Course Selection Instructions for Fall 2016

1. Go to the Darton home page @ www.darton.edu

2. On the right side of the screen, under Darton Quicklinks, click “Class Schedules.”

3. You have two options for how to search the schedule. We recommend Option 1, “Dynamic Schedule Search.” Click the hyperlink.

4. On the next page, select the term from the pull-down menu—in this case, Fall 2016 and submit.

5. Next, select a subject from the subject menu—for example, Darton First Year Experience.

6. At this point you can click “Class Search” in the bottom left corner of the screen. This will take you to a page with a list of all of the current courses offered in that subject.

   a. NOTE: If you’re searching for a subject with multiple courses, such as English, you may want to type in the specific course number in the “Course Number” box just below the Subject menu—for example, 1101 (which would show you only ENGL 1101, Composition I, sections).

7. Check the Learning Support Requirements to determine if you will need to enroll in a Learning Support Math or English course. Follow the instructions for determining which courses you will need.

8. Check the Math Options list to see if you need to register for MATH 1001 or MATH 1111. Your major program will determine which math course will be required.
9. Regardless of which schedule option you select, you will be given a list of every section of the course that is offered in that term. Find the section that will fit into your schedule. Be sure to record the following information on your Class Schedule Form:

a. CRN or Course Registration Number—this is the 5-digit number that starts with an 8, such as 81219. This is the ID for the specific section that you are selecting.

b. Title of the course, e.g. First Year Experience-DART 1000

c. Course meeting days, e.g. MW, MWF, or TR (note that R, stands for Thursday)

d. Course meeting times, e.g. 8:00-8:50 a.m.

e. Date, e.g. 08/15-12/01—the dates indicate whether the course is full-term or half term. All DART 1000 courses are half term, so the date range is August 15th to October 5th. All full term classes are scheduled from August 15th to December 1st. B Term classes will begin on October 10th and end on December 1st.

f. If you click on the blue hyperlink with the course CRN, you can see how many seats remain open. Do not select a course section that has 0 remaining seats.

g. Instructor’s name

h. Room location information, e.g. F-212 (Building F, Room 212)

10. Use the back button to return to the menu and to search for more classes.

11. Repeat the process until you have planned out your Fall 2016 Semester.

12. If you are a full-time student, plan to take a minimum of 12 credits per semester.

a. NOTE: Most associate degree programs require more than 60 hours to complete (not including Learning Support classes). That means, if you want to graduate in four semesters (Fall, Spring, Fall, Spring) you should
take at least 15 to 16 credits per semester (for a total of 64 credits). If you take fewer than 16, you will likely need to enroll in at least one summer semester to graduate on time.

13. If you are a part-time student, you must take a minimum of 6 credit hours.

14. If you are planning to attend an on-campus orientation, you will need to bring the completed class schedule with you for your on-campus meeting with an academic advisor.

15. If you are a fully-online student, you will complete the class schedule and contact the online support specialist who is listed for your selected area of study.