

## Instructions on Binghamton Course Registration

1. Binghamton University usually announces Fall course schedules in late March and Spring course schedules in late October. Office of Dual-Diploma Programs (DDP) will email you near the pre-registration period. Please check your Binghamton email account (BMail) regularly.
2. Here are the courses that Business Administration (BAS) and Global and International Affairs (GIA) students usually take in their first year at Binghamton:

### BAS

<b>Fall Semester, 17-18 credits</b>		
ACCT 212	Managerial Accounting	4 credits
BLS 111	Legal Environment of Mgmt I	3 credits
General Education "B"	an HWS course	2 credits
General Education "L"	L-lab	4-5 credits
General Education "P"	P-American History	4 credits
<b>Spring Semester, 17 credits</b>		
CQS 311	Advanced Comp. Tools Opm/Mis	3 credits
MIS 311	Information Syst & Application	3 credits
OPM 311	Operations Management	3 credits
General Education "A"	A-Aesthetics	4 credits
General Education "H"	H-Humanities	4 credits

- 1) *ACCT 212, BLS 111, CQS 311, MIS 311, and OPM 311 are management courses, while others are non-management electives.*
- 2) *General Education (Gen Ed) courses can be taken in any semesters. Some Gen Eds can be taken at METU; for example, HIST 341 can fulfill the Gen Ed P requirement. However, please consult with DDP Office before taking Gen Ed at METU.*

### GIA

<b>Fall Semester, 16 credits</b>		
WRIT 111	Coming to Voice	4 credits
ECON 160 OR ECON 162	Microeconomics OR Macroeconomics	4 credits
General Education "P"	P-American History	4 credits
PLSC	a Political Science course	4 credits
<b>Spring Semester, 18 credits</b>		
General Education "L"	L-lab	4-5 credits
HIST	a History course	4 credits
ECON 160 OR ECON 162	Microeconomics OR Macroeconomics	4 credits
PLSC	a Political Science course	4 credits
General Education "B"	an HWS course	2 credits

- 1) *Students should take and pass WRIT 111 in their first year at Binghamton.*
- 2) *A passing grade of Micro, Macro, Statistics, and seminars is C- or higher.*
- 3) *General Education (Gen Ed) courses can be taken in any semesters. Some Gen Eds can be taken at METU; however, please consult with DDP Office before taking Gen Ed at METU.*

3. Where is the Schedule of Classes?

1) Go to [https://ssb.cc.binghamton.edu/banner/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb.cc.binghamton.edu/banner/bwckschd.p_disp_dyn_sched)

OR

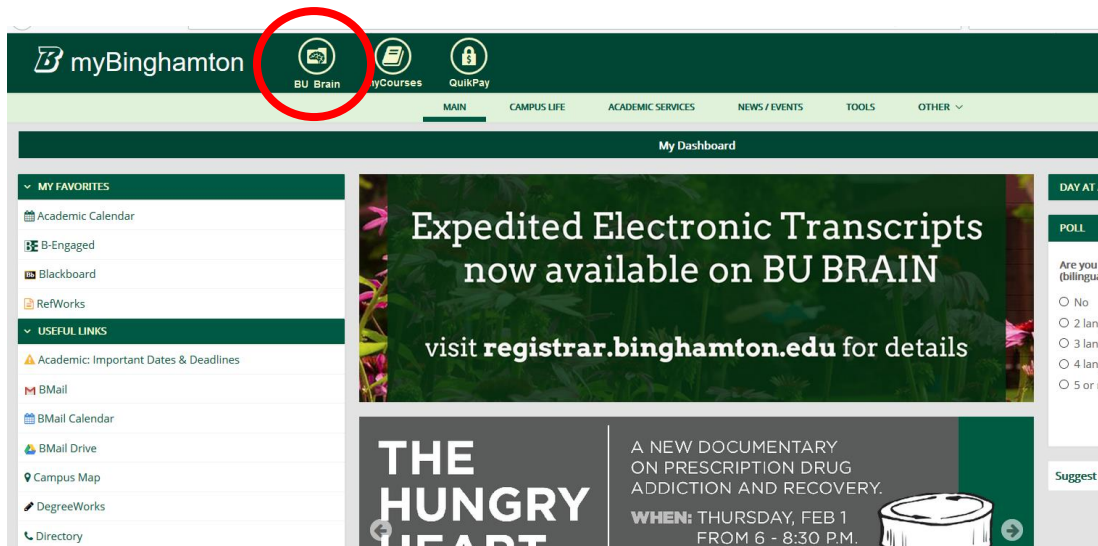
2) Go to [my.binghamton.edu](http://my.binghamton.edu) and log in using your Binghamton PODS username and password. **If you have trouble logging in, please contact the Help Desk at [helpdesk@binghamton.edu](mailto:helpdesk@binghamton.edu).**



