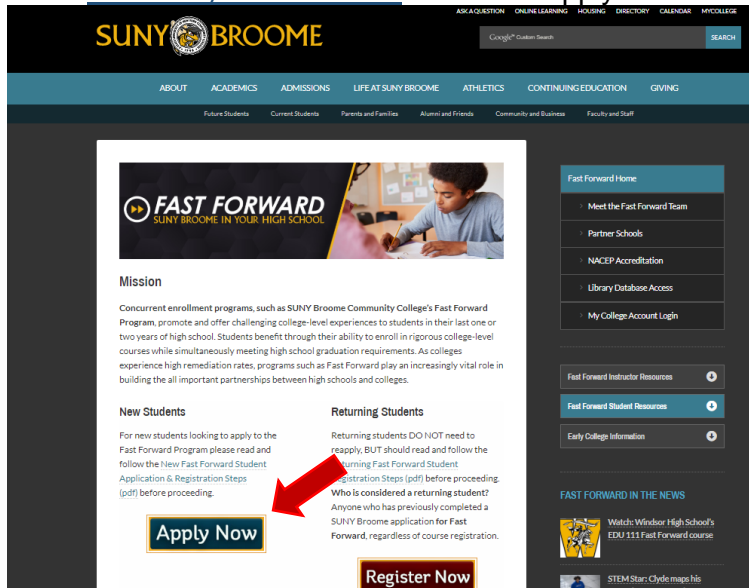




New Fast Forward Student Registration Instructions

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) Check the box “I’m not a robot” – This is for security purposes.

SUNY BROOME MY ACCOUNT (SELF SERVICE BANNER)

HELP EXIT

☐ I'm not a robot

Fall 2021
SUNY Broome Fast Forward Program Application

This application is for current high school students only who are applying and registering for a Fast Forward course(s) offered at their high school through SUNY Broome Community College's Fast Forward Program. This program is for students who are eligible to enroll in rigorous college-level courses while simultaneously meeting high school graduation requirements. For more information about the program visit www.sunybroome.edu/ff.

Already a Fast Forward Student? If so, do not reapply and [Returning Student Instructions Guide](#). You are a returning Fast Forward student if you are still in high school and have previously completed a Fast Forward application, even if you did not register for a course. If you are experiencing issues or have questions about the Fast Forward application, please contact fastforward@sunybroome.edu.

Are you looking to apply to a SUNY Broome degree program? Fill out the [SUNY Broome Admissions Application](#). If you need assistance, contact Admissions at (607) 778-5001 or email admissions@sunybroome.edu.

Do you want to take a course at SUNY Broome, but not in a degree program? Fill out the [express registration form for non-matriculated students](#). If you need assistance, contact Registrar at (607) 778-5527 or email registrar@sunybroome.edu.

Your PIN can be up to 15 alphanumeric characters. Minimum 6 alphanumeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

- 3) Create a unique Login ID (use random letters, example: ghuijtf) and Pin (use your date of birth, example: 010403) – REMEMBER YOUR PIN – you will need it to log in for registration

Your PIN can be up to 15 alphanumeric characters.

Create a Login ID:

Create a PIN:

Verify PIN:

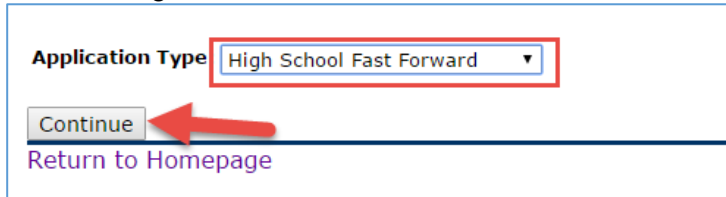
Login

[Return to Homepage](#)

Create unique ID and PIN. Write PIN down.

