



FACULTY & STAFF QUICK REFERENCE GUIDE FOR FALL 2015

FALL 2015 dates are AUGUST 31-DECEMBER 17, 2015

- Registration begins on April 8, 2015. Students can view their assigned registration start date directly in Self-Service Banner (SSB). Registration begins at 6:00 am on assigned date and is then continuous.
- Current (in-progress) semester's attempted credit hours DO NOT count toward completed credit hours in determining a student's timeticket assignment.
- All students currently enrolled for spring 2015 are strongly encouraged to complete their registration early to secure their desired schedule but no later than May 8, 2015.
- Students can view holds (if applicable), their assigned registration start date, and search the master schedule directly in Self-Service Banner (SSB). Students are strongly encouraged to resolve their holds prior (at least 2 business days) to their assigned registration start date.
- All undergraduate students are encouraged to register for *at least 15* credit hours to stay on track to graduate in 4 years. Degree seeking students may take up to 19 credit hours in one semester if they have a 2.00 GPA or better.
- Online courses can easily be found by searching directly in Self-Service Banner (SSB) using instructional method or online at <http://registrar.buffalostate.edu/courses>.
- Students are strongly encouraged to meet with an advisor in their major to review the courses they need to take to stay on track to graduate. Department information is available online at <http://suny.buffalostate.edu/departments>.
- A Banner Student Guide for Registration can be found at <http://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/registration/BannerGuide.pdf>.
- There are 103 hybrid sections and 125 online (100% online) sections for fall 2015-data as of 3/19/15.
- The Refund and Financial Liability schedule, by semester, can be found at <http://studentaccounts.buffalostate.edu/refunds-and-financial-liability>.
- The Registration and Deadline Calendar, by semester, is available at <http://registrar.buffalostate.edu/courses>.
- Information about OPEN SUNY is available at <http://open.suny.edu/>.
- Students are encouraged to check DW to be sure they haven't registered for a course that they have already taken or for which they have received transfer credit.
- Students are encouraged to use Schedule Planner for Registration, details at <http://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/registration/collegescheduler.pdf>.
- Students should always print a copy of their schedule when registration is complete or any time they make changes to their schedule. Details information at <http://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/Banner/ViewPrint.pdf>.

03/19/15