How to Register for Courses Through Your Banner Account

For this demonstration, we will use the course below as an example of a course that you would like to register for.

Academic Affairs

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	3611	UNC	100	0	M	3.000	MASTERING THE ACADEMIC		TBA	25	0	25	0	0	0	0	0	0	Susan Mary	08/30-12/16	ONLINE	

[Register] [Add to WorkSheet] [New Search]

[Week at a Glance | Student Detail Schedule]

To register for UNC 100, place a check mark in the open box and hit the **Register** button **OR** you may enter the CRN directly on your **Add or Drop Classes Worksheet** page**.** If there is a letter **C** in the box, it means that the course is closed.

1. Click on the Course Reference Number [CRN] – **3611** to review the specific details of the course.

2. Once you click on the CRN, the following information will appear:

Sections Found

MASTERING THE ACADEMIC ENVIRONMENT - 3611 - UNC 100 - 0

THIS SECTION FOR FIRST-YEAR ORIENTATION STUDENTS. OL-A; ALL COURSE ACTIVITY COMPLETED ONLINE, NO REQUIRED ON-SITE SESSIONS. USE OF ANINTERNET CONNECTED COMPUTER IS REQUIRED.
Associated Term: Fall 2021
Registration Dates: Apr 07, 2021 to Sep 16, 2021
Levels: Undergraduate

Main Campus
Lecture Schedule Type
Online Asynchronous Instructional Method
3.000 Credits
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		100% Online	Aug 30, 2021 - Dec 16, 2021	Lecture	Susan Mary Paige (P) ✉

Click envelope to send instructor an email.

3. Click on the **View Catalog Entry** to make sure it is a course that you would like to register for.

4. If this is a course that you would like to register for, click on the course title to verify that you are eligible to take the course. For instance, some courses may have the following types of restrictions on them:

Registration Availability

	Capacity	Actual	Remaining
Seats	25	0	25
Waitlist Seats	0	0	0

No waitlisted seats available.

Restrictions:
Must be enrolled in one of the following Classifications:
Freshmen

Prerequisites:
First Year Students

General Requirements:
May not be taken concurrently.

Restrictions, Prerequisites, Corequisites, and other information will be found here.

Review different types of Registration Add Errors that could be listed here.

5. If you meet the prerequisite requirement (s), go ahead, and register for the course by placing a check mark in the box and click the **Register** button.

6. If the registration request has been successful, you should see the newly added courses on the **Add or Drop Classes Worksheet** page.

Add or Drop Classes Worksheet Page

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 03, 2021	None	1013	EXE	100	02	Undergraduate	3.000	Undergraduate Standard Letter	NATURE AND NEEDS OF INDIVIDUALS WITH SPECIAL NEEDS
Web Registered on Jun 03, 2021	None	1449	ANT	101	07	Undergraduate	3.000	Undergraduate Standard Letter	UNDERSTANDING CULTURE
Web Registered on Jun 03, 2021	None	1851	PHI	101	01	Undergraduate	3.000	Undergraduate Standard Letter	INTRODUCTION TO PHILOSOPHY
Web Registered on Jun 03, 2021	None	1647	CIS	151	05	Undergraduate	3.000	Undergraduate Standard Letter	COMPUTER-BASED INFORMATION PROCESSING I
Web Registered on Jun 03, 2021	None	2755	FAR	101	10	Undergraduate	3.000	Undergraduate Standard Letter	DRAWING I

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 05, 2021 11:22 am

UNC 100, CRN 3611 is not listed here as this is just an example of what the Add or Drop Classes Worksheet page looks like.

After consultation with your Academic Adviser, and if you need to drop a course, select Drop Web under the Action column and hit the Submit Changes button.

Add Classes Worksheet

CRNs

If you know the 4-digit CRN's of the courses you wish to register for, you may enter them here. Remember to hit the Submit Changes button.

[Submit Changes] [Class Search] [Reset]

[View Holds]

Click the View Holds button to see if any holds exist on your account. A hold will prevent you from being able to register for classes!

Notes

➢ If the letter "C" is displayed next to the section, it means that the section is closed (full). If you see "SR" in the Select column, you should check your Registration Status (under Student) for possible holds and time ticket information.

➢ To view your registration time-ticket, please login to your Banner Account and click on the links in the following order: **Student Tab**, **Registration**, and **Registration Status**, select **the appropriate term** and hit **Submit**. On your registration date, you can register as early as 6am!

➢ Review Registration Add Errors including messages and procedures to request a registration override.

➢ A **prerequisite** means that you must take one course first before you can take the next course. For example, CWP 101 must be successfully completed *first*, before taking CWP 102. You can still register for CWP 102 even though you may be taking CWP 101 now. We are assuming that you will pass CWP 101 with a C grade or higher. A **corequisite** means that two courses need to be taken together. For example, CHE 111 FUNDAMENTALS OF CHEMISTRY I (3) is to be taken with CHE 113 LABORATORY FOR FUNDAMENTALS OF CHEMISTRY I (1). CHE 113 is the corequisite.