Central Authentication Service  
Sign in with your Binghamton University PODS Computer Account

A login form titled "PODS Login" with fields for "Username:" and "Password:". Below the fields is a green "LOGIN" button. There is a link for "Forgot your password?" and a note about security: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Click "BU BRAIN" on the top of the page:



You will see **Schedule of Classes** under the tab “Home.”

The screenshot shows the Binghamton University BRAIN Self Service portal. At the top is the university logo. Below it is a navigation menu with tabs: Home, My Information, Records Access, Student, Your Records, Financial Aid, Faculty & Staff, and Help. A search bar is present with a 'Go' button. Below the search bar is the text 'Main Menu / Home' and 'Welcome to BU BRAIN Self Service'. The main content area lists several links: 'What's My B-Number?', 'Personal Information', 'Schedule of Classes' (circled in red), 'Final Exam Schedule', 'Student Tools', and 'Faculty and Advising Tools'. Each link has a brief description of its function.

#### 4. How to look for courses?

1) You may search courses by SUBJECT:

Once you locate the Schedule of Classes, you need to pick the correct term; for example, Fall 2018, Spring 2017, Winter 2016..., and then click “Submit.”

The screenshot shows the search interface for courses by term. It features the Binghamton University logo at the top. Below it is a navigation menu with tabs: Home, My Information, Records Access, Student, Your Records, Financial Aid, Faculty & Staff, and Help. A search bar is present with a 'Go' button. Below the search bar is the text 'Select Term or Date Range'. The main content area has a section titled 'Search by Term:' with a dropdown menu set to 'None'. Below the dropdown are 'Submit' and 'Reset' buttons. At the bottom, there is a release version 'RELEASE: 8.7.1.2' and a copyright notice '© 2018 Ellucian Company L.P. and its affiliates.'

Then you will see:

### Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Results to one, two, three, four or five hundred level courses specific to the subject(s) chosen. Select Section Search when your selection is complete.

**Subject:**

- AAAS - Asian Asian Am Study
- ACCT - Accounting
- AFST - Africana Studies
- ANTH - Anthropology
- ARAB - Arabic
- ARTH - Art History
- ARTS - Studio Art
- ASTR - Astronomy
- BCHM - Biochemistry

**Course Number:**

**Title:**

**Schedule Type:**   
Activity  
Discussion

**Instructional Method:**   
Dist Learning Taught by BU Fac  
On-Line Asynchronous

**Credit Range:**  hours to  hours

**Course Level:**   
Graduate  
Undergraduate

If you know which course you need to take, you can run the search by subject.

