

GUIDE TO PRE-REGISTRATION TIME TICKETS FOR SCHOLARS:

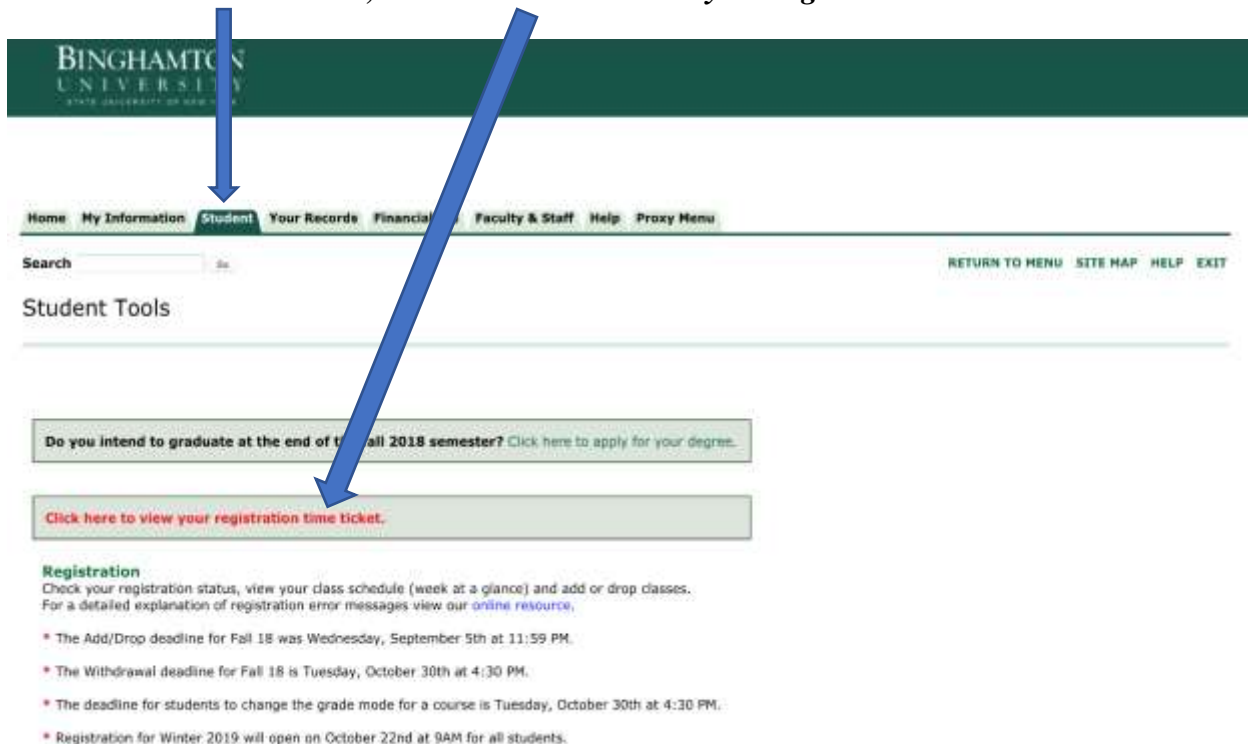
The following describes the process regarding priority registration for Scholars. Please read carefully:

Binghamton University Scholars priority registration time is calculated by having 24 credit hours added to the total number of credit hours you have **completed, including AP, transfer courses, etc.** Courses you are currently taking **are not included** in the credit hour count. To determine your priority registration time, count the credit hours of the courses you have completed, not any courses you are currently taking, add 24, and then refer to the registration time-table. Please note that 24 credit hours are added to calculate priority registration ONLY. **These credits will NOT appear when viewing your registration time slot, but are factored into the calculation.**

1. Login to BU-Brain

On BU-Brain, all students (Scholars and non-Scholars) will find their time slot as shown in the following example, indicating when they can pre-register.

2. From the “Student” tab, select *Click here to view your registration time ticket.*



The screenshot shows the Binghamton University website interface. At the top, there is a dark green header with the university's name. Below this is a navigation menu with tabs: Home, My Information, Student, Your Records, Financial, Faculty & Staff, Help, and Proxy Menu. A blue arrow points to the 'Student' tab. Below the navigation menu is a search bar and a 'RETURN TO MENU SITE MAP HELP EXIT' link. The main content area is titled 'Student Tools'. There are two prominent links in this area: 'Do you intend to graduate at the end of the fall 2018 semester? Click here to apply for your degree.' and 'Click here to view your registration time ticket.' A blue arrow points to the second link. Below these links is a 'Registration' section with a brief description and a list of deadlines.

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](#).

- * The Add/Drop deadline for Fall 18 was Wednesday, September 5th at 11:59 PM.
- * The Withdrawal deadline for Fall 18 is Tuesday, October 30th at 4:30 PM.
- * The deadline for students to change the grade mode for a course is Tuesday, October 30th at 4:30 PM.
- * Registration for Winter 2019 will open on October 22nd at 9AM for all students.

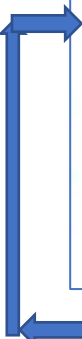
3. Your Time Ticket will display in the format shown here:

You may register during the following times

From	Begin Time	To	End Time
Apr 09, 2018	03:00 pm	May 07, 2018	11:59 pm

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Junior 1 Standing 56 to 71 Hrs.



NOTE: This line indicates the earliest and latest times that the student in this particular example can pre-register for classes.

NOTE: This line indicates a range, within which is a value indicating the number of hours COMPLETED by this particular student (does not include the current semester, but does include transfer, AP, etc.)



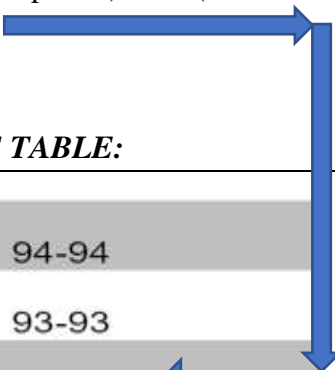
For example,

Assume in this example that the Scholar **has completed 68 credit hours.**

68 completed hours (falls in the range of 56-71 hours shown in the BU-Brain message above)
 + 24 priority registration advantage for Scholars

92 hours used to calculate the registration time for this Scholar

Even though this Scholar has completed 68 hours, the actual earliest registration time shown in the *Sample Registration Time Table* below is April 9 at 3PM and is the time slot **for 92 credit hours** (which is calculated as: 68 (completed) + 24 (additional credits granted to Scholars for priority registration purposes) = **92**)



SAMPLE REGISTRATION TIME TABLE:

4/9/2018	1:00 PM	94-94
4/9/2018	2:00 PM	93-93
4/9/2018	3:00 PM	92-92
4/9/2018	4:00 PM	91-91
4/9/2018	5:00 PM	89-90
4/10/2018	9:00 AM	88-88