Requesting an Override - Here are some common registrations errors, what they mean, and how to resolve them.

The email below is auto generated when students try to register for a course where a **corequisite is required**. This is a sample email a student will receive after attempting to register for a course – CHE 113 LABORATORY FOR FUNDAMENTALS OF CHEMISTRY I (1). CHE 111 FUNDAMENTALS OF CHEMISTRY I (3) is to be taken *with* CHE 113 LABORATORY FOR FUNDAMENTALS OF CHEMISTRY I (1). Students can pass CHE 111 and **NOT PASS** CHE 113 or vice versa. Therefore, since CHE 111 was passed, the student needs to request a corequisite override to take CHE 113. In the example below, CHE 111 is the corequisite. Since the student passed CHE 111, they do not need to take it again with CHE 113. However, a corequisite override is required since these two courses are supposed to be taken together.

Dear [Student Name],

While attempting to register for CHE 113 for Spring 2021, you received the following error message:

Corequisite required. You must also register for CHE 111. If you have any further questions, please consult with your academic advisor.

Please do not respond to this email.

If you still wish to register for this course, and you believe you are eligible, you may request an override of this error by forwarding this email message from your Buffalo State Student email account ONLY (no other email accounts will be accepted) to the instructor at the following email address: [Instructor Email Address Will Be Here]

Instructor: [Instructor Name Will Be Here]

INFORMATION FOR THE INSTRUCTOR:

Student Information:

Student Name: [Student Name Will Be Here]

Student Email: [Student Email Will Be Here]

Banner ID: [Student Banner ID Will Be Here]

Major: [Student Major Will Be Here]

Level: Undergraduate

Year in School: Freshman, Sophomore, Junior, or Senior

Course Information:

Registration Term: For example: Fall 2021 term. [This will change as the term changes. For instance, after the fall 2021 term, comes spring 2022 term]

Course: CHE113 - LABORATORY FOR FUNDAMENTALS OF CHEMISTRY I

CRN: 2926

Please reply to the student to let them know if the override will be granted.

If the requested Override is approved, the instructor will notify you about the granted override. **Check your BSC email!** You still need to login to your Banner Account and register for the course via the **Add or Drop Classes Worksheet** page. Enter the 4-digit CRN and hit the **Submit Changes** button. Always go back and view your schedule to verify you are now enrolled in the class.

Waitlisting

Waitlisting is a feature in Banner that allows you to get "in line" for courses that have filled or **closed** – **[C].** The letter [C] will appear next to a course that is closed. This automated process notifies you via your Buffalo State Gmail Account, when a spot opened up and it is now your turn to register for the class. **NOTE:** The waitlisting feature is not an option for all courses. See diagram at the top of page 3.

- Using Waitlisting in Banner (PDF)
- Waitlisting FAQ's (PDF)
- Waitlisting Youtube Tutorial
- Waitlisting: how you forward notifications to your phone (PDF)

Late Add Process in Banner SSB - Students should be reminded that they should only be attempting to late add a class if they have been attending the class since the beginning of the semester.

Each Spring and Fall semester, students will have the ability to Late Add courses via Banner self-service (SSB). Beginning the 2nd week of classes, when "regular" registration activity typically ends, students who wish to register for a course will be able to add the class to their Add or Drop Courses Worksheet in Banner self-service (SSB). (The previously used "Request to Register Late" paper form will no longer be available and adding courses will only be available online.) Every active section in the master schedule will have the Instructor Permission restriction applied to it at midnight on the last day of the established drop/add deadline. When a student attempts to add a course, their action will produce an Instructor Permission error and prevent the registration. An automatic email will be generated and sent to the student's GMAIL account. The student can then send the detailed email message directly to the email of the instructor of the class, requesting permission to add the class. If the instructor agrees, the instructor will enter the override in Banner self-service (SSB). The student will be able to see that the override has been granted by viewing their Registration Status screen for that semester. The student would then be able to add that course by entering the four-digit CRN on the **Add or Drop Classes Worksheet** page. A late fee of $20.00 will automatically be assessed on the student's account for each course add. Step by Step Process Documentation (PDF)

This online process eliminates the cumbersome practice of having paper forms signed and returned to the Registrar's Office by the established deadline, allows all correspondence between the student and instructor to occur via email, and expedites the student's ability to attend class faster and stay on track. **Students should be reminded that they should only be attempting to add a class if they have been attending the class since the beginning of the semester.**

Please note that this process in not available for January Term. During the summer, there are multiple sessions offered so it is important to always reference the Summer Deadline Calendar for the specific Online Late Add Process in Banner SSB start and end dates by session. Refer to the Academic Calendar for the Late Add deadline as well as other important semester dates and deadlines.