

#### Web Registration: Overview

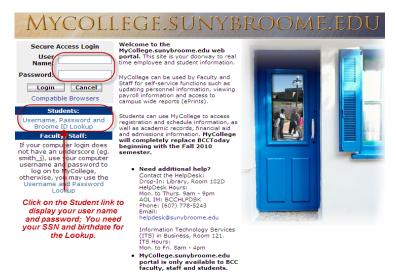
All students who have been accepted to BCC or are continuing at BCC will be able to web register for courses from ANY computer with internet access. Prior to registering all continuing students should **see an advisor** to discuss recommended courses for the upcoming semester. All newly accepted students must meet with an advisor, and at this advising session, will receive an **ALTERNATE or REGISTRATION PIN** which will be needed to complete web registration. An alternate or registration PIN will **not** be required for <u>non-matriculated</u> students since they are not enrolled in a degree program.

#### How can I web register?

You will be able to register by logging on through the web based college portal called MyCollege at

# mycollege.sunybroome.edu

• Enter your MyCollege Username and MyCollege Password in the Login area and click Login. If you do not know your user name or password, you can look them up on the secure website (you need to enter your social security number or Broome ID and birth date) by clicking on the Student User Name, Password and Broome ID Lookup link. Remember that both your User Name and Password are CASE Sensitive.

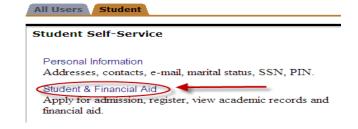


NOTE: If you have not completed your admissions process, for example you have not taken your required PLACEMENT ASSESSMENTS, you will not have a Student tab in MyCollege and therefore will **NOT** be able to register until this process is complete. If you have problems logging in or with the registration process, please contact the Information Technology Helpdesk in Library room 102D Information Technology Services in Business Building room 121. You will be required to present a photo ID. If you are pursuing solely online coursework or are visit in person, helpdesk@sunybroome.edu or call ITS at 607-778-5011.

• Click on the **Student** tab.



 This will display the Student Self Service Menu



Student Self-Service

Maximize the frame

Click on the square to maximize the size of the screen area



- Select the Student and Financial Aid Link.
  - On the Student and Financial Aid menu you have access to all your student information and record processing, such as registration, holds, grades, etc. This is your main link to all your academic information while you are at BCC.

#### Student and Financial Aid

Student Records

View Student Information

View Holds Degree Evaluation

Course Catalog

Class Schedule

Admissions
Apply for Admission or Review Existing Applications
Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades and transcripts
Student Account
View your account summaries, statement/payment history and tax information

- You should first check for any holds since some must be cleared BEFORE you can register by contacting the office listed on the record.
  - Click on the **Student Records** link on the Student and Financial Aid menu (above).
  - On the Student Records menu, select the View Holds link.
  - o If no holds are indicated, you can continue with registration.
  - o If Holds are indicated, note what they are, who to contact and if they affect Registration. If so, you have to clear the hold before you can continue to register.
- Search Go Use RETURN TO MENU to go back to the previous menu

  View Holds

  Please note that some holds are sensitive and may not display on this page.

  No holds exist on your record. With No Holds, you should be able to register for classes

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- o Additionally **BEFORE** registering, run the **Degree Evaluation** so you can see how you are meeting your program requirements and if you are on track to graduate.
- Click on the RETURN TO MENU link to get back to the Student and Financial Aid menu
- When you are ready to register, select the Registration link. You can then
  - Look Up Classes
  - Add or Drop Classes (allows actual registration)
  - o Display or Print your Schedule (there are several different formats)
    - Student Detail Schedule allows for a Printable view
    - Week at a Glance displays a block schedule
    - Concise is a basic listing of enrolled courses, times, rooms, etc.

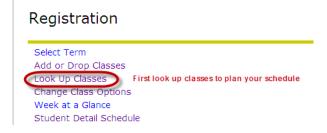
#### Student and Financial Aid



 The Registration menu should be displayed. You can then Look Up Classes to plan your schedule. Remember, newly accepted students need to see your academic advisor since you will need an alternate or registration pin to actually register for classes.



