AUDITING a Class at Buffalo State

All auditors must be admitted to the college and complete all immunization requirements before they are registered in Banner. No registration will be permitted after the established deadlines in the Academic Calendar.

Action Items Listed Below, 1-5, start with item #1.

#1: You will need to file a non-matric/non-degree application with Admissions to be admitted to the college if you haven't already done so. You only do this once, then once your application process is completed, you will receive a Banner ID, referred to as a BID, that you will use each semester.

https://connect.buffalostate.edu/register/audit

#2: You will need to work with our Weigel Health Center on immunization requirements as applicable. Immunization must be completed before registration can take place.

https://weigel.buffalostate.edu/

#3: Use this link to search our master schedule from the Registrar' Office website

https://registrar.buffalostate.edu/course-offerings

Search for Classes, no sign-in required, live seat availability

https://banner.buffalostate.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search

#4: This is the form used to audit a class; go to the Auditing Courses (PDF) form on the Registrar's Office Forms and Services for Students page, the most updated version will be there with a date. Make a copy of this form once you have obtained all the required signatures. Turn in the completed form, with all the required signatures, to the Registrar's Office to be registered in Banner as an auditor. This form is required to be registered. You will not have access to Brightspace until you are officially registered in Banner. Do not turn in a form that does not contain the course, CRN, and all required signatures, it will be returned to you.

https://registrar.buffalostate.edu/forms-and-services

#5: Obtain a parking permit from the Parking Services Office, you must be registered; Your registration will be entered on the Friday before the semester starts (that's the earliest an auditor can be registered, even with all required signatures/approvals). Parking Services requires a copy of the signed Official Permission to Audit a Course Form or a copy of the

Admissions acceptance letter. You can show proof of either one of these electronically or physically. There is a charge for a parking permit.

https://parkingservices.buffalostate.edu/

General Information

Auditing Classes

https://registrar.buffalostate.edu/auditing-courses

Campus Map

https://suny.buffalostate.edu/sites/default/files/2020-02/campusmap.pdf

Academic Calendar

https://suny.buffalostate.edu/academic-calendar

Buffalo State University website

https://suny.buffalostate.edu/

- Accessing **Brightspace** for the online learning component
- Student email
- IT Help Desk (716) 878-HELP (4357)

https://suny.buffalostate.edu/students

Registrar's Office

General Email	REGOFC@buffalostate.edu
Phone	716 878 4811
Fax	716 878 3419

Any questions, please contact the Registrar's Office.

Registrar's Office

Moot Hall 210

https://registrar.buffalostate.edu/

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