How to Use the BUSI Web Center to Register for Courses
Reminder: You must complete your Student Code of Conduct Acknowledgement before registering!

Check this box regularly for important messages!

Busi Web Center is available 22 hours from 8am to 6am.
If you are unable to access any information from our web pages, please e-mail us for assistance. For questions or comments, contact us at info@binghamton.edu
Three Important Things to Know

- Getting started/ Logging-in to registration
- Adding courses
- Saving your schedule
Getting Started

• Complete worksheet with your course choices
• List complete configuration for all courses
• Do Not schedule courses with time conflicts
• Choose plenty of alternative course choices (in case your first choice(s) are closed)
Getting Started - continued

• Missing Health Forms will Block Registration!!!

⇒ Proof of your MMR immunizations MUST be turned in and on your student record before you can register!
Complete the Student Code of Conduct Acknowledgement on BUSI!

- Click on ‘Code of Conduct’
- Enter SSN
- Enter PAC (new students may also use birth date).
- Submit
Login to Registration

Enter... Year: 2007 Term: Fall
SSN: (No Dashes)
PAC: Click here if you need a PAC

Please login... LOGIN

Be advised that there are inherent risks in accessing personal data via public computer labs or other public areas. Remember to press LOGOUT and exit your browser once you are finished. Failure to do so may give others access to your personal data.

*Students who have delinquent debts WILL NOT be able to register or add classes until the delinquent debts are cleared. Access "Delinquent Debts" on BUSI to obtain your delinquent debt information.

*By logging into this application, you indicate that you are aware of the University academic honesty policy and agree to adhere to its terms. Details of the policy may be found in the Student Handbook (see "Academic Honesty Policy") available online at http://studenthandbook.binghamton.edu. Additional information may be found in the University Bulletin available online at http://bulletin.binghamton.edu. You also affirm that you have received the Rules of Student Conduct and that you are aware that this document may also be accessed online at http://studenthandbook.binghamton.edu.

If you do not feel comfortable accessing your personal data in this manner, you may take your inquiries in person to the Registrar's Office.
Adding Courses - continued

You cannot register for a course if:

- The schedule says a course or section is ‘Closed’ or ‘Restricted’ (unless the restriction does not apply to you)
- The course is full (or additional required sections of the course are full)
Adding Courses

Courses may have multiple components

• Lecture
• Discussion
• Activity/Lab

How can you see this in the schedule of classes?
Adding Courses - continued

You can see the course ‘restrictions’:
• In the printed schedule under ‘Notes’
• Online by clicking ‘(info)’

<table>
<thead>
<tr>
<th>Info</th>
<th>Section</th>
<th>Days</th>
<th>Times</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(info)</td>
<td>DIS 01</td>
<td>M W F</td>
<td>2:20–3:20</td>
<td>RESTRCTD</td>
</tr>
</tbody>
</table>
Adding Courses - continued

Watch carefully for time conflicts, especially with lab and discussion sections.

Pay attention to the time remaining. Be sure to save your schedule before time is up. During registration at orientation you have 60 minutes. (Registration at all other times has a 15 minute limit.)
Adding Courses - continued

Building Your Schedule in the Worksheet

Use the “List” feature to look for open courses and sections.

If you change your mind, you can drop a course from the worksheet.
Registration Worksheet (SPRING 2004)

Exit using Review/Save or XLogout button. Failure to do so may give others access to your personal data.

For ADD and DROP functions enter only the COURSE NAME, NUMBER and SECTION
To do a LIST, enter COURSE NAME and any combination of the other input fields

Current Schedule

<table>
<thead>
<tr>
<th>Name</th>
<th>Num</th>
<th>Sec</th>
<th>Hrs</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU</td>
<td>SES</td>
<td>UR</td>
<td>EN</td>
<td>LY</td>
<td>REG</td>
</tr>
</tbody>
</table>

Tentative Session Changes

<table>
<thead>
<tr>
<th>Name</th>
<th>Num</th>
<th>Sec</th>
<th>Hrs</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
</table>

Your Current Hours Total is 00
Credit Hours Toward Limit are 00
**Registration Course List (SPRING 2004)**

Exit using Review/Save or XLogout button. Failure to do so may give others access to your personal data.

To move a selection to the Worksheet, you must go to Section List.

