What is Banner?

Banner is an integrated student information system which will eventually include online admissions, financial aid, records, student accounts, advising, housing, disability services, and more. Banner will become the principle database for the college.

How do I access Banner?

You can access Banner by using a link (Banner logo) which is be posted on the Banner website http://www.buffalostate.edu/banner.

What do I need on my home computer to use Banner?

- High speed Internet connection is recommended (cable, DSL) but not required.
- Supported browser are:
- Internet Explorer 6.x & 7.x
- Netscape 7.0x
- Mozilla 1.7/Firefox 1.0
- Safari 1.2 Sun plug-in 1.4.2.

Note: Windows Vista is not supported with Banner at this time

What is my Banner username and PIN?

To look up your Banner ID, go to the Banner page and click on the lookup link on the right.

Your initial Banner PIN (or password) will be your date of birth in the MMDDYY format. You will be prompted to change your initial PIN when you log in.

To reset your Banner PIN, login to Banner, click on Personal Information, then select Change your PIN. Limit your new PIN to six (6) alpha numeric characters.

Click here to view a video tutorial.

Why am I receiving a break-in error?

In Banner, you cannot be logged in to multiple sessions. For example, if you login to Banner in two separate windows at the same time, the system will log you out with the following message: "A break in attempt has been detected! Please login again.".

This is a security measure to prevent any unauthorized use of your Banner account. Always remember to click on "Exit" to properly log out of Banner.

When can I begin registering in Banner?

Your registration start date is listed in Banner:

- Choose Student and Financial Aid.
- Choose Registration.
- Choose Registration Status.
- Select the Term (if prompted to) and Submit.

You can begin registering at 6:00 a.m. on your start date.

Is Banner easy to use? Will I need training?

The Banner system is very intuitive. If you need help with Banner, please use this website for online help.

Searching for Courses Field Terminology

Subject	Area of study
Course Number	The number following our three letter code for a course: i.e. HIS116, the course number is 116.
Title	The official title of the course. If you search by title, you can enter any part of the title for it to display upon the search.
Credit Range	You can search for courses that match credit criteria.
Course Level	i.e. Undergraduate, graduate etc.
Attribute Type	i.e. GE2KA, GE2KB etc. qualifying courses.

Note: You will not be able to search on CRN on most self service screens.

Where can I get help with Banner?

There are several resources available to students:

- Banner Web site: http://www.buffalostate.edu/banner
- Logon Help - Call the Computing Help Desk at 878-4357 or send email to CHD@buffalostate.edu.
- Banner has a built in help feature that you can access by clicking Help in the upper right had corner of a Banner page.
- Registrar's office, Moot Hall, 878-4811.

Will Banner term default to current term or does one always have to select term?

You always have to select a term from the List of Values (LOV), but the most recent term will be displayed at the top of the list.

Will Banner have downtime?

No. Banner will be available 24/7, except for scheduled maintenance (which will be communicated)

Are there waitlists in Banner?

Yes, a limited number of sections will offer a waitlist option for Spring 2013. Detailed waitlist information available on the Banner homepage . For more information, go to the Waitlisting in Banner tutorial.

What if students want to register for two courses that are at the same time since they may not know which one they want to keep?

Banner does not prevent a student from enrolling in courses with a time conflict. It is the student's responsibility to find course sections that have no time conflict.

Banner will not allow a student to enroll in two different sections of the same course.

Can more than one restriction be assigned to the same section?

Initially, we will be able to add restrictions for Major, Class (freshman, senior, etc) and Level (Graduate or Undergraduate) as well as Instructor Permission. Any combination of these can be applied to a section.

After receiving an instructor's permission or override, does a student still have to go back and register?

Yes. The instructor will need to contact the student to let him/her know that the permission has been granted. Alternatively, instructors can grant permission for students they know will be allowed into the class prior to the start of registration. Those students will not receive error messages when they attempt to enroll in the course. Students can check their override status in the Registration Status link in Banner.

Is the student responsible for taking care of ALL registration errors?

Yes.

What is a Registration Add Error, and what can I do about it?

