REGISTRATION NOTES FOR ADVISERS

Advising Period begins March 26, 2018
Registration Period begins April 2 and ends April 10

Access the most up to date Course Information at:
http://www.bucknell.edu/courseinformation

ONLINE REGISTRATION

• All students are strongly encouraged to enter their schedule online via Banner Web. We will, however, continue to accept schedules at the Registrar’s Office for those choosing not to register online.

• Registration PINs are available in Banner Web either on your Advisee List or via the Custom Advisee Roster. Please distribute them as you meet with each student. Students MUST have this number along with their myBucknell username and password to use the online registration system. Since user names and passwords are all unique, it is ok if any students have the same registration pin.

ADVISING APPOINTMENTS

• Please arrange appointments for your advisees during the Advising Period. Academic Progress Reports (APRs) are available via Banner Web to aid with student advising.

• No schedule can be entered without obtaining either a Banner Registration PIN or an adviser signature on a registration form. Please follow up with students who have not made an appointment to see you.

• Overload/Underload -- Students taking more than 4.75 credits or less than 4 credits must also have the approval of their Academic Dean. There is form online in myBucknell.

CATALOG AND COURSE SCHEDULE INFORMATION

• Please be sure students are aware of any prerequisites/co-requisites or any other course restrictions. This information is found under Course Information on the Registrar’s Website.

• Students should consider alternate courses in case one of their primary courses is closed or they do not meet the course requirements.

STUDENTS WHO STUDY OFF-CAMPUS

• Students who are planning to study off-campus will receive registration instructions from Global Education. For registration in their returning semester, they will be sent their Registration PIN via Bucknell e-mail prior to the next registration period. Students without internet access while abroad should submit a tentative registration form before they leave campus.