REGISTERING FOR COURSES
Fixing Registration Errors & Getting On Waitlists
Registration takes place in “BU Brain”. Click the icon in your my.Binghamton.edu portal.
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.

Click the "Student" Tab
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...

Student Records
View your holds, grades and transcripts.

Click the “Registration” link
If you have already created your schedule in College Scheduler, click “College Scheduler Registration Cart” to access your course selections.
This is your “Registration Cart”. When your registration time ticket 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.*
Once you click register, courses that you successfully register for will be listed as **“Web Registered”**. Once courses are web registered, you have secured your seat in the course and no further action is required.
If you have registration errors, they will be listed under “Registration Add Errors”. Read the status carefully to see what the error could be.
Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Apr 06, 2017</td>
<td>None</td>
<td>WRIT</td>
<td>10075</td>
<td>111</td>
<td>02 Undergraduate 4.000</td>
<td>Harpur Standard Letter INQUIRY &amp; ACADEMIC WRI</td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Apr 06, 2017</td>
<td>None</td>
<td>AAAS</td>
<td>10762</td>
<td>106A</td>
<td>01 Undergraduate 4.000</td>
<td>Harpur Standard Letter EAST ASIAN CIVILIZATIONS</td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Apr 06, 2017</td>
<td>None</td>
<td>UNIV</td>
<td>10975</td>
<td>101B</td>
<td>01 Undergraduate 2.000</td>
<td>Harpur Standard Letter BINGHAMTON HISTORY &amp; C</td>
</tr>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Apr 06, 2017</td>
<td>None</td>
<td>PHIL</td>
<td>11398</td>
<td>280D</td>
<td>01 Undergraduate 4.000</td>
<td>Harpur Standard Letter PHILOSOPHY THROUGH LIT</td>
</tr>
</tbody>
</table>

Total Credit Hours: 14,000
Billing Hours: 14,000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Apr 18, 2017 02:33 pm

Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
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<td>THEA</td>
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<td>Harpur Standard Letter Dance Technique I: Modern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Restriction</td>
<td>29604</td>
<td>AFST</td>
<td>229 02 Undergraduate 4.000</td>
<td>Harpur Standard Letter Beginning African Dance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

You can enter CRNs for your backup courses in the CRN boxes or search for additional courses by clicking “Class Search”
Common Registration Errors & What They Mean

LINKED COURSE REQUIRES REGISTRATION IN A CORRESPONDING LECTURE/DISCUSSION/ACTIVITY
Student must register for an additional linked course, i.e. lecture, discussion, activity, lab, etc. Make sure to enter CRNS for all parts of the course at the same time. You may see this error if any parts of the course conflict with other courses you are already registered for. The registration system will only allow you to register for a course if all parts of the course work in your schedule.

COREQUISITE REQUIRED
Student must register for an additional required course. Register for the course and its co-requisite at the same time. If you are trying to register for a half semester Calculus course (MATH 223/224/225/226/227), please make sure you are registering for corresponding sections of the course. For example, if you register for Section 20 of MATH 223, you must register for Section 20 of 224.

TIME CONFLICT WITH CRN
Student is attempting to register for a CRN (Course Request Number) that is offered at the same time another course is already scheduled. The registration system will only allow you to register for a course if it doesn’t conflict with your other courses.
Common Registration Errors & What They Mean

CLASS RESTRICTION (FRESHMAN, SOPHOMORE, ETC.)
Course is restricted to a particular class standing, such as freshman, sophomore, junior, or senior, and the student is not recognized in the system as a member with the specific class standing. Standing is determined by the number of credits completed; in-progress courses not included.

COLLEGE RESTRICTION (HARPUR, WATSON, ETC.)
Course is restricted to a particular school at Binghamton University. If you are a Harpur student and course is restricted to Watson students only, you would not be able to register for the course.

MAJOR RESTRICTION
Course that is restricted to a student in a specific major or minor. You would need to be formally declared in a major to be eligible to register for the course. You must declare your major in the department according to the department’s policies.

