How To Register Online:

**Note:** *Students may register online if they are currently enrolled and are eligible to take, or have already completed, ENG 101 when registration begins.*

1. Log into the SUNY Orange web page: www.sunyorange.edu
2. Click on “MYSUNYORANGE”
3. Click on “Log in here” under the Banner Self-Service column
4. Enter your User ID number (located on your student ID card) and password. Click “Login.” If you have difficulty logging in contact the Help Desk at 341-4749
5. Click on “Student and Financial Aid”
6. Click on “Registration”

**To Register for Courses:**

**Note:** All holds must be cleared to register for classes.

7. Click on “Register, Add or Drop Classes” and Select a Term and “Submit.” Enter your Alternate Pin Number and click on “Submit.”
8. If you know the Course Reference Number (CRN) of the courses you would like to register for, enter them in the boxes on the Add Classes Worksheet and click on “Submit Changes.” **OR**

If you don’t know the Course Reference Number (CRN) of the courses you would like to register for, click on “Class Search.” Select the Subject and Course Number (and any other criteria you would like to narrow your search) and click on “Class Search” again. Click on the “Select” box on the left-hand side of the page next to the desired class (“C” indicates the class is closed) and click on “Register.” You will repeat this process for each class you would like to take.

**Note:** Registration Errors can occur when there is a time conflict in two or more classes selected, when a pre-requisite for the course has not been met, when a class is restricted to specific majors, when there is a specific lab linked to the class, etc.

**To Drop a Class:**

9. If you would like to drop a class, click on the box under the column “Action,” highlight “Web Drop” and “Submit Changes.”

**To Complete the Registration Process:**

10. Your Status should indicate “Web Registered” next to each class you would like to take.
11. When you have selected all of the courses you need for the term, click on “Registration Fee Assessment” (located at the bottom of the page) to view your account balance. You are billed at the non-resident tuition rate and must submit a notarized residence application or pay the balance due. Students should see the Bursar’s Office regarding due dates and payment options.
12. At the bottom of the “Registration Fee Assessment” page, click on “Student Detail Schedule,” select “Submit” (upper right-hand side of the page) and proceed to print out a copy of your schedule.

**Where to Get Help:**

*Technical Support:* If you experience technical difficulties or problems with your log in, contact the Helpdesk: Monday-Friday 7AM-9PM 341-4749 or 341-4735 email: Helpdesk@sunyorange.edu

*Course Selection:* If you need additional assistance choosing courses, return to see your Assigned Advisor or visit the Academic Advising Office.

*Middletown:* Academic Advising Office, 3rd floor Shepard Student Center 341-4070

*Newburgh:* Student Services Central, 1st floor Kaplan Hall 341-9502

Academic Advising 2/2013