How to Find Course Reference Number (CRN)

1. Visit www.daltonstate.edu
2. Scroll over "ACADEMICS" tab and click on the "CLASSES" link
   Click on CLASS SCHEDULE link
3. Select the term you wish to search (Spring 20XX, Summer 20XX, Fall 20XX)
   Click on Submit Term
4. Select the "All Parts of Term"
   Click Submit Part of Term
5. On the next screen, fill out the appropriate information. These would be courses you wish to take and courses **you and your advisor have approved**.
A. The Subject Code is a four-letter heading such as: MATH, BIOL, ENGL

   Subject Code: (All Subjects)

B. The Campus Code describes where the class will be held: Main Campus-classes offered at Dalton Campus

   Campus Code: (Any Campus)

C. This is the four numbers that follow a course Subject Code: 1101, 1107K, 1111

   Course Number: (All Course Numbers)

6. After you narrow your class information click Search
7. Available classes will appear on the next screen. Your CRN is located on the *left side of the class info*. Things to consider before choosing a CRN: Time and days the class is being taught. You may register for classes after you gather all the CRNs. See below.

How to Register for Classes

You MUST have your advisor's permission to self-register.

1. Login to your Roadrunner Portal
2. Banner tab -> Student and Financial Aid Menu -> Registration
3. Click on Add or Drop Classes
4. Select the semester for which you intend to register and then click submit
5. In each of the white rectangular boxes on the screen, input the Course Reference Number (CRN) representing the class section you have chosen. Only enter the CRN once, it does not matter what order they are entered.
6. Click Submit Changes
   *If a class is closed and you want to be added to the waitlist, select "Waitlist" from the drop-down menu next to the closed class and then click Submit Changes again. This will add you to the waitlist.
   *To drop a class, select "Drop" from the drop-down menu beside the class you want to drop, then click Submit Changes.
7. After submitting your CRNs, make sure that the classes displayed correspond with the classes you intended to register.
8. To see your Class Schedule: Click on Student tab from Roadrunner Portal-> What is my course schedule?

Online Classes

   a. eCore courses: eCore Orientation and Quiz (courses offered by DSC but taught by University System of Georgia faculty). You will need to wait 24-48 business hours to receive an email confirmation before you are able to register for online courses. If you have already taken this quiz – no need to complete again!
   b. DSC Web courses: courses offered and taught by DSC faculty.