

How to Register Online?

Check the video “Who Can Register Online?” on the Student Services/Resources tab to determine if you have a PIN number. Click on MySUNYOrange and login. Click the Student Academics tab and in the Registration box on the lower right-hand side of the page, click on Register for Classes. Select the appropriate term and click submit. Enter your PIN number and click submit again. Note: If this page appears, you are required to check off one of the options under Payment Selection. Select the appropriate option and click submit. This is the Registration page and it provides information about your \$50 tuition deposit payment deadline dates. Remember this deposit counts toward tuition and will be used to hold your classes. You also can find information about the different payment options available to pay for your tuition. You are strongly encouraged to create a final draft of your class schedule beforehand and register in one sitting as Banner will not save your course selection unless you submit it. Enter the Course Reference Number (CRN) of the courses you would like to register for in the boxes on the Add Classes Worksheet. Click Submit Changes. If you don't know the Course Reference Number (CRN) of the courses you would like to register for, click on Class Search and click on Advanced Search. Select the Subject and Course Number (and any other criteria you would like to narrow your search) and click on Section Search. Click on the Select box on the left-hand side of the page next to

the desired class, ("C" indicates the class is closed). When registering for a class with a lab, for example, a Natural Science class like BIO 110, you must register for the class and the lab unless it is a section that combines both. So, you will select the class and then select the lab, scroll down, and click on "Register." Repeat this process for each course you would like to take. If you receive a registration error, it may be due to one of several reasons: 1. There might be a time conflict between the courses you selected, 2. The course might require a prerequisite that you have not yet taken, 3. The course might be restricted to a specific major or 4. There might be a lab linked to the course you are trying to register for. Your status should indicate Web Registered next to each class you would like to take.