

Student Web Registration Worksheet

Student Name: _____ ID# _____

Term: _____ Date: _____ Alternate PIN# _____

Program: _____ Block Code: _____ Advisor Name: _____

Courses for Program	Gen Ed#	Comments/Notes

Alternative Courses	Gen Ed#	Comments/Notes

Student Course Selections				Student Course Selections			
CRN#	Subject Prefix	Course #	Section #	CRN#	Subject Prefix	Course #	Section #

If you are enrolled in a program of study at BCC, you must have approval from your academic advisor prior to registering for classes. You must meet all of the necessary prerequisites for your course registrations. If you “as a student” register for course work that does not pertain to your degree program there may be financial aid implications and graduation may be delayed.

You agree to pay promptly all charges owed to the college and take responsibility for collection costs incurred in the collection of this debt. Non-attendance in class will not relieve you of your financial responsibility.

By completing this form, you as a student are taking responsibility for the courses you register for this semester.

You will be able to access Banner through the new web based college portal called MyCollege at <https://mycollege.sunybroome.edu> You can access the MyCollege website from any internet connected computer or from any of the available open computer labs on campus.

- The main general purpose open labs on campus are located in:
 - AT014, B132, B133 and L102F
- MyCollege is available using a standard web browser (Microsoft Internet Explorer 7 or FireFox). Internet Explorer 8 users must turn on "Compatibility Mode". To do this click tools>Compatibility view settings, then check "display all websites in Compatibility View".
- Your MyCollege username and password is your confidential access to this portal.

You should have received a mailing from Information Technology Services with information about your new user name and password. This will be different from your current campus user name. If you did not receive this letter, do not have this information, or have problems logging in you will have to contact Information Technology Services in B-121 or the Information Technology Helpdesk in L-102D. You will need a picture ID in order to get your new user name and password. If you are pursuing solely online coursework or are unable to visit in person, go to helpdesk@sunybroome.edu or call ITS at 607-778-5011.

- Go to the MyCollege website: <https://mycollege.sunybroome.edu>
- Enter the new User Name and Password sent to you by Information Technology Services and click "Login"
- Click on the **Student** tab.
 - This will display the **Student Self Service** Menu
 - Select the **Student and Financial Aid Link** to display the Student and Financial Aid Menu.
 - If you select the **Student Records** link, you will have access to student academic information. For registration you should:
 - **View Holds** (Be sure to check for any holds since they **must be cleared BEFORE you can register** by contacting the originating area)
 - Holds that could prevent registration might include Bursar Outstanding Balance Due, Immunization Holds, Library or Parking fines, etc.
 - Look at the **Class Schedule** (you must **Select the Term**). Before registration is allowed the schedule will be in a *View Only* status. On the Class Schedule Search screen you can search this schedule by Subject, Course Number, Instructor, Instructional Method, etc. to find class information that meets your criteria.
- When you are **ready to register**, select the **Registration** link. You can then
 - **Look Up Classes** (similar to Class Schedule above)
 - **Add or Drop Classes** (allows actual registration)
 - **Display or Print your Schedule** (there are several different formats)
 - Student Detail allows for a Printable view
 - Week at a Glance displays a block schedule
 - Concise is a basic listing of enrolled courses, times, rooms, etc.
- To register select **ADD or DROP CLASSES**
 - Enter the appropriate **TERM**
 - All **MATRICULATED** students will be asked to enter the **ALTERNATE PIN** they received from their advisor during their advising appointment.
 - If you do not have this number, you will have to go back to your department to get this information.

Alternate PIN Verification

(For MATRICULATED STUDENTS ONLY - those enrolled in a degree program)

 Please enter your Alternate PIN to access registration.

Alternate PIN for Fall Semester 2010:

In order to be able to continue with registration you must enter the ALTERNATE PIN that you received during your advising appointment