

REGISTRATION CHECKLIST FOR UNDERGRADUATE STUDENTS

ADVISING

- Schedule an appointment. with your adviser, no schedule can be entered without your registration PIN or adviser signature if registering in person.
- View your Academic Progress Report (APR) in Banner Web, check for accuracy. Written approval from your adviser is required if you will not be meeting your requirements exactly as stated in your Catalog year and on your APR (send attn: April Dills).
- Check the [Catalog](#) and online [Course Information](#) to see course prerequisites and restrictions.

HOLDS

- Check Banner Web to see if you have any holds (medical, no major declared, finance). **No schedule can be entered if hold exists.**

COURSE REGISTRATION – NO SCHEDULE CAN BE ENTERED EARLY.

- If you have a class during your assigned time, you should register after class.
- Faculty may submit electronic overrides for permission courses, major restricted courses and for waivers of prerequisites/co-requisites.
- To register for less than 4 credits (under load) or over 4.75 credits (over load) you will need to bring permission of your Academic Dean to the Registrar's office. College of Arts and Sciences, 113 Marts Hall; College of Engineering, 204 Dana.
- If you would like to audit a course or you have permission for a time conflict, you must add this course in the Registrar's Office.
- **Please select alternates for each course.** This will speed up schedule entry whether in person or online and prevent an enrollment hold at the beginning of the semester. Check closed courses and other course information at <http://www.bucknell.edu/x6864.xml>

WAITLIST

- If a course is not available, you may choose to be placed on the waitlist. You may not register or waitlist for another section of the same course. You must also select an alternate course. The alternate will be removed if you are placed in your first choice.
- All movement into waitlisted courses will be completed prior to the beginning of the semester (see Banner Web for changes, notification is not sent). If you do not have a complete schedule (4 credits) you will be required to attend Hold Clearance. Failure to attend hold clearance will result in a \$25 late fee unless prior arrangements are made with the registrar's office – no exceptions.

COURSE ADJUSTMENTS

- Schedules may change after registration due to department requests re: course cancellation, section balancing, or added sections. Requested times and faculty cannot be guaranteed. **Please check your schedule online to verify courses and sections.**
- Only under special circumstances will course changes be accepted prior to the Drop/Add period.

STUDY ABROAD REGISTRATION

- If you are accepted in an off-campus program, you will receive registration information from International Education.
- If you are not accepted at the time of registration, register for on-campus Bucknell courses. Registration may be changed once accepted.
- If your adviser approves your abroad registration, you will receive your registration PIN at your Bucknell email address. PINs will be sent just prior to the on-campus registration period so that you will be able to select courses online.
- Be sure to check Banner Web at the beginning of the semester of your return to campus to see if there are any holds on your account. If you have holds and do not attend Hold Clearance, you will be charged a \$25.00 late fee.

MUSIC INFORMATION

- Private music lessons are available only with the permission of the Music Department, 206 S. Weis Music Building.

STUDENT TEACHING

- Applications should already be completed. See Education website: <http://www.bucknell.edu/x905.xml>

GRADUATE LEVEL COURSES

- Undergraduate students who would like to enroll in graduate courses must petition the Director of Graduate Studies, 228 Marts Hall.
- These courses cannot be entered online. Please bring your permission to Registrar's Office for course entry.

WRITING COURSES

- For the most current listing of W1 and W2 courses, go to <http://www.bucknell.edu/writingcenter/>.

MEDICAL REQUIREMENTS – Student Health Services, (570) 577-1401

- Holds may be placed on your registration or enrollment if medical records are incomplete. Please check the Student Health website for more information <http://www.bucknell.edu/x7026.xml>.