Online Registration with Banner Web
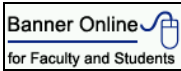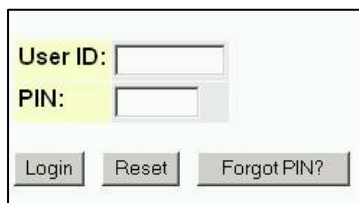
1.   To log into Banner Online go to the SUNY ULSTER Web Site www.sunyulster.edu.

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2.   Click on the [Banner Online for Faculty and Students] link in the lower left corner of the main SUNY Ulster Page.

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3.   Enter your User ID and PIN into the appropriate fields and click the Login button.

User ID: [ ] PIN: [ ] [Login] [Reset] [Forgot PIN?]	If you do not know your user name or password: **First time Users:** Your PIN is your birthdate (MMDDYY) **Returning Users:** If you have forgotten your PIN enter your User ID and click the 'Forgot PIN?' button.

FIRST TIME Banner Web Users

The PIN provided by the school will be automatically expired the first time you log into Banner Web. Please create a new PIN upon first Login to the system!

The first time you login, you will be asked to create a login verification security question and answer.

Enter Question: [   ]
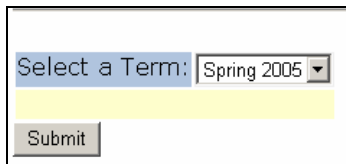Answer: [   ]

[Submit]

Fill in the fields and click on the submit button. (re: What is my mother's maiden name?   Smith)

4.   Click on the | Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid | section.

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5.   Click on the | Registration
Check your registration status, class schedule and add or drop classes | link.
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6.   Click on the Register for Classes link.

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Select a term from the pull down menu and click the Submit Term button
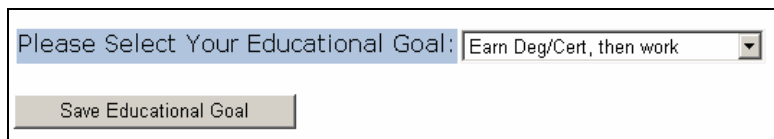
Select a Term: Spring 2005

Submit

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9.   If you have not yet registered for a class, the next TWO screens require confirmation of the accuracy of the personal contact information including ADDRESS and E-MAIL.

If Address information is incorrect please contact the registrar's office immediately to update your personal information.

Click [Confirm Address(es) and Phone(s)] at the bottom of the screen.
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10.   Select and Save an educational goal * *All students are required by* SUNY *to choose an "educational goal" for the term.*

Please Select Your Educational Goal: Earn Deg/Cert, then work

Save Educational Goal

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> ⊗ You may not add or drop classes due to holds on your record

Holds will appear on the screen immediately so that you do not waste time choosing classes. Click "view holds" at the bottom of the screen to see which office instituted the hold and contact the appropriate office to remove the hold.

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11. Enter the Advisement PIN in the Alternate PIN field:

Alternate PIN: [   ]   Click Submit

[Submit]

Add Classes Worksheet

CRNs

[   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]

[Submit Changes]   [Class Search]   [Reset]

☆   From the above worksheet you have several options to proceed: ☆

1. Enter the CRN directly into the CRN field and click the
    [Submit Changes] button.   ⇐

2. Click [Class Search] button and perform a detailed search of all available classes. * Note: at least one subject must be chosen even if your main concern is time of day. Multiple subjects can be chosen by depressing the Ctrl button on your keyboard while selecting multiple subjects with your mouse.

    Make you selection from the list presented by checking the box to the left of the course:

Communications						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
☑	80481	COM	101	01	M	3.000	Intro to Journalism

Scroll to the bottom of the page and click either "Register" or "Add to Worksheet"

| Register | Add to WorkSheet | Class Search |
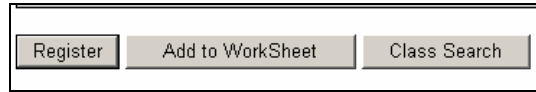
CONFLICTS: If there are any class size, pre-req/co-req, or time conflicts, a MESSAGE will appear across the "worksheet.

The reset button can be used to clear your worksheet if you would like to start over.

LABS: When registering for classes with a lab component, an error message: "L1 required" will appear. Click the back button, and enter the lab, resubmit the class.

DROP REGISTERED CLASS: Click the Drop / Restore drop down menu and click the Web Drop option and click the | Submit Changes | button:

Current Schedule
Drop/Restore
None
None
Web Drop Course 100% Refund
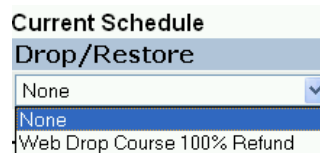
12.	After submitting a complete schedule, click the
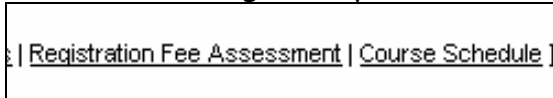
| Registration Fee Assessment | Course Schedule] link at the bottom of the screen.

This will provide you with the ability to print a schedule or, later in the semester, paying your bill online.

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When you have completed your Registration Exit the system:

RETURN TO MENU | SITE MAP | HELP | EXIT