SUNY Orange Advising and Counseling Center

SPRING/SUMMER 2013 Advising and Online Registration Worksheet

Student_________________________Program________________ID#_________________

Advisor_________________________Phone #________________Email_________________

Spring PIN______________  Summer PIN______________

11/5  Spring 2013 registration begins for students who have completed 30+ credits and those in a Health Professions or Exercise Studies Major.

11/6  Spring 2013 registration begins for currently enrolled students with 15+ credits.

11/7  Spring 2013 registration begins for all currently enrolled and readmitted students.

• Holds must be cleared to register for classes.
• Students may register themselves from any computer on campus or at home.
• PINs should be kept in a secure location and may be used to make schedule changes until 4:30PM on the Friday before spring classes begin (1/11).
• Financial aid recipients must register for classes that apply toward their degree program.
• Payment for spring is due by 1/7 and payment for summer is due by 5/6.
• A $50 deposit is required from all students upon registration; refer to the Bursar home page for the course deletion schedule.

Recommended Courses:       Alternate Courses:

1.                                      1.                                      
2.                                      2.                                      
3.                                      3.                                      
4.                                      4.                                      
5.                                      5.                                      

Notes:__________________________________________________________________________

Student Responsibility

• You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Refer to the Online College Catalog (College main page/Academics/College Catalog/Academic Degrees and Programs) for program requirements.
• Make sure you consult an Academic Advisor if you have questions.
• Use the Degree Evaluation report available in Banner to keep track of your degree requirements. This tool must be used along with your program sheet located in the Online College Catalog. For information on how to use Banner or this tool go to the Advising & Counseling page/Advising Resources: http://www.sunyorange.edu/advising/resources/ssb.shtml#Q4
• You are financially responsible for any courses you are registered for and assume financial liability for the selected courses if you do not withdraw prior to the start of the semester. Any financial aid and payment questions should be cleared up by the Financial Aid and/or Bursar’s Office before the semester begins.
To Begin the Online Registration Process:
Note: After 20 minutes of inactivity, you will be logged out of Banner and required to start the process again.

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 (Summer or Spring 2013) 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, 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 Advising and Counseling Center.
Middletown: Advising and Counseling Center, 3rd floor Shepard Student Center 341-4070
Newburgh: Student Services Central, 1st floor Kaplan Hall 341-9502

Academic Advising 10/2012