REGISTRATION NOTES FOR FACULTY

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

Access the most update to date Course Information online at:
www.bucknell.edu/courseinformation

Additional Registration information available in myBucknell:
www.bucknell.edu/AdvisingStudents

ONLINE REGISTRATION

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

ELECTRONIC PERMISSION/OVERRIDES

• Electronic permission can be granted via Banner Web for all courses noted “Prm” in the course schedule. Electronic permission is also available for the waiver of any pre-requisites, co-requisites, major or classyear restrictions. Information on specific course restrictions can be found in the Catalog course descriptions, Course Guide entries and in department and course footnotes.

• Some faculty have been willing to accommodate students with unusual scheduling problems by approving time conflicts between courses. If you are willing to do this you can enter a time conflict override in Banner Web.

• Electronic overrides can only be issued by the faculty member teaching the course. The student’s ID number is required.

CLOSED COURSES/WAIT LIST PROCEDURES

• When a course has reached the maximum enrollment, all subsequent students will be placed on the wait list. If you would like to raise the enrollment cap on your course please contact Vince Pellegrini in the Provost’s Office at 570-577-1116.

• During the Registration Period, entry into closed courses must honor the wait list. Students can only be added to closed courses if they are next on the wait list.

• After the start of the semester students will no longer be added to the wait list. All course entry during the Drop/Add period will be by faculty permission.

• Faculty members have immediate access to course information, including rosters and wait lists, via the Banner Web link myBucknell. If you have trouble accessing this information please stop by the Tech Desk on the first floor of the Bertrand Library.