OR

2) You may search courses by General Education letters. On the same page, you will see the General Education search section:

**Subject:**

- AAAS - Asian Asian Am Study
- ACCT - Accounting
- AFST - Africana Studies
- ANTH - Anthropology
- ARAB - Arabic
- ARTH - Art History
- ARTS - Studio Art
- ASTR - Astronomy
- BCHM - Biochemistry

**Course Number:**

**Title:**

**Schedule Type:**   
Activity  
Discussion

**Instructional Method:**   
Dist Learning Taught by BU Fac  
On-Line Asynchronous

**Credit Range:**  hours to  hours

**Course Level:**   
Graduate  
Undergraduate

**Part of Term:**   
Non-date based courses only  
Full Term  
First Part of Term

**Section:**

**General Education:**   
A - Aesthetic Perspective  
B - Both Phys Act and Wellness

**Special Course Attributes:**

## 5. What does the Schedule of Classes look like?

### Look Up Classes

#### Key:

Where "C" appears in the Select column, course is *closed to registration*.

"R" in the Rst Column indicates a course restriction. View specific restrictions by clicking the "R" in applicable row.

"F" in the Fee Column indicates additional course fee or fees. View fee information by clicking "F" in applicable row.

"W" in the Wait Column indicates there is a wait list available for the course. You may add yourself to the wait list by selecting Waitlist when registering.

The [Registrar's Website](#) has a number of registration tips and help documents.

#### Sections Found

##### AAAS - Asian Am Study

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait	XL	Rem	Fee	Instructor	Instr. Method	Date (MM/DD)	Location	Gen Ed
C	22697	AAAS	230	01		4.000	Contemporary Chinese Cinemas	MW	04:20 pm-06:40 pm	25	25	0	0				Nicholas A Kaldis (P)	TR	01/16-05/07	SW 113	A - Aesthetic Perspective
	30606	AAAS	250	01	R	4.000	Japanese Cinema	TR	01:15 pm-02:40 pm	35	28	7	9				David C Stahl (P)	TR	01/16-05/07	SW 214	A - Aesthetic Perspective
C	27524	AAAS	346	90		4.000	Introduction to Korean Cinema	TR	01:15 pm-02:40 pm	47	47	0	0				Immanuel J Kim (P)	TR	01/16-05/07	SW 102	A - Aesthetic Perspective
C	21108	AAAS	480J	01		4.000	Feminist & Diasporic Perf. Art	M	08:30 am-11:30 am	3	3	0	2				Jeffner Marie Allen (P)	TR	01/16-05/07	LT 1506	A - Aesthetic Perspective and O - Oral Communication and P - Pluralism in the U S

##### AFST - Africana Studies

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait	XL	Rem	Fee	Instructor	Instr. Method	Date (MM/DD)	Location	Gen Ed
C	28525	AFST	229	01	R	4.000	Beginning African Dance	MW	02:40 pm-04:50 pm	26	26	0	0				Samuel Etikem K Nyamuame (P)	TR	01/16-05/07	FA 104	A - Aesthetic Perspective and Y - Physical Activity
C	31148	AFST	229	02		4.000	Beginning African Dance	MW	02:40 pm-04:50 pm	10	10	0	0				Samuel Etikem K Nyamuame (P)	TR	01/16-05/07	FA 104	A - Aesthetic Perspective and Y - Physical Activity
NR	28806	AFST	329	01	R	4.000	Advanced African Dance	TR	02:50 pm-05:00 pm	20	16	4	15				Samuel Etikem K Nyamuame (P)	TR	01/16-05/07	FA 104	A - Aesthetic Perspective and Y - Physical Activity
NR	21804	AFST	480S	01		4.000	Feminist & Diasporic Perf. Art	M	08:30 am-11:30 am	9	8	1	2				Jeffner Marie Allen (P)	TR	01/16-05/07	LT 1506	A - Aesthetic Perspective and O - Oral Communication and P - Pluralism in the U S

##### ANTH - Anthropology

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait	XL	Rem	Fee	Instructor	Instr. Method	Date (MM/DD)	Location	Gen Ed
C	24907	ANTH	234	01		4.000	Archaeology and Art	TR	01:15 pm-02:40 pm	113	113	0	0				Ruth Marguerite Van Dyke (P)	TR	01/16-05/07	SL 212	A - Aesthetic Perspective

