

# BUFFALO STATE

State University of New York  
Registrar's Office  
1300 Elmwood Avenue, Moot Hall 210  
Buffalo, NY 14222  
716.878.4811

*SPRING 2023*

*SUNY*  
*UG & GRAD CROSS REGISTRATION*  
*&*  
*WESTERN NEW YORK*  
*UG CROSS REGISTRATION CONSORTIUM*  
  
*INFORMATION*  
  
*FOR STUDENTS COMING TO*  
  
*BUFFALO STATE*

**REGISTRATION PROCEDURES FOR STUDENTS CROSS REGISTERING TO BUFFALO  
STATE IN **SPRING 2023**.**

**Both SUNY electronic forms & WNY Consortium paper forms are due to Buffalo State on Friday, January 20, 2023; there are no exceptions.**

**Cross Registration for all incoming students begins at 6:00 am on Friday, January 27, 2023.  
Classes begin on Monday, January 30, 2023.**

1. Both SUNY electronic forms and WNY Consortium paper forms are due to the Registrar's Office at Buffalo State, Moot Hall 210 by 5:00pm Friday, January 20, 2023. **Forms/electronic submission will not be accepted after Friday, January 20, 2023, there are no exceptions.**
2. If you are coming to BS from another SUNY college, you can take unlimited credit hours here. If you are coming to BS from a private college, you can take ONE course here, not to exceed 4 credit hours.
3. **Do not file an application for non-degree status.** If you do, your cross registration will be invalid and you will be liable for charges.
4. All inquiries about SUNY cross-registration should be directed to [crossregistration@buffalostate.edu](mailto:crossregistration@buffalostate.edu).
5. All inquiries about the WNY Consortium cross-registration should be directed to [REGOFC@buffalostate.edu](mailto:REGOFC@buffalostate.edu).

**REGISTRATION PROCEDURES**

BUFFALO STATE STUDENT Gmail ACCOUNT: You MUST know how to use your Buffalo State student Gmail account because important information will be sent to this account. You are responsible for checking your Student Gmail account regularly for notices regarding registration.

See <https://suny.buffalostate.edu/students> for information on all campus accounts for students (campus network, Banner, student Gmail, BLACKBOARD, and Degree Works).

**It is strongly suggested that you check your Buffalo State student Gmail weekly.**

***REGISTRATION INSTRUCTIONS***

**Banner Self-Service (SSB) Log-In Page at**

**<http://bscbanner.buffalostate.edu/> or  
[https://banner.buffalostate.edu/pls/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://banner.buffalostate.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage)**

1. You may register online via Banner beginning at 6:00am on Friday, January 27, 2023.
2. Use any computer with Internet access.
3. From the BS homepage, click on **BANNER** or access directly using the above address.
4. Follow directions to login.
5. Your registration timeticket is in Banner. Registration begins at 6:00am on your assigned day.
  - Log in to Banner.
  - Choose **Student and Financial Aid**.
  - Choose **Registration**.
  - Choose **Registration Status**.

6. To enroll in a class when you know the four digit Course Reference Number or CRN choose **Add and Drop Classes**.
7. If the course is full you will receive the registration add error message “closed section.” Click on the registration add error link for further directions.
8. Courses may offer a waitlist option; check the section and if a waitlist option is available, you can place yourself on the waitlist. If not, look for other open sections in the same course or other courses that fulfill your academic requirements. Additional information on waitlists can be found on the Registrar’s Office website at <http://registrar.buffalostate.edu/registration#waitlisting>.
9. If special permission/instructor approval is required, the registration add error message “instructor permission required” will appear. Click on the registration add error link for further directions.
10. If you do not know the four digit CRN, choose **Search for Classes**.
11. When you use the search option, open courses will appear with a check box enabling you to select that section. If a C appears in place of the check box, the course is closed.
12. Once you have made your choice, choose **Submit** changes.
13. Registration add error messages and further directions can be found at:  
<http://registrar.buffalostate.edu/registration-add-errors>.
14. Use the Student Detail Class Schedule to see detailed information on the classes you are registered for in a printable format.
  - Choose **Student Detail Schedule**.
  - Choose the printer friendly version if desired (choose Submit).
  - Choose to Print from your Internet browser.
  - Keep your printed copy as proof of registration.

A comprehensive listing of all SUNY colleges is available at  
<http://www.suny.edu/attend/visit-us/complete-campus-list/>.

THE FOLLOWING PRIVATE INSTITUTIONS PARTICIPATE IN THE WESTERN NEW YORK CROSS REGISTRATION PROGRAM:

Canisius College  
Daemen College  
D’Youville College  
Hilbert College  
Houghton College-Main Campus  
Jamestown Community College  
Medaille College  
Niagara University  
St. Bonaventure University  
Trocaire College  
Villa Maria College

Detailed information about each college and specific deadlines can be found on the Western New York Consortium of Registrar’s Cross Registration Calendar at  
<http://www.daemen.edu/admissions/registrar/cross-registration-procedures/calendar>.