RESTRICTED BY HOUSING COMMUNITY
Course is restricted to a student residing in a specific campus residential community. If you do not live in the specified residential community, you would not be able to register for the course.
Common Registration Errors & What They Mean

CLOSED SECTION
Course section that student is attempting to enroll in is at capacity and closed. If the course has an electronic waitlist, see next slide for instructions on how to get on the waitlist. If the course does not have an electronic waitlist, please visit the department for additional information.

INSTRUCTOR APPROVAL REQUIRED
You need to seek approval from the instructor to register for the class. You will not be able to register for the course on your own.

PERMISSION OF THE DEPARTMENT REQUIRED
You need to seek approval from the academic department offering the course to register for the class. You will not be able to register for the course on your own.
## Getting On A Waitlist

**ENG - English**

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Rst</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Wait</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>31100</td>
<td>ENG</td>
<td>200A</td>
<td>01</td>
<td>4.000</td>
<td>Fairy Tales in Social History</td>
<td>TR</td>
<td>04:25 pm-05:50 pm</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>25919</td>
<td>ENG</td>
<td>200B</td>
<td>01</td>
<td>4.000</td>
<td>Intro To Africana Studies</td>
<td>TR</td>
<td>11:40 am-01:05 pm</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>ENG</td>
<td>200B</td>
<td>02</td>
<td>4.000</td>
<td>Intro To Africana Studies</td>
<td>TR</td>
<td>01:15 pm-02:40 pm</td>
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<td>0</td>
<td></td>
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</tr>
<tr>
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<td>31656</td>
<td>ENG</td>
<td>200C</td>
<td>01</td>
<td>4.000</td>
<td>Intro to African/Amn Lit.</td>
<td>M</td>
<td>06:00 pm-09:00 pm</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>31639</td>
<td>ENG</td>
<td>200D</td>
<td>01</td>
<td>4.000</td>
<td>Ghost Stories &amp; Nationalism</td>
<td>MWF</td>
<td>01:10 pm-02:10 pm</td>
<td>45</td>
<td>45</td>
<td>0</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

First, verify if a course has an **electronic waitlist** by checking the “Schedule of Courses”. Also remember to check that a course is “closed” (C). If the “Select” column says “SR” or has a **clickable box**, the course has seats remaining and has not gone to the waitlist. You should be able to register for the course.
### Getting On A Waitlist

**ENG - English**

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Rst</th>
<th>Cred</th>
<th>Title</th>
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<td>ENG</td>
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<td>4.000</td>
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<td>TR</td>
<td>01:15 pm-02:40 pm</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>31656</td>
<td>ENG</td>
<td>200C</td>
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<td>01:10 pm-02:10 pm</td>
<td>45</td>
<td>45</td>
<td>0</td>
<td>W</td>
</tr>
</tbody>
</table>

Next, write down the **CRN Number** for the course. If the course has multiple parts (lecture, activity, discussion), remember to write down the CRN Number for **all parts** of the course.
### Getting On A Waitlist

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
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<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Apr 06, 2017</td>
<td>None</td>
<td>10075</td>
<td>WRT</td>
<td>111</td>
<td>02</td>
<td>Undergraduate</td>
<td>4.000</td>
<td>Harpur Standard Letter</td>
<td>INQUIRY &amp; ACADEMIC WRIT</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Apr 06, 2017</td>
<td>None</td>
<td>10762</td>
<td>AAAS</td>
<td>106A</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.000</td>
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<td>11398</td>
<td>PHIL</td>
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<td>Undergraduate</td>
<td>4.000</td>
<td>Harpur Standard Letter</td>
<td>PHILOSOPHY THROUGH LIT</td>
</tr>
</tbody>
</table>

- **Total Credit Hours:** 12.000
- **Billing Hours:** 14.000
- **Minimum Hours:** 0.000
- **Maximum Hours:** 18.000

**Date:** Apr 18, 2017 02:33 pm

**Add Classes Worksheet**

Enter the **CRN(s)** in the “CRNs” box and click “Submit Changes”.

