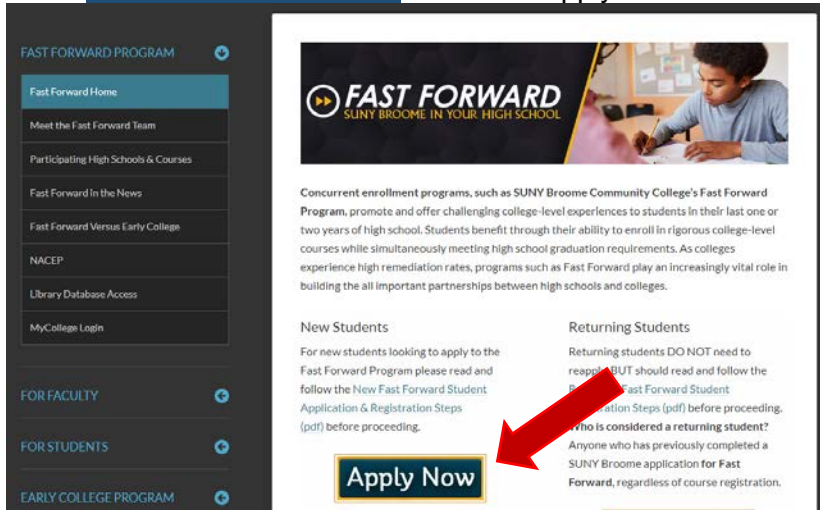




New Fast Forward Student Registration Instructions

New Fast Forward Students have never applied or taken a course at SUNY Broome, whether a Fast Forward course or on campus.

1. Go to www.sunybroome.edu/ff and click “Apply Now”:



2. Create a Login ID (example: jsmith) and Pin (example: 123456) – REMEMBER YOUR PIN:

The screenshot shows a form for creating a login ID and PIN. It includes a note: "Your PIN can be up to 15 alphanumeric characters." The form has three input fields: "Create a Login ID:", "Create a PIN:", and "Verify PIN:". A red arrow points to the "Login" button. A red callout box contains the text: "Create unique ID and PIN. Write PIN down." Below the form is a "Return to Homepage" link.

3. Choose “High School Fast Forward” and click “Continue”:

The screenshot shows a form with a dropdown menu for "Application Type" set to "High School Fast Forward". A red arrow points to the "Continue" button. Below the form is a "Return to Homepage" link.

4. Complete the information (example: John S. Smith), do not use all lowercase letters:

The screenshot shows a form for entering personal information. It includes a note: "* - indicates a required field." The form has a dropdown for "Application Type" set to "High School Fast Forward" and a dropdown for "Admission Term:". Below these are three input fields for "First Name:", "Middle Name:", and "Last Name:". A red arrow points to the "Fill Out Application" button.

5. Click on "Name":

A navigation menu with four items: 'Name', 'Personal Information', 'Address and Phone', and 'High School'. Each item has an information icon to its left. A red arrow points to the 'Name' item. Below the menu are two buttons: 'Application is Complete' and 'Finish Later'.

6. Complete the information, click "Continue":

A form titled '* - indicates a required field.' with four input fields: 'Last Name:*', 'First Name:*', 'Middle Name:', and 'Previous Last Name:'. Below the fields are three buttons: 'Checklist', 'Continue', and 'Finish Later'. A red arrow points to the 'Continue' button.

7. Type in properly your permanent address and phone number (no dashes), click "Continue":

A form titled 'Address and Phone (Checklist item 2 of 4)'. It contains instructions: 'Enter your Permanent Mailing Address (no P.O. Boxes) and Phone Number Information. When you're finished, * - indicates a required field.' Below are fields for 'Permanent Address' (Street Line 1, 2, 3), 'City:', 'State:', 'Zip Code:', 'County:', and 'Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):'. A red box highlights the address fields, and a red arrow points to the 'Continue' button.

8. Complete the information, if you know your SS# type it in, click "Continue":

A form with various fields: 'Citizenship:*' (dropdown), 'Email:*', 'Verify e-mail address:*', 'SSN (xxxxxxxx):', 'Gender:*' (radio buttons for Male and Female), 'Ethnicity:*' (dropdown), and 'Birth Date:*' (Month, Day, Year). Below are sections for 'What is your ethnicity?' (Ethnic Category) and 'Select one or more races to indicate what you consider yourself to be.' (Race). The Race section includes categories like 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'. At the bottom, there is a question 'Have you ever been convicted of a felony?*' with radio buttons for Yes and No. A red arrow points to the 'Continue' button.

