

## **REGISTRATION NOTES FOR FACULTY**

Registration Period begins November 4 and ends November 14

Access the most update to date Course Information online at:  
[www.bucknell.edu/courseinformation](http://www.bucknell.edu/courseinformation)

Additional Registration information available at:  
[www.bucknell.edu/azdirectory/registrar/faculty](http://www.bucknell.edu/azdirectory/registrar/faculty)

### **ONLINE REGISTRATION**

- All students should enter their schedules online. The Registrar's Office will be available via phone and email to assist students. Staff will also be available at the 4 windows in Marts Hall.

### **ELECTRONIC PERMISSION/OVERRIDES**

- Electronic overrides should be granted via Banner Self-Service for all courses noted as permission in the course schedule. Electronic overrides 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 should enter a time conflict override.
- Electronic overrides can only be issued by the faculty member teaching the course. The student's ID number is required unless the student is your advisee or currently enrolled in a course with you. A BU ID look-up page is available in Banner Self Service to aid in this process.

### **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 Registrar's Office at [vap005@bucknell.edu](mailto:vap005@bucknell.edu).
- 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.
- Waitlists are purged just prior to the start of the semester. No students may be added to the wait list after this point.
- Faculty members have immediate access to course information, including rosters and waitlists, via the Banner Self-Service link *myBucknell*. If you have trouble accessing this information contact the Tech Desk, [techdesk@bucknell.edu](mailto:techdesk@bucknell.edu).