Registration start dates begin on Wednesday, April 8, 2015 and are then continuous.

All students who are currently enrolled for the Spring 2015 semester should register for Summer/Fall 2015 on their designated start date from April 8, 2015-April 20, 2015.

Avoid late add fees and last minute angst…..REGISTER on your personal registration start date for the best course selection!! Registration starts at 6:00 am on your assigned date and is then continuous.

Banner PREVIEW started on March 11, 2015. Search for courses directly in Self-Service Banner (SSB), view holds (if applicable), view your assigned advisor, and view your assigned timeticket (date to register-if available).

The summer master schedule is currently available online and the fall master schedule became available online for viewing on March 20, 2015.

Stay on track to graduate in 4 years; register for 15 credit hours each semester.

*GET AHEAD* by taking a summer course. There are 7 session options; 565 sections are being offered with 324-traditional on-campus, 23-hybrid, and 202-online (100% online) sections (data as of 03/20/15).

Consider taking an online course (100% online); 125 sections are being offered for fall (data as of 03/20/15).


Course listings are updated weekly and viewable at [http://registrar.buffalostate.edu/courses](http://registrar.buffalostate.edu/courses) or search directly in Self-Service Banner (SSB).

Deadline Calendars, by semester, are available on the Registrar’s Office website at [http://registrar.buffalostate.edu/courses](http://registrar.buffalostate.edu/courses).

Thinking about taking a course online through OPEN SUNY? Check out important info at [http://open.suny.edu/](http://open.suny.edu/).
TIPS FOR SUCCESSFUL REGISTRATION

1. Obtain advisement prior to registration.
2. View holds in Banner. Attempt to resolve all holds prior to registration so that you are not delayed.
3. Register for 15 credit hours right away. This will help you stay on track to graduate in 4 years, avoid late add fees and paperwork and ensure full-time status for financial aid if applicable.
4. Your current semester’s attempted credit hours do not count toward completed credit hours in determining your timeticket assignment.
5. Once you obtain instructor permission in Banner, you must physically register for the class. The instructor cannot register you nor does the granted override automatically register you for the class.
6. Use the worksheet feature in Banner to add a class that is closed due to capacity but that you have been granted an override for. This is the only way you can register for that class.
7. If you do not attend a class, you are not automatically dropped from the class or roster. You must drop yourself from Banner during the allotted add/drop time or after that time, fill out a withdrawal from course form and submit it by the established deadline.
8. Register on your personal registration start date for the best course selection!!
9. If a course does not offer a waitlist option and is closed due to capacity: you should consider the following options:
   • Search for other sections of the course
   • Search for sections of other courses needed to fulfill your degree requirements
   • Contact the department offering the course (which may not necessarily be the department of your major).
   • Place yourself on a waitlist if that section offers a waitlist option
10. Be sure to select the correct term/semester in Banner when attempting to register.
11. Understand registration add error messages and options on how to resolve; details can be found at http://registrar.buffalostate.edu/registration-add-errors.
12. Print out a copy of your schedule as verification that you have successfully registered and to be sure you haven’t registered for two courses that may meet at the same time or overlap. To view and print your schedule in Banner, follow these steps
13. Reconfirm your actual schedule in Banner prior to the start of the semester.
14. Activate & check your Gmail regularly for notification of a cancelled class or a change made to your schedule administratively. Detailed information at http://cts.buffalostate.edu/student-gmail.
TOP 10 REASONS BACCALAUREATE DEGREE CANDIDATES DO NOT GRADUATE:

(Based on Graduate Applications during the 08/2013 through 05/2014 Academic Year)

1. Missing a course required in the Major. All students must complete all required courses in their major. You should be meeting with your advisor at least once a semester.

2. Fewer than 120 hours completed. 120 hours is the minimum required for a degree. Some majors require more.

3. Had an I, N, or X grade on Academic Record. All coursework must be completed no later than the date of graduation.
   - I = Incomplete - Must be completed by ten weeks into the first Spring or Fall semester after the “I” was earned or it converts to an “E.” Complete the contract you signed with your instructor.
   - N = Grade delayed – Contact your instructor.
   - X = Grade NOT submitted – See your instructor.

4. Lacking a GE2K OR IF “core” requirement. Appropriate GE2K/IF courses are listed in the college catalog.

5. Lacking a writing intensive course. To fulfill the writing intensive requirement, the section of the course you register for must have a “W’ designation as part of the course number (example: ENG300W).

6. Foreign Language Requirement has not been satisfied. All students are required to complete a 102 course or two years (units) of one foreign language in high school. If you are a transfer student with high school foreign language credits, request that your high school transcript be sent to the “Admissions Office, ATTN: Foreign Language Review.

7. Major average is below a 2.00. Courses in your major must average a 2.0 or higher.

8. Lacking in the upper division requirement. Students must have 33 credits of upper division course work (Upper division = 300 and 400 level courses and foreign language 201, 202, and 210).

9. Lacking the Civilization requirement. You must have 3 credits from each area of American History, Western Civilization and Non-Western Civilization. Appropriate course listing are listed in the college catalog.

10. Buffalo State overall average below a 2.00.
HELPFUL WEBSITE ADDRESSES

Academic Calendar
http://suny.buffalostate.edu/academic-calendar

Academic Departments
http://suny.buffalostate.edu/departments

Advisement, Policies, Support
http://academicsupport.buffalostate.edu/academic-advisement-center

BANNER
http://bscbanner.buffalostate.edu/

Buffalo State
http://suny.buffalostate.edu/

Campus Maps including parking maps and information
http://suny.buffalostate.edu/campus#maps

Course Listings
http://registrar.buffalostate.edu/courses

Deadline Calendar by semester; Fall, January, Spring, and Summer
http://registrar.buffalostate.edu/courses

Degree Works
http://registrar.buffalostate.edu/degree-works

Graduate Catalog
http://catalog.buffalostate.edu/graduate/

Refund & Liability Schedule
http://studentaccounts.buffalostate.edu/refunds-and-financial-liability

Undergraduate Catalog
http://catalog.buffalostate.edu/undergraduate/

Veterans and Military Services
http://continuingstudies.buffalostate.edu/veteran-and-military-services