

Registrar's Office, Moot Hall 210

REGISTRATION

INFORMATION 

*INTERSEMESTER/SPRING 2010
REGISTRATION*

- Registration start dates begin on Wednesday, November 4, 2009 and then continues.
- All students who are currently enrolled for the Fall 2009 semester should register for Intersemester/Spring 2010 on their designated start date from November 4-17. Check Banner, starting on October 21st, for your assigned timeticket.
- Avoid late add fees and last minute angst....REGISTER on your personal registration start date for the best course selection!! Registration starts at 6:00am on your assigned date and is then continuous.
- Stay on track to graduate; register for 15 credit hours.
- Refer to the billing schedule on the BSC website at:
<http://www.buffalostate.edu/studentaccounts/x506.xml>.

Course listings are updated weekly and viewable at:
<http://www.buffalostate.edu/registrar/x473.xml>

The Registration and Deadline Calendar by semester is available at:
<http://www.buffalostate.edu/registrar/x578.xml>

You can view the master schedule, your registration start date, any holds on your account, and register on BANNER starting October 21st at:
<http://www.buffalostate.edu/banner/>

Thinking about taking a course online at Buffalo State College or through the SUNY Learning Network? Check out important info at:
<http://www.buffalostate.edu/offices/ir/E-Learning/courses.htm>



TIPS FOR SUCCESSFUL REGISTRATION

1. Obtain advisement prior to registration.
2. View holds in Banner. Attempt to resolve all holds prior to registration so that you are not delayed.
3. Register for 15 credit hours right away. This will help you stay on track to graduate on time, avoid late add fees and paperwork and ensure full-time status for financial aid if applicable.
4. Your current semester's attempted credit hours do not count toward completed credit hours in determining your timeticket assignment.
5. Once you obtain instructor permission in Banner, you must physically register for the class. The instructor cannot register you nor does the granted override automatically register you for the class.
6. Use the worksheet feature in Banner to add a class that is closed due to capacity but that you have been granted an override for. This is the only way you can register for that class.
7. If you do not attend a class, you are not automatically dropped from the class or roster. You must drop yourself from Banner during the allotted add/drop time or after that time, fill out a withdrawal from course form and submit it by the established deadline.
8. Register on your personal registration start date for the best course selection!!
9. There is not a waitlist feature. When a class is closed due to capacity: you should consider the following options;
 - Search for other sections of the course
 - Search for sections of other courses needed to fulfill your degree requirements
 - Contact the department offering the course (which may not necessarily be the department of your major).
10. Be sure to select the correct term/semester in Banner when attempting to register.
11. Understand registration add error messages and options on how to resolve; details can be found at: <http://www.buffalostate.edu/banner/x552.xml>.
12. Print out a copy of your schedule as verification that you have successfully registered and to be sure you haven't registered for two courses that may meet at the same time or overlap.
13. Reconfirm your actual schedule in Banner prior to the start of the semester.
14. Check your BSC email at <http://webmail.buffalostate.edu/> regularly for notification of a cancelled class or a change made to your schedule administratively.
15. Check DN to be sure you haven't registered for a course that you have already taken or for which you have received transfer credit. Don't be surprised by an illegal duplicate when it's too late to correct!

TOP 10 REASONS BACCALAUREATE DEGREE
CANDIDATES DO NOT GRADUATE:

1. Had an I, N, or X grade on Academic Record:
All coursework must be completed no later than the date of graduation.
I = Incomplete; Must be completed by ten weeks into the first spring or fall semester after the “I” was earned or it converts to an “E,”
Complete the contract you signed with your instructor.
N = Grade delayed; contact your instructor.
X = Grade NOT submitted; see your instructor.
2. Missing a course required in the major:
You must complete all required courses in your major. You should be meeting with your advisor each semester.
3. Fewer than 120 hours completed.
4. Foreign Language Requirement not completed:
All students are required to complete a 102 course or two years (units) of one foreign language in high school.
If you are a transfer student with high school foreign language credits, request that your high school transcript be send to the “Admissions Office, ATTN: Foreign Language Review.”
5. Lacking a GEC or GE2K “core” requirement:
Appropriate GEC or GE2K courses are listed in the college catalog or online at <http://www.buffalostate.edu/registrar/documents/ge2000.htm> for GE2K and <http://www.buffalostate.edu/registrar/documents/gec.htm> for GEC.
6. Lacking a writing intensive course:
To fulfill the writing intensive requirement, the section of the course you register for must have a “W” designation as part of the course number (for example: ENG300W).
7. Major average below 2.0:
Courses in your major must have average 2.0 or higher.
8. Buffalo State overall average below a 2.0:
Your cumulative (overall) GPA must also be a 2.0 or higher.
9. Mathematics requirement has not been satisfied.
10. Students are waiting for transcripts from other institutions:
Students taking courses off campus must provide the transcripts for those courses at the end of the semester during which those courses are completed.



HELPFUL WEBSITE ADDRESSES

Academic Calendar

<http://www.buffalostate.edu/academiccalendar.xml>

Academic Departments

<http://www.buffalostate.edu/departments.xml>

Advisement, Policies, Support

<http://www.buffalostate.edu/advisementandsupport.xml>

BANNER

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

Buffalo State College

<http://www.buffalostate.edu>

Campus Maps including parking maps and information

<http://www.buffalostate.edu/directions.xml>

Course Listings

<http://www.buffalostate.edu/registrar/x473.xml>

Degree Navigator

<http://www.buffalostate.edu/registrar/degreenavigator.xml>

Graduate Catalog

<http://www.buffalostate.edu/aboutbuffalostate.xml>

Refund & Liability Schedule

<http://www.buffalostate.edu/studentaccounts/x507.xml>

Registration and Deadline Calendar by semester; Fall, Intersemester/Spring, and Summer

<http://www.buffalostate.edu/registrar/x578.xml>

Registration Related Links

<http://www.buffalostate.edu/registrar/x624.xml>

Undergraduate Catalog

<http://www.buffalostate.edu/undergradcat.xml>

Veteran's Attendance Form

<http://www.buffalostate.edu/registrar/forms.xml>

09/29/09