##### ARAB - Arabic

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait	XL	Rem	Fee	Instructor	Instr. Method	Date (MM/DD)	Location	Gen Ed
C	30931	ARAB	381C	90	R	4.000	Cairo: Islamic Arch & The City	TR	01:15 pm-02:40 pm	5	5	0	3				Nancy A Um (P)	TR	01/16-05/07	LN 1302C	A - Aesthetic Perspective and O - Oral Communication
NR	31226	ARAB	383M	01		4.000	Music of the Arab World	MW	10:20 am-11:50 am	5	0	5	27				William Edward Cuverhouse (P)	TR	01/16-05/07	FA 166	A - Aesthetic Perspective

##### ARTH - Art History

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait	XL	Rem	Fee	Instructor	Instr. Method	Date (MM/DD)	Location	Gen Ed
C	23834	ARTH	102	A	0	4.000	Intro to Visual Culture (lec)	TR	10:05 am-11:30 am	84	84	0	0				Jeffrey West Kirkwood (P)	TR	01/16-05/07	FA 258	A - Aesthetic Perspective
NR	28545	ARTH	111	A	0	4.000	Intro to Art History II (LEC)	TR	04:25 pm-05:50 pm	150	149	1	0				Kevin Michael Hatch (P)	TR	01/16-05/07	EB 110	A - Aesthetic Perspective and G - Global Interdependencies
NR	30679	ARTH	252	01	R	4.000	American Art & Society, 1930-60	TR	11:40 am-01:05 pm	84	37	47	0				John T Tagg (P)	TR	01/16-05/07	FA 258	A - Aesthetic Perspective and W - Writing (Harpur Req)
NR	25000	ARTH	325	01		4.000	Religion/Images Early Mod Wrltd	TR	02:50 pm-04:15 pm	31	15	16	17				Karen Edis Barzman (P)	TR	01/16-05/07	FA 209	A - Aesthetic Perspective
C	30852	ARTH	328	90	R	4.000	Cairo: Islamic Arch & The City	TR	01:15 pm-02:40 pm	15	15	0	3				Nancy A Um (P)	TR	01/16-05/07	LN 1302C	A - Aesthetic Perspective and O - Oral Communication
C	28590	ARTH	361	90	R	4.000	Contemporary Architecture	TR	04:25 pm-05:50 pm	25	25	0	0				Julia W Walker (P)	TR	01/16-05/07	FA 247	A - Aesthetic Perspective and C - Composition
C	21962	ARTH	389A	01	R	4.000	Film Theory	MW	08:30 am-10:30 am	2	2	0	1				Brian K Wall (P)	TR	01/16-05/07	LH 006	A - Aesthetic Perspective and C - Composition

- 1) "C" means closed.
- 2) "R" means restriction. Please click "R" for more information on course restriction. If it says you need the instructor's permission to take the course, DDP Office cannot register you. You will need to contact the instructor.
- 3) Please click a CRN number for its course description.
- 4) When you email DDP Office your course selections, please include the **CRN number** (the 5-digit number), **course subject and number** (e.g., AAAS 111, ECON 222...), **course title** and **course time**.
- 5) How to read the course schedule:

<https://www.binghamton.edu/registrar/students/course-registration/schedule-of-classes/reading-schedule.html>

## 6. What not to do?

- DO NOT pick 400-level courses in your first year. They tend to be more advanced.
- DO NOT forget to check the class time of your course selections. If there is any time conflict, DDP Office cannot register you.
- DO NOT forget to pick a discussion section. Some courses, such as CQS 311, ECON 160, ECON 162, HIST 103A, HIST 104A, and many other HIST

and PLSC courses, have lectures and discussion sections. When you pick them, you will need to select a lecture AND a discussion.

- Registration Errors:

<https://www.binghamton.edu/registrar/students/course-registration/schedule-of-classes/registration-errors.html>

7. Notes of BAS and GIA 1<sup>st</sup>-year coursework:

**ACCT 212:**

Usually, there are TWO sections of ACCT 212. DDP Office cannot put all BAS students into the same section; therefore, sometimes, you might not get your first choice. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup> and 2<sup>nd</sup> choice; if not, DDP Office will decide for you.**

Also, you do not need to pass ACCT 211 at METU to take ACCT 212 at Binghamton.

