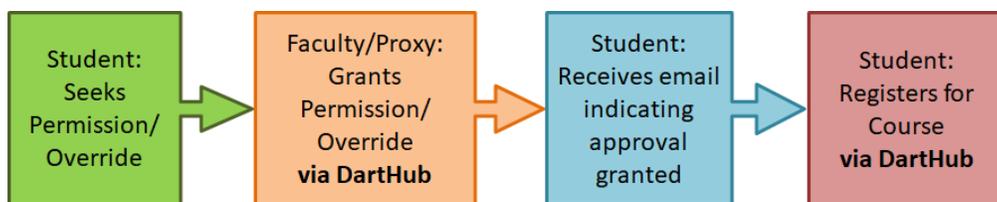
## Registration Schedule

Check the [registration schedule](#) to find the course election period dates and times. Note: The fall term registration schedule is different for [entering students](#) than for [continuing students](#).

## Tips and Tricks

- Plan your courses early and meet with your academic advisor. Be sure to check your degree audit.
- It does not matter if you elect on the first or last day of course election.
- You can go back and change your elections prior to the processing period.
- You may need more than one type of permission/override to register for a course.
- Give the Faculty/Proxy plenty of time when requesting permission/override.

## How is a Permission/Override Granted?



- When you contact the department to request permission, please be sure to give them the details of the course and provide your student ID. After a permission/override has been granted, an email is sent to you.
- If you are unable to elect a course, it could be for several reasons. Make sure to read the error message carefully so that you know why you could not elect a course. Please refer to the FAQ ([http://www.dartmouth.edu/~reg/guides/csel/csel\\_student.html](http://www.dartmouth.edu/~reg/guides/csel/csel_student.html)) for descriptions of the error messages.
- After receiving email notification, you must still register for the course, using DartHub. **Faculty grant permission, students register.** You do not need to come to the Registrar's Office. The permission will remain active until the end of Add/Drop.

## Types of Permissions/Overrides

- Instructor Permission: The student must gain approval prior to registering for the course.
- Prerequisite: When a student has not taken the required prerequisite course, this override will allow him or her to register for the course.
- NOTE: Biology, Psychology, Sociology, Economics, Chemistry, Engineering Sciences, French and Italian Languages, and Literatures, Philosophy, Studio Art, Public Policy and Math are using DartHub Prerequisite checking
- Enrollment Limit: The student has been granted permission to register even though the official enrollment limit has been reached.

## Course Election Features

- During Course Election, enter your ideal schedule into DartHub based on the Registration Timetable. The resulting schedules are made available a few days after the election period ends for returning students, and later that day for entering students during fall term.
- You may make any needed changes during the "Course Changes" and "Add/Drop" periods.
- Permissions are granted electronically.
- DartHub checks prerequisites before you gain entry into a course for the following departments only: Biology, Chemistry, Economics, Mathematics, Psychology and Sociology.
- First Year Seminars and Writing 5 courses are elected at the same time as all other courses. These courses will be highlighted in the Registration Timetable the term when you are scheduled to take them.

## Additional Help

If you have this type of question...	Go here for help/support
General reference questions about Course Election for students	<a href="http://www.dartmouth.edu/reg/">http://www.dartmouth.edu/reg/</a> and click on <a href="#">Course Election Reference Guide</a>
Technical issues such as problems accessing DartHub	<a href="mailto:help@dartmouth.edu">help@dartmouth.edu</a> or call 6-2999
Help with selecting courses	Faculty Advisor or Undergraduate Deans: (603) 646-2243 <a href="mailto:Undergraduate.Deans.Office@Dartmouth.edu">Undergraduate.Deans.Office@Dartmouth.edu</a>
Help with Course registration	Registrar's Office: (p) 603-646-2246 (e) <a href="mailto:registrar@dartmouth.edu">registrar@dartmouth.edu</a> Office hours: Mon, Wed - Fri: 8:00am - 12:00pm & 1:00pm - 4:00pm Tue: 10:30am - 12:00pm & 1:00pm - 4:00 pm