- Complete the information, click "Continue":
 Graduation date use: 06/20/Year you are graduating
 BOCES students – if you are taking a Fast Forward course at BOCES,
 type BOCES as the high school

* - indicates a required field.

High School Code:* [Lookup High School Code](#)

If School not found:

High School Name:*

Graduation Date:* Month Day Year (YYYY)

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)

- Click "Application is Complete":

✓ Name ✓ Personal Information

✓ Address and Phone ✓ High School

[Application is Complete](#) [Finish Later](#)

- Click "I agree to the terms":

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

[I agree to the terms](#) [I do not agree](#)

RELEASE: 8.7.1.2

- Write down or take a photo of your SUNY Broome B# (example" B00#####) and click "Access Web for Student":

SUNY BROOME COMMUNITY COLLEGE | SELF-SERVICE BANNER

[HELP](#) [EXIT](#)

Signature Page

Dear ,

Congratulations! You have just been admitted to SUNY Broome Community College as a Fast Forward student for the Fall Semester 2016.

Fast Forward gives you a jump start on college by not only preparing you for college study, but also by earning college credit while in high school.

As a Fast Forward student, the cost of your course(s) is \$0!

Your permanent SUNY Broome ID number is . Please write down this number now, or print this page. You will use this as your username when you click the button below. Your password would be the PIN you chose at the start of this application.

If you have any questions, please feel free to contact the Fast Forward Center (fastforward@sunybroome.edu or 607-778-5619).

Sincerely,

The Fast Forward Team
 SUNY Broome Community College

[Access Web for Student](#) [Return to Application Menu](#)

13. Type in your SUNY Broome B# and Pin, click “Login”:

Welcome to SUNY Broome Community College Self-Service Banner!
Please enter your Username and Password.

Username:

Password:

[Click Here for Help with Login?](#)

14. Click “Student Tab”:

Personal Information Student Employee

Search [ACCESSIBILITY](#) [SIT](#)

Main Menu

Welcome, Mallie R. Tea, to the WWW Information System! Last web acce

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change in

[Student](#)
Apply for Admission, Register, View your academic records

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

RELEASE: 8.8S

15. Click “Registration”:

Student

[Admissions](#)
Apply for Admission or Review Existing Applications

[Registration](#) ←

[Student Records](#)
View your holds, grades and transcripts

[Student Account](#)
View your account summaries, statement/payment history and tax information

[Campus Automobile Registration](#)
Keep up to date on your registered vehicle.

[QuikPAY](#)
Click here for MasterCard, Visa and eCheck payments.

[Setup SUNY Broome Payment Plan](#)
Click here to setup a monthly payment plan.

[NYS Community College Refund Policy](#)

[MyHousing](#)

RELEASE: 8.8S

16. Click “Add or Drop Classes”:

[Select Term](#)

[Add or Drop Classes](#) ←

[Look Up Classes](#)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[View Your Account](#)

[Withdrawal Information](#)

[Registration Status](#)

[Update Student Term Data](#)

[Active Registration](#)

[Concise Student Schedule](#)

[NYS Community College Refund Policy](#)

[Purchase Books Online](#)
Order your textbooks with a click of a button

RELEASE: 8.8S

17. Select current term, click "Submit":

Registration Term

[Click here if you need help viewing the drop-down menu items.](#)

Select a Term:

18. Type in all Course Reference Numbers (CRNs):

Add Classes Worksheet

CRNs

19. Click "Continue" to finalize your registration:

Registration Compliance Results

Below is a list of your courses for the term. If a course is not eligible for financial aid, then click the Not Eligible link to get additional information. If a course does not count in your program, then click the Doesn't Count link to get additional information. If a course is being repeated and is not eligible for financial aid, then click Repeat to get additional information. The total number of hours that are eligible for financial aid and the total number of hours that are counted in your program are listed below.

Status	CRN	Subj	Crse	Sec	Cred	State Aid	Fed Aid	In Program	Repeat	Fed Violation	Audit ID	Degree Level
Registered via the Web	32526	SAMPLE										

Total Credit Hours: 3.000
State Aid Eligible Hours* : 0.000
Federal Aid Eligible Hours* : 0.000
Billing Hours: 3.000
Program Hours: 0.000
Date: Jun 24, 2016 09:17 am

*Note: Aid Eligible Hours do not necessarily imply certification for State or Federal Aid.

Congratulations! Your registration has no errors. You must press Continue to finalize your registration.