**Submit Changes**  
**Class Search**  
**Reset**
# Getting On A Waitlist

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - 2 Waitlisted</td>
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<td>30589</td>
<td>CHEM</td>
<td>108</td>
</tr>
<tr>
<td>Linked Course - requires registration in a corresponding lecture / discussion / activity</td>
<td></td>
<td>30583</td>
<td>CHEM</td>
<td>108</td>
</tr>
</tbody>
</table>

*Tip: Some waitlists will let you know what number you are on the waitlist if it says “Closed #Waitlisted”. This is the only time you can tell your place on the waitlist.

You will get a “Closed Course” error. Use the dropdown box in the “Action” column to choose “Yes” and click “Submit Changes”.

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About Waitlisting

• Putting yourself on the waitlist **does not** mean that you are guaranteed a spot OR you are **enrolled** in the course.

• Waitlisted courses do not count towards credit hours so you are able to register for **up to 18 credits** and be on the waitlist for additional courses. If you are contacted about getting off the waitlist, please adjust your schedule accordingly.

• If a spot opens up for you in the course, you will receive an email alerting you to register for the course. **Check your email frequently!** You have **18 hours** to add yourself to the course from the time you received the email (not when you open the email). Add yourself to the course on BU Brain by going to “**Add or Drop Courses**,” selecting “**Register**” from the Action dropdown menu and clicking “**Submit Changes**”.

• If you get an email offering you a seat in the course that you no longer want to take, please **drop the course as soon as possible** so that other students can enroll.
Making Adjustments

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
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<td>Harpur Standard Letter Beginning African Dance</td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Once you have enrolled in courses, If you need to make any adjustments to your registration or to add additional courses, click “Class Search”. **Do not return to College Scheduler!**
HARPUR ACADEMIC ADVISING

Registration

Click here to view your registration time ticket for Fall 2016.

Select Term
If you will be interacting with several menus, you are able to define the term you will be working with for your session.

College Scheduler NEW
Create the perfect class schedule.
Click here for a tutorial on College Scheduler functionality.

College Scheduler Registration Cart NEW
Click here to register for courses imported from College Scheduler.

Add or Drop Courses
Look up courses or add and drop from courses.
To view important dates and deadlines please visit the Registrar’s website.

* To add or drop a course prior to the add/drop deadline, click the above link.
* To withdraw from a course prior to the withdrawal deadline, click the above link.

Look Up Classes
Access the grid/list view of the schedule of classes. When you are within your registration window, you are able to add classes directly from the search results.

My Week at a Glance
View your entire current schedule in an easy-to-use grid.

Student Detail Schedule
View all of the details of your registered classes, including instructor information.

In a separate tab, open the “My Week at a Glance” link to see your current schedule.
# My Week at a Glance

*Tip: If the first day of classes for the semester is not a Monday, scroll to the next week to see your full schedule.*

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Aug 31, 2015 (1 of 193)</th>
<th>Next Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday</td>
<td>Saturday</td>
</tr>
<tr>
<td>8am</td>
<td>MATH 148-A 0 21426 Class 8:30 am-9:30 am LH 002</td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td>WRIT 111-18 20260 Class 9:40 am-10:40 am SW 328</td>
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</tr>
<tr>
<td>10am</td>
<td>JUST 244-01 14055 Class 10:05 am-11:30 am S2 243</td>
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<td>11am</td>
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<td>CHEM 107-B 1 12194 Class 12:00 pm-1:00 pm LH 002</td>
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“My Week at a Glance” will show you where you have openings in your schedule to add courses.
Use “Class Search” to search for courses by Subject or by “General Education” attribute. Then click “Section Search”.

*Tip: If you search by General Education attribute, only the lecture sections will be displayed in the search results. Once you find a course you are interested in taking, make sure to search for the course by department to see all parts of the course.
Courses that are open will have a clickable □. Check the boxes for all parts of the course at the same time and scroll to the bottom of the screen and click “Register”.

### AAAS - Asian Asian Am Study

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### AFST - Africana Studies

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