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.**

   ![BU-Brain screenshot showing how to view registration time ticket]

   - Do you intend to graduate at the end of the Fall 2018 semester? Click here to apply for your degree.
   - Click here to view your registration time ticket.

   **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:

![Time Ticket Format]

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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/9/2018</td>
<td>1:00 PM</td>
<td>94-94</td>
</tr>
<tr>
<td>4/9/2018</td>
<td>2:00 PM</td>
<td>93-93</td>
</tr>
<tr>
<td>4/9/2018</td>
<td>3:00 PM</td>
<td>92-92</td>
</tr>
<tr>
<td>4/9/2018</td>
<td>4:00 PM</td>
<td>91-91</td>
</tr>
<tr>
<td>4/9/2018</td>
<td>5:00 PM</td>
<td>89-90</td>
</tr>
<tr>
<td>4/10/2018</td>
<td>9:00 AM</td>
<td>88-88</td>
</tr>
</tbody>
</table>