

BCC TODAY – Hornetservices

Procedures for On-line Student Information and Registration

Please follow the directions below to access the student information and registration. If you encounter any problems, please call the Registrar's Office at 607-778-5527. You may access the WEB system at any BCC computer lab terminal or via your own PC through any network browser. If registering, obtain approval from your academic advisor and complete the WEB Registration Worksheet (reverse side of this form) before signing onto the system. For all other transactions, you may access the system directly. "HORNETSERVICES" SYSTEM IS AVAILABLE DAILY 12:05 AM – 8:00 PM.

- 1.) Go to <http://bcctoday.sunybroome.edu>. If you wish to proceed, click on Yes in the Security Alert message box.
- 2.) See 8 below if you already accessed the system. Otherwise, click on **First time users click here for password setup** link.
- 3.) Enter your **social security number** and your **6 digit birthday** (directions are on the system). Click on **GO**.
- 4.) Click on **Go** under You must create a new Password.
- 5.) Enter your **Old Password** which is your 6 digit birthday. Enter **New Password**. Enter **New Password** for **verification** then click on **GO**. You should memorize this password.
- 6.) Click on **GO** under Remember your new password and click GO to finish. The username will appear under BCC Today username and your campus computer account username is: You should memorize this username that was just created.
- 7.) Click on **CLOSE WINDOW**.
- 8.) Enter **User Name** and **Password**.
- 9.) Click on **Student Services**.
- 10.) Click on **My Records (Click Here)** below the yellow bar.
- 11.) Click on **Student Services** link (below the yellow bar).
- 12.) Click on **Courses** then **Course Sections** in the drop down box.
- 13.) Highlight the term in the **Select Term** drop down box then click on **Submit**.
- 14.) Highlight the subject in the **Select Subject** drop down box then click on **Submit**.
- 15.) Highlight the course in the **Select Course** drop down box then click on **Submit**. Keep a list of the call numbers that pertain to the section(s) in which you want to register.
- 16.) After you are finished choosing your classes, click on **Registration** then **Drop and Add Classes**. Be sure to read the entire page. Contact the Registrars Office registrar@sunybroome.edu if you have questions. Enter the call numbers into the boxes then click on **Submit**.
- 17.) Click on **Registration** then **Student Schedule** (or **Detailed Schedule**). You may then print your schedule by right clicking then select **Print** (**Print** a second time if necessary). You may also try the print icon on the top of your screen or clicking on the File then Print feature on your top tool bar. You may then pick up the schedule at your local printer. You may pay your bill online by visiting <https://www.sunybroome.edu/payment> All costs are subject to change. You may then exit from the system by clicking on the X in the upper right hand corner of your screen.

Other Student Services: Student Records Including Grades and Transcript Request, Personal Information, Course Catalog, Available Course Sections including Course Section Search, and Financial Aid. 2/13/06