The following are the possible Registration Add Error restrictions you may encounter:

1. Duplicate CRN (If you enter the same CRN twice)
2. Special Approval
3. Level restriction
4. College Restriction
5. Degree Restriction
6. Program Restriction
7. Major Restriction
8. Campus Restriction
9. Class Restriction
10. RPT Hrs Exceed Restriction
11. Closed Section
12. Time Conflict

13. Prerequisite Error
14. Coreq ***** REQ
15. Link Error
16. Duplicate Course or Equivalent
17. Max Hrs Exceeded

If you receive a Registration Add error and feel you want to pursue registering for the course, contact the instructor or department offering the course for further information
http://www.buffalostate.edu/departments.xml

How do I get "Permission of the Instructor" or an override?

Registration overrides may be granted upon your request to the instructor of a course. If you receive a Registration Add error and feel you want to pursue registering for the course, contact the instructor or department offering the course for further information.

How do I find instructor's contact information?

1. Login to Banner
2. Select Student and Financial Aid and then Registration
3. Select Search for Classes; select a term
4. On the Look Up Classes page, enter class search parameters
5. On the search results page, find a course for which you want to register. The instructor's name should be posted in the table. You can use the Buffalo State Faculty and Staff Directory to find the instructor's contact information.

If you are using your home computer with an e-mail program (Outlook, Thunderbird, etc.) configured to send and receive messages, you can e-mail the instructor using the e-mail function in Banner.

1. On the class search results page, find a course for which you want to register and click on the CRN link
2. On the next page, scroll down to Scheduled Meeting Times. The instructor's name and email should be posted there.

3. Click on the e-mail logo   . It should start up your e-mail program.

Where do I find registration override information in Banner?

To check to see if your override has been granted, check in the Registration Status area. Remember, if you are granted an override, you still need to go back and register for the course.

Where do I find holds on my record?

Access the Registration Status area to view any holds on your account.

How do I withdraw from a course?

Student makes entry directly in Banner. Go to Add or Drop Classes link, click on LOV (list of values) menu under Action heading for the CRN you want to withdrawal from and select Student Course Withdrawal. Be sure to click on SUBMIT CHANGES to save your entry.

When does withdrawal from course begin?

The day after the add/drop deadline. Deadlines are posted on the Registrar's Office website at http://www.buffalostate.edu/registrar/x741.xml.

What is the deadline for withdrawal from course?

The end of the 10th week of classes of the semester or after two-thirds of a summer session or intersemester. Deadlines are posted on the Registrar's Office website at http://www.buffalostate.edu/registrar/x741.xml.

There is no drop down box under the Action heading?

This means that you cannot withdrawal from a course at this time; either the process has not started yet or the deadline has passed.

Can I withdraw from every course that I am registered for?

Yes. The Undergraduate Application for Leave of Absence/Withdrawal from College form can be obtained in the Academic Advisement Office, South Wing 110, (716) 878-5336, or in the student's academic department office. Students in a major should begin the application process by conferring with their department chair. Undeclared students should meet with the coordinator of the Academic Advisement Office. Refunds of tuition, if applicable, will be made on a prorated base as outline for that semester. Financial aid recipients who withdrawal may owe a refund of aid they received for the semester. For additional information about financial aid, refer to the financial aid section of the undergraduate catalog or online at http://www.buffalostate.edu/finanacialaid .

Can I withdraw from a course after the deadline?

Student must submit a petition to the Academic Standards Office.

What if I mistakenly withdrew from the wrong course?

Once the entry is submitted & saved, it cannot be changed. If this is an error that needs to be corrected, you must submit a petition to the Academic Standards Office.

How do I know if my entry was successful?

Check your schedule in Banner. Under the Status heading for the CRN you withdrew from, the following statement will appear: "Student Course Withdrawal on" and the date the entry was made will appear.

Is 'Drop' the same as 'Withdraw'?

No, when you drop a course, it is deleted from your schedule and does not appear on your transcript. When you withdrawal from a course, it remains on your schedule with a status of student course withdrawal and a W appears on your transcript but does not count in credit hours or GPA.

Does withdrawing from a course affect my financial aid?

Withdrawal from course may affect eligibility for financial aid in the current and in future semesters. For additional information about financial aid eligibility, refer to the financial aid section of the undergraduate or graduate catalog or online at http://www.buffalostate.edu/financialaid.

Do I get a refund if I withdrew from a course?

Students withdrawing from some coursework may be eligible for a refund in accordance with the college refund schedule, which is posted each term online at http://www.buffalostate.edu/studentaccounts. Beyond the end of the refund schedule's time limit, full charges are assessed. Student-teaching courses have different deadlines. Students should check with their departments.

Where do I find more information related to withdrawal from a course?

Online at http://www.buffalostate.edu/registrar/x741.xml.