

Banner Web Registration Instructions

To be eligible to register online for Spring 2009, you must be enrolled for Fall 2008, clear any Holds on your record, and have met the following criteria by the end of Spring 2009:

1. GPA of 2.0 or higher
2. Earned 12 or more credits
3. Completed any required developmental Reading and/or Writing courses

If you **do not** currently meet the above criteria, you will meet with an academic advisor who will assist you in completing your Registration Card. You will then bring your approved Registration Card to Records and Registration (3rd floor Shepard Student Center at the Middletown Campus or 1st floor at the Newburgh Extension Center) to complete the registration process.

If you **do** meet the above criteria, you will:

1. Meet with an academic advisor to discuss your course selection.
2. The advisor will complete an Advising and Online Registration Worksheet and provide you with Alternate Pin #.
3. This Alternate Pin # will allow you to register for classes online for Spring 2009. **Keep this number in a secure location in case you wish to make changes to your schedule at a later date.**

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.

4. Log into the SUNY Orange web page: www.sunyorange.edu
5. Click on "MYSUNYORANGE"
6. Click on "Log in here" under the Banner Self-Service column
7. Enter your User ID number (located on your student ID card) and Pin #. Click "Login." If you have difficulties logging in contact the Help Desk at 341-4749.
8. Click on "Student and Financial Aid"
9. Click on "Registration"

To Register for Courses:

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

10. Click on "Add or Drop Classes" and Select a Term (Spring 2009) and "Submit." Enter your Alternate Pin Number and click on "Submit."

11. 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." Enter 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:

12. 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:

13. Your Status should indicate "Web Registered" next to each class you would like to take

14. 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 who register during the priority registration period must make payment by

January 5. (See ["Payment Options" on the Bursar homepage](#)).

15. 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.

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. Make sure you consult the College Catalog and your advisor if you have questions.

You are also financially responsible for any courses you are registered for and assume financial liability for the selected courses if they are not cancelled or if you do not withdraw prior to the start of the semester. Financial aid recipients must be enrolled in courses that meet their degree requirements. Any financial aid and payment questions should be cleared up before the semester begins.

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

Academic Advising/ Online Registration

Follow link to [Banner Help](#).

Note: To protect your privacy, please close your browser when finished.