**BLS 111:**

Usually, there are FOUR sections of BLS 111. DDP Office cannot put all BAS students into the same section; therefore, sometimes, you might not get your first choice. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**CQS 311:**

There is only ONE CQS 311 lecture; however, there are several discussion sections. DDP Office cannot put all BAS students into the same section; therefore, sometimes, you might not get your first choice. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**ECON 160 and ECON 162:**

Both ECON 160 and ECON 162 have multiple sections. Take ECON 160 for example (see the screenshot below), check the “Sec.” part, you will see A 1, A 2, A01, A02, B 1, B01, D 1, D 2, D01... A 1, A 2, B 1, D 1, and D 2 are all lectures, so you should pick at least one lecture. Then you should also pick a discussion. If you pick a Sec A lecture, you will have to pick a Sec. A discussion as well, such as

A01, A02, A09... If you pick a Sec B discussion, you will need to pick a Sec. B discussion, such as B01, B02...

**Sections Found**

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time
C	26866	ECON	160	A 1		4.000	Principles Of Microecon (LEC)	MWF	12:00 pm-01:00 pm
C	25676	ECON	160	A 2		4.000	Principles Of Microecon (LEC)	MWF	01:10 pm-02:10 pm
C	25677	ECON	160	A01		0.000	Principles Of Microecon (DIS)	M	01:10 pm-02:10 pm
C	25678	ECON	160	A02		0.000	Principles Of Microecon (DIS)	W	01:10 pm-02:10 pm
C	25679	ECON	160	A03		0.000	Principles Of Microecon (DIS)	M	02:20 pm-03:20 pm
C	25680	ECON	160	A04		0.000	Principles Of Microecon (DIS)	W	02:20 pm-03:20 pm
C	25681	ECON	160	A05		0.000	Principles Of Microecon (DIS)	M	03:30 pm-04:30 pm
C	25682	ECON	160	A06		0.000	Principles Of Microecon (DIS)	W	03:30 pm-04:30 pm
C	25683	ECON	160	A07		0.000	Principles Of Microecon (DIS)	M	07:00 pm-08:00 pm
C	25795	ECON	160	A08		0.000	Principles Of Microecon (DIS)	W	07:00 pm-08:00 pm
C	25797	ECON	160	A09		0.000	Principles Of Microecon (DIS)	T	06:00 pm-07:00 pm
C	25799	ECON	160	A10		0.000	Principles Of Microecon (DIS)	R	06:00 pm-07:00 pm
C	25704	ECON	160	B 1		4.000	Principles Of Microecon (LEC)	TR	01:15 pm-02:40 pm
C	26867	ECON	160	B01		0.000	Principles Of Microecon (DIS)	M	02:20 pm-03:20 pm
C	26868	ECON	160	B02		0.000	Principles Of Microecon (DIS)	W	02:20 pm-03:20 pm
C	26869	ECON	160	B03		0.000	Principles Of Microecon (DIS)	M	05:50 pm-06:50 pm
C	26085	ECON	160	B04		0.000	Principles Of Microecon (DIS)	W	05:50 pm-06:50 pm
C	30677	ECON	160	D 1		4.000	Principles of Microeconomics	TR	01:15 pm-02:40 pm
NR	30713	ECON	160	D 2		4.000	Principles of Microeconomics	TR	04:25 pm-05:50 pm
C	25800	ECON	160	D01		0.000	Principles Of Microecon (DIS)	M	04:40 pm-05:40 pm
C	25803	ECON	160	D02		0.000	Principles Of Microecon (DIS)	W	04:40 pm-05:40 pm
NR	25806	ECON	160	D03		0.000	Principles Of Microecon (DIS)	M	07:00 pm-08:00 pm
C	25807	ECON	160	D04		0.000	Principles Of Microecon (DIS)	W	07:00 pm-08:00 pm
C	26088	ECON	160	D05		0.000	Principles Of Microecon (DIS)	T	06:00 pm-07:25 pm