 Click on Look Up Classes to view the Class Schedule Search

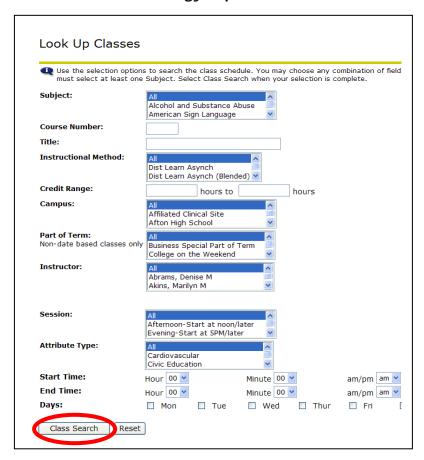


### Select Term or Date Range

You will have to enter the Term,
 e.g. Fall Semester 2010 and click
 Submit

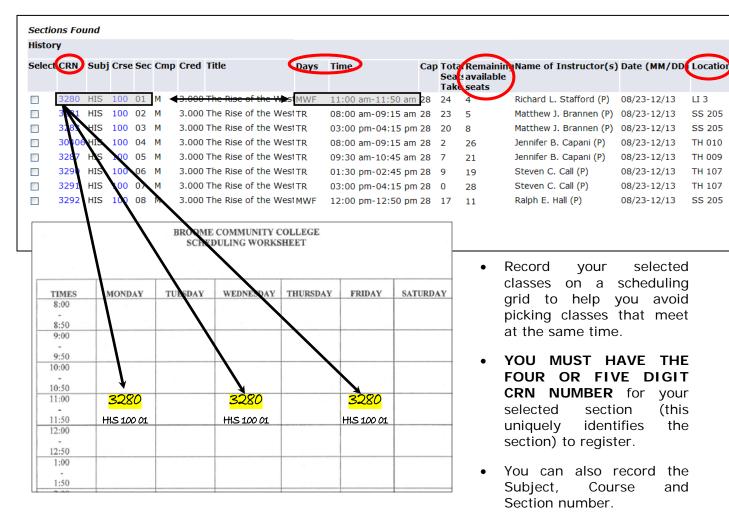


On the Look Up Classes screen
you can search the schedule by Subject, Course Number, Instructor, Instructional
Method, etc. to find class information that meets your criteria (see the Class Search
Terminology/Tips section at the end of this packet).



- To find ALL courses being offered in a specific subject, select the desired subject in the list of Subject Areas, e.g. English.
- To find a specific course, select the desired Subject Area and enter the specific course number, e.g. Subject Area selected English, Course number entered 110.
- You can search on any of the different search fields or any combination of these fields.
- If you want to choose more than 1 selection, click on the first choice, e.g. English, and then use the CTRL key plus click on another choice, e.g. History.
- Click on Class Search when your criteria is set
- The list of classes that meet your search criteria should be displayed. As you select your courses pay special attention to the CRN (Course Registration Number) and
  - Meeting days and times
  - Whether the class is opened (has available seats) or closed (noted with a C)
  - o The actual meeting location, since some courses are offered off campus





- Click on the Class Search button at the bottom of the Search results screen to Look Up more classes or RETURN TO MENU if you have selected all your classes and are READY TO REGISTER.
- On the Registration Menu, Choose ADD or DROP CLASSES to Register.
- You may be asked for the **Term** again



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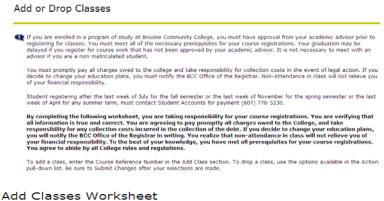
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- NEWLY ACCEPTED students will be asked to enter the ALTERNATE or REGISTRATION
   PIN received from your advisor during your advising appointment.
  - NOTE: Continuing and NON-Matriculated students will NOT be asked for this number.





- The Add or Drop Classes Screen should be displayed. Read the instructions and statement presented. The final responsibility for any actions made during advising appointments with advisors and/or during self registration rest with the STUDENT. Therefore is it important to educate yourself on program requirements, campus rules, policies and procedures.
- The CRNs of the class sections you wish to register for should be entered on the Add Classes Worksheet at the bottom of this screen (you entered them on your course planning sheet).





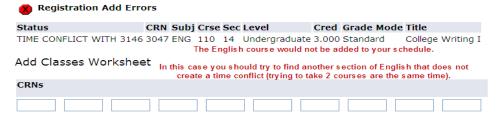
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- The worksheet is an electronic place to enter courses you want to register for, it is **NOT** your schedule. You must click the **SUBMIT CHANGES** button to process the registration.
- If there is a seat available and no errors occur, you should be registered for the course. CONFIRM that the courses are on your Current Schedule. This will appear above the Add Classes Worksheet.



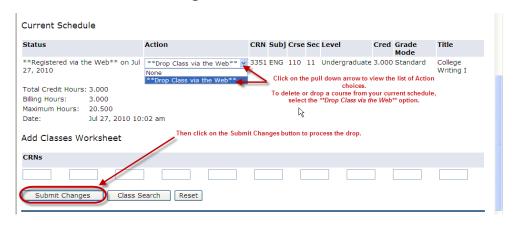
If **registration errors** occur for a CRN you tried to register for, you will **not** be added to that class. Some errors may be able to be resolved by choosing a different section of a class. Be sure to scroll to the bottom of your current schedule above the worksheet area to look for any errors.



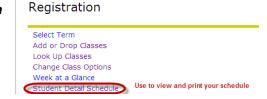
- See the section on Web Registration Errors at the end of this packet for more details.
- You can enter more CRNs to the work sheet and register for additional classes after your original attempt (or for corrections). The maximum number of credits you can take during a semester without special approval is 20.5. A normal full-time load is 12 to 16 credits. Remember if you are on financial aid, all courses being taken as part of your load should meet a degree requirement.



