

REGISTRATION NOTES FOR ADVISERS

Registration Period starts April 3 and ends April 11

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

ONLINE REGISTRATION

- Banner 9 Self-Service Registration allows students to create schedule plans ahead of their registration time. Advisers also have the ability to view plans and create plans for advisees. Students can load a proposed schedule all at once when their registration time starts. More information on online registration is available on the student registration information page on the registrar's website. <https://www.bucknell.edu/academics/current-students/class-registration-grades>
- Students should enter their schedule online. The Registrar's Office will be available via phone and email to assist as needed. Staff will also be available at the 4 windows in Marts Hall.
- Registration PINs are available in Banner Web either on your Advisee List or via the Custom Advisee Roster. 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.
- Please arrange to provide registration pins to your advisees prior to their registration time. Academic Progress Reports (APRs) are available via Banner Web to aid with student advising. The Comment section at the top of the APR is an area for advisers to leave comments concerning the advising appointments with individual students. The Registrar's Office does not receive notification when comments are entered. If there are any adjustments that needs to be made to a student's requirements the adviser should submit these via the *Major Adjustment Request* button available at the top of the progress report in Banner Web.
- Please follow up with students who have not made arrangements to speak with you.
- **Overload/Underload** -- Students taking more than 4.75 credits or less than 4 credits must have approval from their adviser(s) and their Academic Dean. Please direct students to the online request form 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.

Please note: Information regarding abroad registration will be available from the Office of Global and Off-Campus Education.