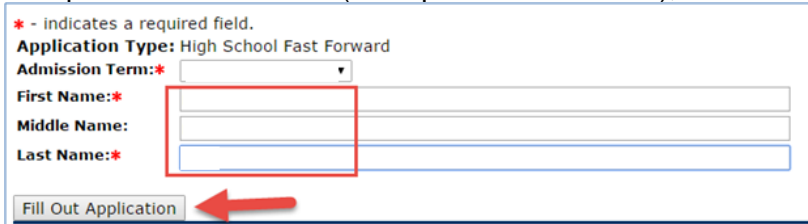
If you get a “null” error, the username and pin you entered has already been used. Type in random letters/numbers then create a pin you will remember, such as your date of birth

- 4) Choose “High School Fast Forward” and click “Continue”:



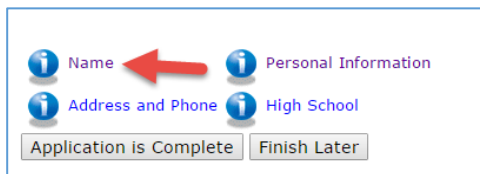
The screenshot shows a form with a dropdown menu labeled "Application Type" set to "High School Fast Forward". Below the dropdown is a "Continue" button with a red arrow pointing to it, and a "Return to Homepage" link.

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



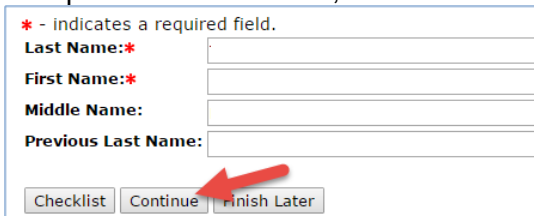
The screenshot shows a form with fields for "Admission Term", "First Name", "Middle Name", and "Last Name". A red box highlights the name fields. Below the fields is a "Fill Out Application" button with a red arrow pointing to it.

- 6) Click on “Name”:



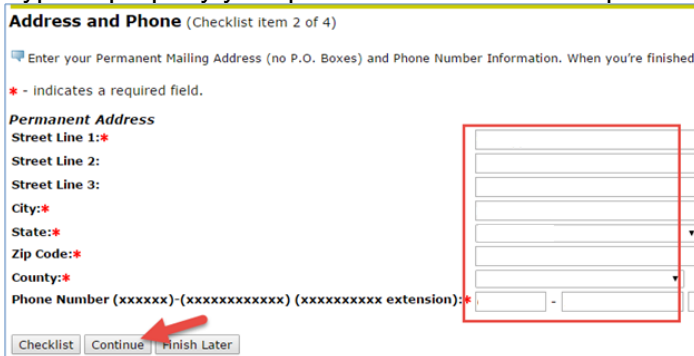
The screenshot shows a progress bar with four steps: "Name", "Personal Information", "Address and Phone", and "High School". The "Name" step is highlighted with a red arrow. Below the progress bar are buttons for "Application is Complete" and "Finish Later".

- 7) Complete the information, do not use all lowercase letters, click “Continue”:



The screenshot shows a form with fields for "Last Name", "First Name", "Middle Name", and "Previous Last Name". Below the fields are buttons for "Checklist", "Continue" (with a red arrow), and "Finish Later".

- 8) Type in properly your permanent address and phone number (no dashes), click “Continue”:



The screenshot shows a form titled "Address and Phone" with fields for "Permanent Address" (Street Line 1, 2, 3, City, State, Zip Code, County) and "Phone Number". A red box highlights the address fields. Below the fields are buttons for "Checklist", "Continue" (with a red arrow), and "Finish Later".

If your address is not working, use the high school's address & notify your teacher to let the Fast Forward Office know so we can update your actual address in our system.

9) Complete the information, if you know your SS# type it in, click “Continue”:

Personal Information (Checklist item 3 of 4)

Enter your Personal Information.

Your personal email is highly recommended for college correspondence.
A Social Security Number is highly recommended when filling out this application.
When you're finished, click continue to navigate to the next section.

* - indicates a required field.

Citizenship:

Email:

Verify e-mail address:

SSN (XXXXXXXXXX):

Gender: ☐ Male ☒ Female

Birth Date: Year (YYYY)

What is your ethnicity?

Ethnic Category: ☐ Hispanic or Latino
☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

10) 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 Name

* - indicates a required field.

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

If School not found:

High School Name:

Graduation Date: Year (YYYY)

Your teacher should have the High School Code. It is a six-digit number located on their master CRN list.