- If you need to adjust your schedule and **DROP a class**, you would also do this through the **ADD and DROP CLASSES** link (you can continue with a drop after or in addition to an add).
  - You may have to enter your Alternate or Registration PIN if you are choosing this option for the first time during this logon.
  - On the Current Schedule that appears on the Add and Drop Classes screen, click on the drop down arrow in the Action column of the course you wish to drop and choose \*\*Drop Class via the Web\*\* from the drop down list.
  - o Choose the **Submit Changes** button at the bottom of the worksheet.



- The course should no longer appear in your Current Schedule of classes.
   It also should not display in your Student Schedule.
- To View and Print your Class Schedule, Return to the Registration Menu and choose Student Detail Schedule. This will display detailed information on the classes you are registered for and allow you to display it in a printable format.



Click SUBMIT for Printer-friendly

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- Choose the printer friendly version if you want to view or print it by choosing Submit.
- Print your schedule by using the Print icon from your Internet browser.



 Take a copy of your printed schedule with you. Be sure to review it for the correct classes, times, days, completeness, etc.

Student Detail Schedule

 Log off the MyCollege website when you have completed your registration. You can go back and make changes to your schedule at any point during the open registration time if needed.



#### Where can I get help?

There are several resources available to students:

- Your department during your advisement appointment.
- The Information Technology Helpdesk in L-102D (607-778-5243)
- Information Technology Services in B-121 (607-778-5011)
- If you experience difficulties with the registration process or have registration questions, please visit the Registrar Student Services building, room 105 or call 607-778-5527.
- MyCollege is available using a standard web browser (Microsoft Internet Explorer 7 or FireFox). Internet Explorer 8 users must turn on "Compatibility Mode". To do this click Tools>Compatibility view settings, then check "Display all websites in Compatibility View".

### Class Search Terminology/Tips

Keep your search simple – it is easiest to look for a Subject or a Subject and Course Number

**Searching for Courses Field Terminology** 

Subject	Area of study
Course Number	The number following our three letter code for a course: i.e. HIS 116,
	the course number is 116.
Instructional Method	The mode the course is taught in, e.g. Traditional, Distance Learning Asynch (Angel), etc. For example, you can use this to search for courses being offered online.
Campus	Where the course is being offered.
Part of Term	Indicates if the course if full term (1), 5 weeks, 8 weeks, trailer, etc.
Attribute Type	Civic Education, General Education, etc. qualifying courses.

To select more than 1 criteria in a search field, select the first choice, e.g. in the Subject field, click on Business, and then <CTRL> + click on each other Subject you want to look at, e.g. English, and History.

Class Search Information - The main Columns on the Class Search Listing:

Select	Click in the Select box to choose a class to register for.
	$\cdot$ " $C$ " indicates the course section is closed (full).
	· "SR"/"NR" indicates a Student Restriction or not available for Registration.
	This may be a course that is reserved for a specific major.
	· No Check Box indicates that you are already registered for that course.
CRN	Course Reference Number-Identifies a specific section of course (4-5 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 where course is held; M=Main; Note there may be off-campus locations
Cred	Credit hours for course.
Title	Title of course.
Days	Days of the week the course meets.
Time	Time of day the course meets.
Сар	The total number of seats available for a course.
Total Seats	Actual number of seats that students have already registered for in the course.
Taken	
Reserved	Remaining reserved seats available.
Seats Avail.	
Remaining	Remaining seats that are still open for registration.
Avail. Seats	If this is 0, the course will be closed.
Instructor	Instructor(s) of course; (P)=Primary.
Date	(MM/DD): Semester dates.
Location	Location where the course will meet (Building and Room Number).

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### Web Registration Errors



#### What is a Registration Add Error, and what can I do about it?

The following are some of the possible **Registration Add Errors** you may encounter:

Duplicate CRN	Entered the same CRN twice
Special Approval	Need special approval from the department to add the course
Major/Program	Restriction that only allows students in the specified majors or programs to
Restriction	register for the course
Class Restriction	Only specified majors can register for the class.
Closed Section	Section is full – No seats available
Time Conflict	The specified course (CRN) is at the same time as another course in the
	schedule
Preq and Test	There is a Prerequisite course or test score grade required for this class. You
Score	do not meet this requirement.
Coreq **** REQ	The course you are trying to register for has to be taken with the specified
	Co-requisite course. You have to register for both at the same time.
Link Error	The selected lecture/lab must be taken with the linked lecture/lab. Your
	lecture/lab combination are not correct or are missing.
<b>Duplicate Course</b>	Course is a duplicate or equivalent course for the course specified in the error
or Equivalent	message.
Max Hrs Exceeded	Students are limited to a maximum of 20.5 hours per semester

#### Is the student responsible for taking care of ALL registration errors?

Yes. If you receive a Registration Add error and feel you want to pursue registering for the course, **contact the department** offering the course for further information. You will have to get a **signed drop/add permission form authorizing an override for the class in question**. This form will then have to be taken to the **Registrar's Office**, Student Services Building, Room 105 for processing.

IF you are NOT SURE, ASK!!!!
We are here to help you make this process as easy as possible.

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