Building Your Schedule in COLLEGE SCHEDULER
College Scheduler Helps You To....

- Combine all desired lectures, activities and discussion sections to create your schedule
- Visually browse scheduling options and send them to BU Brain for Registration
Go to my.Binghamton.edu and log-in using your PODS account
Click the “BU Brain” icon at the top of the screen.
Welcome to BU BRAIN Self Service

What’s My B-Number?
View your B-number. Please remember your number, as it will be needed to complete forms and access your records in lieu of the Social Security Number.

Personal Information
View your address and contact information.

Schedule of Classes
Access the Binghamton University schedule of classes. You may also access the detailed public schedule.

Final Exam Schedule
Click here to view the final exam schedule.

Student Tools
Students with a cumulative 3.0 GPA returning full-time for the fall 2017 and spring 2018 semesters may be eligible to apply for a Binghamton University scholarship. The deadline to apply is Monday, April 24, 2017. Details and applications can be found at binghamton.academicworks.com.

**Registration**
Check your registration status, view your class schedule (week at a glance) and add or drop classes.
For a detailed explanation of registration error messages view our online resource.

* Summer 2017 registration is now active.
* Fall 2017 Pre-registration for Graduate students began Friday, March 31st at 9 a.m.
* Fall 2017 Pre-registration for Undergraduate students began Monday, April 3rd at 9 a.m. and is based on program saturation.
Registration

Click "College Scheduler"
Choose “Select All Campuses” and click “Save & Continue”
Choose the appropriate semester and click “Save and Continue”
Click "+Add Course"
Find the course by “Subject” & “Course Number” and click “+Add Course”.
Once you have added courses, you should see them appear on the right. Keep adding courses in the same manner. When you finish adding courses, click “Back”.

[Diagram of course selection interface]

- Subject: AAAS - Asian Asian Am Study
- Course: 254 Pop Culture in Contemp Japan

Courses:
- PHIL 280D: Philosophy Through Literature
- UNIV 101B: Binghamton History & Civic Life
- WRIT 111: Inquiry & Academic Writing HIN
You may have more than 4 courses listed as options. Select your **top 4-5 course choices** and click “Generate Schedules”.

*Remember that you are only able to register for 18 credits maximum in your first semester. Most Binghamton courses are worth 4 credits each.*

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Open Classes Only</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parts of Term</td>
<td>All Parts of Term Selected</td>
<td>Change</td>
</tr>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Fall 2018</th>
<th>Change</th>
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<table>
<thead>
<tr>
<th>Courses</th>
<th>Options</th>
<th>Breaks</th>
<th>Add Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 254</td>
<td>Pop Culture in Contemp Japan</td>
<td>Options</td>
<td>Add Course</td>
</tr>
<tr>
<td>PHIL 280D</td>
<td>Philosophy Through Literature</td>
<td>Options</td>
<td>Add Break</td>
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<tr>
<td>UNIV 101B</td>
<td>Binghamton History &amp; Civic Life</td>
<td>Options</td>
<td>Add Break</td>
</tr>
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<td>WRIT 111</td>
<td>Inquiry &amp; Academic Writing HIN</td>
<td>Options</td>
<td>Add Break</td>
</tr>
</tbody>
</table>
This screen will show you the possible schedule options. Click "View" or check off more than one option to compare several schedules.
To filter your results, click “Options”
Check or uncheck sections and click "Save & Close". When you click "Generate Schedules" again on the previous screen, College Scheduler will only display schedules with the checked sections.
When you have chosen the schedule you like, click “Send to Registration Cart”. College Scheduler will send your selection to BU Brain to complete your registration.

*Tip: Use your keyboard arrow keys or the button to scroll through your schedule options

*Tip: Some schedules may look exactly the same. Often discussion sections are often at the same time but are taught by different instructors.
This is your “Registration Cart”. When your registration opens, you must click “Register” in order to enroll in a course.

*This is similar to online shopping. Merchandise is not yours until you pay for it. Think of clicking “Register” completing payment.*