11) Click “Application is Complete”:

☒ Name ☒ Personal Information

☒ Address and Phone ☒ High School

12) 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

- 13) 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

- 14) Type in your SUNY Broome B# (Username) and Pin from step #3 (Password), click “Login”:

Welcome to SUNY Broome Community College Self-Service Banner!

Please enter your Username and Password.

Username:

Password:

Login

Click Here for Help with Login?

If you cannot log in, notify your teacher of your SUNY Broome ID# and have them contact the Fast Forward Office to register you or email fastforward@sunybroome.edu with your name, B# and CRN(s) and we will register you for your course(s).

- 15) 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

- 16) Click “Registration”:

Student

Admissions
Apply for Admission or Review Existing Applications

Registration
View the class schedule, check your registration status, register for classes or add/drop classes.

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.

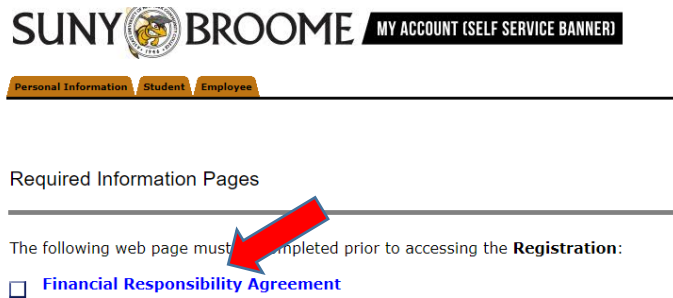
NYS Community College Refund Policy

MyHousing

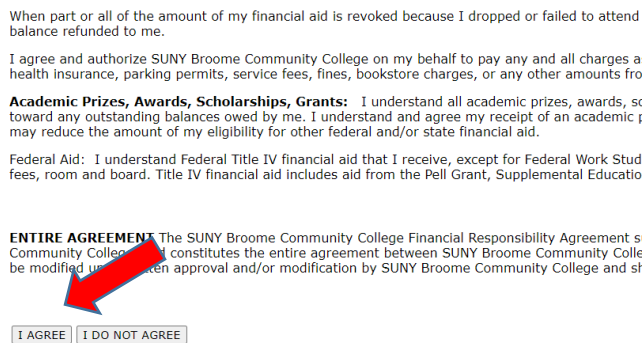
RELEASE: 8.8S

17) Click on “Financial Responsibility Agreement”

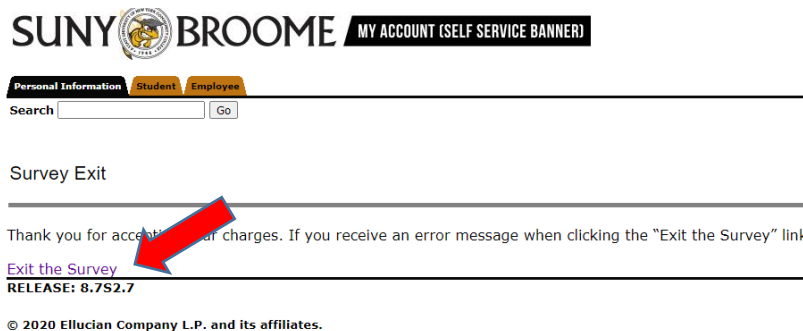
If this page does not appear for you, move to STEP 19 to continue with the registration process.



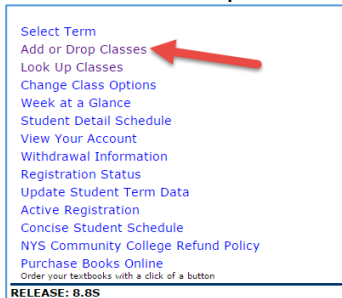
18) Scroll down to the bottom and click on “I AGREE”



19) Click on “Exit the Survey”



20) Click “Add or Drop Classes”:



21) Select current term (Fall Semester 20## or Spring Semester 20##), click "Submit":

Registration Term

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

Select a Term:

22) Type in all Course Reference Numbers (CRNs):

Add Classes Worksheet

CRNs

Your teacher should have the CRN for the course. If you are taking more than one Fast Forward course, you can register for them all at the same time. Just make sure you tell your other teachers.

23) 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											
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.