BUFFALO STATE

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

SPRING 2027

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 2027.

Both SUNY electronic forms & WNY Consortium paper forms are due to Buffalo State on Friday, January 15, 2027; there are no exceptions.

Cross Registration for all incoming students begins at 6:00 am on Friday, January 22, 2027.
Classes begin on Monday, January 25, 2027.

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 15, 2027. **Forms/electronic submission will not be accepted after Friday, January 15, 2027, 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.

5. All inquiries about the WNY Consortium cross-registration should be directed to REGOFC@buffalostate.edu.

REGISTRATION PROCEDURES

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

See https://suny.buffalostate.edu/students for information on all campus accounts for students (campus network, Banner, student Outlook email, Brightspace, and Degree Works).

It is strongly suggested that you check your Buffalo State student Outlook email 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

1. You may register online via Banner beginning at 6:00am on Friday, January 22, 2027.

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:

Buffalo State University
Canisius University
Daemen University
D'Youville University
Hilbert College
Jamestown Community 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 https://www.daemen.edu/admissions/transfer-admissions/articulation-22-agreements/registrar/cross-registration-procedures.