

Help For Students With Questions About the College Advisement Policy Enforcement Pilot Project

Why do I have to enter an Alternate PIN in order add or drop courses in Banner?

You have met the criteria for advising according to the college advisement policy (viewable online at http://bscintra.buffalostate.edu/bulletin/archives/03_04/april15_04.html) and you are in a program that is participating in a pilot project to use Banner to enforce the advisement policy.

Where do I get the Alternate PIN so I can register?

Your adviser will give it to you at your advisement session.

Who is my adviser?

Look in Banner in the "View Student Information" section (under "Student Records") to find your adviser. Select the latest term available.

What if my adviser is not listed in Banner?

If you have a declared major, contact your major academic department to find out who your adviser is.

If you are undeclared, look up your adviser on the **Academic Advisement Center** web site at <http://www.buffalostate.edu/academicsupport/x937.xml>. You can also visit the center located in South Wing 100 or call 716-878-5223.

What if my adviser is not available?

Advisers should be available according to their posted hours. If your adviser is unavailable, contact your major academic department for other arrangements.

Note: It is recommended that you attempt to see your adviser as soon as possible. Waiting until the last moment to see your adviser could put you in this situation.

Do I need the Alternate PIN to see any other information in Banner?

No. The Alternate PIN will not affect your ability to view any other information in Banner such as Financial Aid Student Accounts or even academic information. It only prevents you from adding or dropping courses.

Will I need to remember my Alternate PIN the whole term?

No. After you use the Alternate PIN and attempt to add or drop a course, you will not need to use it again.

Can I get my Alternate PIN from anyone besides my adviser?

No. Only your assigned primary adviser or department chair can give you the Alternate PIN.