

There Are No Waitlists, How Do I try To Register For A Closed (full) Course?

- **Look for other open sections in the same course or other courses that fulfill your academic requirements. Contact your advisor if you need help identifying other appropriate courses.**
- Departments will be monitoring enrollments in course sections and may be able to offer additional sections as demand increases. Check back often to see if additional sections have been offered.
- Check with the department of the course you are interested in.

Search for Courses Terminology/Tips

Keep your search simple—only the Subject and Course Number are needed e.g. CWP101. Search Terminology

- **Subject:** Area of study e.g., Chemistry.
- **Course Number:** The number following the three letter code for a course: i.e. HIS116, the course number is 116.
- **Title:** The title of the course from the course catalog. If you search by title, you can enter any part of the title for it to display upon the search.
- **Credit Range:** Search by credit range criteria.
- **Course Level:** i.e. Undergraduate, graduate etc.
- **Attribute Type:** i.e. GE2KA, GE2KB etc. qualifying courses.

Post Search-Terminology

Select: Click in the select box to choose a class to attempt to register for.

- **“C”** indicates the course section is closed (full).
- **“SR”** indicates a Student Restriction. Check for holds.
- **No Check Box** indicates that you are already registered for that course.

CRN: Course Reference Number-Identifies a specific section of course.(4 digit number).

Subj:Three letter code for the subject of the course e.g., ANT.

Crse:Three number code for the Course Number e.g.,101.

Sec: Course section.

Cmp:Campus;M=Main

Cred: Credit hours.

Title: Title of course.

Days: Days of the week the course meets.

Time: Time of day the course meets.

Cap: The total number of seats for a course.

Act: Actual number of seats for course.

Rem: Remaining seats.

Instructor: Instructor(s) of course, (P)=Primary.

Date: (MM/DD): Semester dates.

Location: Location where the course will meet.

Attribute: Gen Ed requirements.

Tips

- **Check Registration Restrictions:** Click on the CRN, then the course title, restrictions will appear on the Detail Class information screen if there are any.
- Select multiple criteria by holding the CTRL key and clicking.
- Enter %W in the CRN to see all **Writing Intensive Courses**.

Banner Tips

- High speed internet access or on-campus connection is recommended
- Banner will not run with Norton Anti-Virus. Disable the Norton software before trying to use Banner
- The following are the recommended Internet browsers:
 - Microsoft Internet Explorer 6.0, 6SP2, 7.0, 8.0
 - Mozilla Firefox 1.0, 2.0
 - Safari 1.2, 1.3 for Mac OS X
- Go ahead, use the “Back” button in your browser to navigate
- Check the Banner Web site for important Banner information
<http://www.buffalostate.edu/banner>

Registration Status

Check this area for registration information such as holds, override status, academic standing, class major, etc.

Registration History

This page will display courses a student was registered for in previous semesters.

Withdrawal Information

This page will detail the information the institution has regarding your withdrawal from the term selected.

Banner Help for Students

Banner Website: <http://www.buffalostate.edu/banner>

Logon Help: Help Desk, E.H. Butler Library, (716) 878-4357,
CHD@buffalostate.edu

The Registrar’s Office: Moot Hall 210, (716) 878-4811,
REGOFCC@buffalostate.edu



Banner Student Registration Guide

Updated 12/10/10

What is Banner?

Banner is the Buffalo State College student information /registration system.

Login to Banner

- Use a computer with high-speed Internet access.
- Open your Internet browser (see Banner Tips section.)
- Go to <http://www.buffalostate.edu/banner>.
- Click on the Banner icon.
- Enter your Banner ID (starting with a capital “B”).

BANNER ID

- Your Banner ID is a nine(9) character unique value that identifies you in the Banner system. Your Banner ID will always begin with a capital “B” followed by eight(8) numbers, i.e. B00000000.
- *To find your Banner ID, use the “Lookup Banner ID” link from the Banner login page.*

- Enter your Banner PIN (six numbers, letters, or combination of both).

BANNER PIN (Personal Identification Number)= Password

The first time you login:

- Your default Banner PIN is your date of birth in the MMDDYY six(6) number format. For example, if your birthday is January 3, 1985, your initial password is 010385.
- You will be prompted to change your PIN during your first login. It must be exactly six characters (numbers and/or letters)
- You will be asked to create a security question/answer. You will need this if in the future you need to reset your PIN. It is recommended that you limit it to a one/two word answer you can remember.
- *If you do not know your Banner PIN please contact the Computing Help Desk at 878-4357, or visit them in E.H. Butler Library.*

- Choose Login.