**MIS 311:**

Usually, there are TWO sections of MIS 311. DDP Office cannot put all BAS students into the same section; therefore, sometimes, you might not get your first choice. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup> and 2<sup>nd</sup> choice; if not, DDP Office will decide for you.**

**OPM 311:**

Usually, there are TWO sections of OPM 311. DDP Office cannot put all BAS students into the same section; therefore, sometimes, you might not get your first choice. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup> and 2<sup>nd</sup> choice; if not, DDP Office will decide for you.**

**HIST and PLSC electives:**

400-level courses, such as HIST 435 and PLSC 486, are seminars; therefore, GIA students are not allowed to take them in the first year.

The number of DDP students should not exceed 20% of the total number of students in a HIST and PLSC course (or any other Harpur College courses). For example, if the maximum capacity of PLSC 356 is 20 students, DDP Office is

allowed to register only FOUR DDP students for PLSC 356. **Therefore, when you email DDP Office your selections, please let us know your 1<sup>st</sup> and 2<sup>nd</sup> choice; if not, DDP Office will decide for you.**

**WRIT 111:**

**GIA students must take and pass WRIT 111 in their first year at Binghamton.** BAS students do not need to take WRIT 111. DDP Office is allowed to register only THREE DDP students for each section; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**General Education “A” electives:**

Falls under the 20% requirement; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**General Education “B” electives (Subject--HWS):**

Falls under the 20% requirement; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**General Education “L” electives:**

Most DDP students choose ASTR 114 AND ASTR 115 to fulfill the L requirement. There are multiple sections of ASTR 115; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

**General Education “P” electives:**

Falls under the 20% requirement; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup> and 2<sup>nd</sup> choice; if not, DDP Office will decide for you.**

Not all P courses fulfill the requirement. Please see <https://www.binghamton.edu/general-education/faq-students.html#pluralism> for appropriate P courses. Most DDP students choose HIST 103A, HIST 104A, GEOG 103 (not open to the seniors), and GEOG 212 to fulfill the P requirement.

**General Education “H” electives:**



Falls under the 20% requirement; therefore, **when you email DDP Office your selections, please let us know your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice; if not, DDP Office will decide for you.**

8. Course selection email format

When you email your course selections to DDP Office, please follow the format below. **If there is any missing information, we will return the email to you for updates; meanwhile, we will register others first.**

EMAIL TEMPLATE:

Full Name: Dilara Naz Ozdel  
Major: BAS

ACCT 212 Managerial Accounting  
1<sup>st</sup> choice: 21345, MW 12:00-1:30  
2<sup>nd</sup> choice: 21346, TR 12:00-1:30

BLS 111 Legal Environment of Mgmt I  
1<sup>st</sup> choice: 11123, MW 3:00-4:30  
2<sup>nd</sup> choice: 11124, TR 3:00-4:30

ECON 160 Microeconomics  
1<sup>st</sup> choice: 23456, T 1:00-4:00  
Discussion: 1<sup>st</sup> choice: 67890, T 5:00-6:00  
                  2<sup>nd</sup> choice: 67891, T 5:00-6:00  
2<sup>nd</sup> choice: 23457, T 1:00-4:00  
Discussion: 1<sup>st</sup> choice: 67892, T 5:00-6:00  
                  2<sup>nd</sup> choice: 67893, T 5:00-6:00

HIST 104A Modern American History  
Lecture: 11111, M 1:00-4:00  
Discussion: 1<sup>st</sup> choice: 11112, T 5:00-6:00  
                  2<sup>nd</sup> choice: 11113, T 5:00-6:00  
                  3<sup>rd</sup> choice: 11114, T 5:00-6:00