<table>
<thead>
<tr>
<th>Info</th>
<th>Course</th>
<th>Title</th>
<th>GenEd Type</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 111</td>
<td>GENERAL PSYCHOLOGY</td>
<td>R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 112</td>
<td>LAB IN GENERAL PSYCHOLOGY</td>
<td>L R</td>
<td>1.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 220</td>
<td>DEVELOPMENTAL PSYCHOLOGY</td>
<td>S R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 223</td>
<td>BEHAVIOR DISORDERS</td>
<td>S R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 239</td>
<td>MULTICULTURAL PSYCHOLOGY</td>
<td>P R+</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 243</td>
<td>STATISTICAL ANALYSIS &amp; DESIGN</td>
<td>M R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 344</td>
<td>RESEARCH METHODS</td>
<td>C R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 356</td>
<td>EXPL PSYCH - LEARNING</td>
<td>R</td>
<td>4.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 357</td>
<td>LAB IN LEARNING</td>
<td>CL R</td>
<td>2.0</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>PSYC 362</td>
<td>PHYSIOLOGICAL PSYCHOLOGY</td>
<td>R</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Exit using Review/Save or Logout button. Failure to do so may give others access to your personal data.

PSYC 111  GENERAL PSYCHOLOGY  4.0 CREDITS

To select section, click on section below or enter section number in the box and press Select.

<table>
<thead>
<tr>
<th>Info</th>
<th>Section</th>
<th>Limit</th>
<th>Enroll</th>
<th>Days</th>
<th>Times</th>
<th>W</th>
<th>Instructor/Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>info</td>
<td>DIS 01</td>
<td>450</td>
<td>405</td>
<td>T R</td>
<td>01:15PM-02:40PM</td>
<td>MERRIWETHER, ANN M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>info</td>
<td>DIS 02</td>
<td>240</td>
<td>99</td>
<td>T R</td>
<td>04:25PM-05:50PM</td>
<td>MILLER, RALPH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Saving Your Schedule

Click ‘Final Schedule’ to see your final schedule. **YOU HAVE NOT SAVED YET!!!**

If you have time conflicts, you will see a message on the screen. Click ‘Worksheet’ to go back and change your schedule.

Click the ‘PRINT’ button to print (when you have no time conflicts).

Enter your Social Security Number and click **CONFIRM** to save your schedule. If you have exited the system without verifying the SSN, your schedule will not be saved.
Registration Worksheet (SPRING 2004)

Exit using Review/Save or XLogout button. Failure to do so may give others access to your personal data.

COURSE/SECTION ADDED - MUST EXIT AND SAVE TO COMPLETE

Current Schedule

<table>
<thead>
<tr>
<th>Name</th>
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<th>Hrs</th>
<th>Days</th>
<th>Time</th>
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<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC</td>
<td>111</td>
<td>01</td>
<td>4</td>
<td>T R</td>
<td>01:15-02:40P</td>
</tr>
</tbody>
</table>

Your Current Hours Total is 04
Credit Hours Toward Limit are 04
### Review/Confirm Schedule (SPRING 2003)

Use **X**Logout button to exit page. Failure to do so may give others access to your personal data.

As Final Verification, Enter your 9 digit SSN identification Number

Your Current Hours Total is **04**

<table>
<thead>
<tr>
<th>Name</th>
<th>Num</th>
<th>Sec</th>
<th>Hrs</th>
<th>GenEd</th>
<th>Wr</th>
<th>GrOpt</th>
<th>Days</th>
<th>Time</th>
<th>Place</th>
<th>Instr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>205</td>
<td>93</td>
<td>4</td>
<td></td>
<td></td>
<td>NORM</td>
<td>M</td>
<td>07:00-09:00P</td>
<td>EBQ23</td>
<td>HINTON, RACHEL E</td>
</tr>
<tr>
<td>CS</td>
<td>205</td>
<td>56</td>
<td></td>
<td></td>
<td></td>
<td>NORM</td>
<td>R</td>
<td>06:00-07:00P</td>
<td>AAG002</td>
<td>CHENG, SANDRA</td>
</tr>
</tbody>
</table>
Things to Remember

- Don’t use the browser ‘back’ button – it may cause you to lose your schedule!
- Clicking ‘Final Schedule’ doesn’t save your schedule; you must type your SSN and click ‘Confirm’.
- Exit and save your schedule before you get timed out.
Summer Orientation

“How to Register” instructions available on the Web

http://registrar.binghamton.edu
What if a course is full?

• Look for an alternate class!
• Try again on August 24.
• If the class is essential you can try to petition into the class. Contact the academic department of the course for more information regarding petitioning.
Fall 2007 Deadlines

Fall registration reopens for undergraduates on August 24

The course add & drop/delete deadline: September 7

The course drop/withdrawal deadline & grade option change deadline: October 26

(Students who drop courses in BUSI during this period will receive a grade of W.)
Good luck
and have a great semester!