Tip! Search the Class Schedule and/or Course Catalog Before Your Date to Register

Before you login to Banner you can search the class schedule (specific class sections) or the course catalog (all courses offered). The links are available on the Banner log in page.

Forgot Your Banner PIN?

- If you forget your PIN (and you have previously logged in):
- On the login screen, enter your Banner ID. The ID IS case sensitive, use a capital B when entering your ID.
 - Click the Forgot PIN option on the logon screen.
 - Type the answer to the security question you created and choose Submit Answer.
 - On the "reset your PIN" screen, enter a new PIN of your choice twice and choose Reset PIN.
- If you continue to have a problem using your Banner PIN, please contact the Computing Help Desk at 878-4357, or visit them in E.H. Butler Library. See initial PIN information on the front page if this is your first time logging in.*

Find the Date You Can Begin Registering

- Your registration timeslot is in Banner. Registration begins at 6:00am on your assigned day.
- Log in to Banner.
 - Choose Student and Financial Aid.
 - Choose Registration.
 - Choose Registration Status.

Term Selection

Before you begin working in Banner registration, you may want to select the Term. If you do not, when you perform a function you will be asked to select one. The one you choose will be active until you change it or you log off.

To choose a Term, go to Student and Financial Aid, Registration and click on "Select a Term."

Worksheet

The worksheet is an electronic place to list courses you might like to register for, it is NOT your schedule. If you choose to add a course to your worksheet remember you must Submit your worksheet and confirm the courses are on your schedule before you are registered for the class. Seats are NOT saved for courses on your worksheet.

Registration

- Login to Banner
- Choose **Student and Financial Aid**.
- Choose **Registration**.

Lookup CRN and Register

- Choose **Search For Classes**. **NOTE: YOU MUST USE ADD AND DROP CLASSES TO REGISTER FOR A COURSE FOR WHICH YOU HAVE RECEIVED AN OVERRIDE. SEE ENTER A CRN TO REGISTER.**
- Enter criteria for a class section (see **Course Search Terminology/Tips section**).
- Choose Class Search.
- Click to enter a check mark in front of a class to register for. (a "C" indicates the course is closed, full)
- Choose Register.
 - Note: If you choose Add to Worksheet, you are not registered until you submit your worksheet, see worksheet section.
- If there is a seat available and no errors appear, you are registered for the course

Enter a CRN to Register

- Choose **Add and Drop Classes**.
- You are brought to the "Add or Drop Classes" screen. Your current schedule will appear at the top and the worksheet at the bottom.
- In the "Add Classes Worksheet" section you can enter CRN(s) for classes you would like to register.
 - Note: If you do not know the CRN click on Class Search or refer to the Lookup CRN section above.
- Choose Submit Changes.
- If there is a seat available and no errors appear, you are registered for the course


Drop a Class

- Your current schedule will appear on the same page above the worksheet area.
- Choose **Add and Drop Classes** (if you are not already there)
- On the schedule that appears here, choose Drop from the Action column for the class to drop.
- Choose Submit Changes (at the bottom, under the worksheet.)

View and Print Your Class Schedule

- Use the Student Detail Class Schedule to see detailed information on the classes you are registered for in a printable format.
- Choose **Student Detail Schedule**.
 - Choose the printer friendly version if desired (choose Submit).
 - Choose to Print from your Internet browser.

Registration Add Errors: Overrides

When attempting to register you may receive a message indicating a  **Registration Add Errors** "Registration Add Error." This means that there is at least one course restriction which you do not qualify for or the course may be full.

If you want to pursue registering for the course anyway, click on the link "Click here for instructions..." at the top of the page to find out what to do. Typically, you need to contact the instructor or department offering the course (e-mail, phone call, in-person) to ask them for an override for the restriction. There is a link to the campus directory on the Banner log in page.

Registration Add Error: Steps to take

- Student receives a "Registration Add Error" and wants to pursue registering for the course.
- Student contacts the instructor of the course requesting an override for the restriction.
- Instructor determines (through department policy) if the student should be granted the override.
- The instructor contacts the student to let them know the status.
- The student can check for the override status in the Registration Status link in Banner.
- If the override is granted, the student can then attempt to register for the course again. **NOTE: YOU MUST USE ADD AND DROP CLASSES TO REGISTER FOR A COURSE FOR WHICH YOU HAVE RECEIVED AN OVERRIDE. SEE ENTER A CRN TO REGISTER.**

Check Registration Restrictions on a Course

- After you "Lookup Classes," search for a course (see Lookup CRN section).
- Click on the CRN of the course.
- Click on the course Title.
- Any restrictions (other than course full or Instructor Permission), are listed here.

Tip! CRN = Course Reference Number. Identifies a specific section of course. It is a four digit number.