

STATE UNIVERSITY OF NEW YORK PLATTSBURGH

COURSE REGISTRATION OPTIONS FALL 2018

>> **MAIN CAMPUS** (See back page for the Queensbury Campus/HVCC Site)

- Course advisement for online registration begins Friday, May 25, 2018
- Online course registration begins Friday, June 22, at 10 a.m.
- Classes begin Monday, August 27, 2018

YOUR MYPLATTSBURGH ACCOUNT

Access SUNY Plattsburgh's registration forms through your MyPlattsburgh account. MyPlattsburgh also provides you with online access to your academic financial records.

DEGREE WORKS AUDIT

Your **Degree Works audit** will assist you in registering. The Degree Works audit outlines your degree requirements and shows where your previously earned college credits have been placed. Use this report in conjunction with the College Catalog to keep track of coursework and requirements toward degree completion. Questions regarding Degree Works audit may be directed to the Admissions Office at admissions@plattsburgh.edu

REGISTRATION PROCESS

ATTEND A TRANSFER ORIENTATION SESSION (Recommended Option):

- Your invitation to Summer Orientation for transfer students will arrive in late May. Sessions are scheduled for July 23 and July 24. You may attend either session.
- If you can't make one of these dates, an alternative advisement and registration session will be held on August 26.

HOW TO REGISTER FOR COURSES - follow these steps:

1. Contact department chairperson for advisement* on or after May 25 (see enclosed list for contact information)
*advisement is required for registration.
2. Receive registration (PIN) code *from your department chairperson (*PIN is required for registration)
3. On or after June 22 at 10 a.m., proceed to myplattsburgh.edu (must first complete Step 2).
4. Click on "Login to MyPlattsburgh." On the login page, enter your NetID and password.
 - NetID = Your NetID is a combination of the first letter of your first name and the first four letters of your last name with three numbers afterwards. If you do not know your NetID, follow the link to find it.
 - Password = There is no default password. Instead, you must follow the links on myplattsburgh.edu to set your password.
5. Once logged in, click on "Students" tab.
6. Under the "Registrar" section of the page, click on "Lookup Courses to Add."
7. On the Select Term page, select "Fall 2018" and click submit.
8. Click on "Advanced Course Search (Fall 2018)."
9. Enter your Registration Code Verification -- this is the code you received from your department, needed only for your first registration entry of a session.
10. The advanced search page allows you to search for courses by a number of fields, including: Subject Area, Course Number, Date/Time Offered, Course Location, and Attribute Type (General Education).
Please Note: See back page for a list of possible "Registration Error Messages" and their descriptions.
 - Once you select the option you want, click "Section Search" at the bottom of the page.
 - Click in the box next to desired course(s), the scroll to end of page and click on "Register".
 - The letter "C" next to a course means the course is closed.
 - Location (Campus) select Main Campus or Moodle (Web) for courses available to main campus students.
11. Review the schedule.
 - Click "Student Detail Schedule" at the bottom of the coursework lookup page to see course titles, number of credits, instructor, location, etc.

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PLEASE NOTE: Registration is not available during freshman orientation session registration periods (July 8-9, July 10-11, July 12-13, July 15-16, July 17-18, July 19-20).

>> SUNY PLATTSBURGH AT QUEENSBURY / EXTENSION SITE AT HUDSON VALLEY (TROY, NY)

- **Classes begin Monday, August 27, 2018**

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REGISTERING

If you have been accepted to degree programs offered at SUNY Plattsburgh at Queensbury or the Criminal Justice program at Hudson Valley, you should contact the Queensbury Campus to register for a new student orientation session. Orientation dates are scheduled for April 26, June 13, July 17, and August 22. The Queensbury Campus can be reached by calling 518-792-5425.

>> QUESTIONS OR CONCERNS ABOUT REGISTRATION?

If you have transfer questions or experience registration difficulties that your department chair cannot resolve, please feel free to contact the Admissions Office at 518-564-2040 or email admissions@plattsburgh.edu. For academic advisement questions, email advise@plattsburgh.edu or call 518-564-2080. For registration questions, e-mail registrar@plattsburgh.edu or call 518-564-2100. Queensbury Campus students should first call the Queensbury Campus at 518-792-5425.

REGISTRATION ERROR MESSAGES

- **Approval Required:** Student must obtain permission to register from the chairperson or coordinator of special program.
- **Campus Restriction:** You may be restricted from courses at the campus you are not attending.
- **Class Level Restriction:** Only students at a specific class level are allowed to register (e.g., freshman, sophomores, juniors, seniors, and graduate students). The class level restriction is defined in the prerequisites for each course. Click on the course link on Banner Web to view the course description and prerequisite requirements.
- **Closed Course:** Course enrollment is at maximum capacity.
- **Corequisite:** If a course has a corequisite, the courses must be added simultaneously in Banner to permit registration (e.g., BIO 101A lecture and BIO 101LA lab).
- **Degree Restriction:** Only students in specific degree programs may register.
- **Level Restriction:** Only students in a specific level (undergraduate or graduate) are allowed to register. All graduate courses (500 level) have been coded with a graduate-level registration restriction (with the exception of courses required for combined BA/MST and BS/MSED programs).
- **Major Restriction:** Only students in a specific major may register. Most major restrictions are defined in the prerequisites for courses. If not, contact the respective academic department should you have questions.
- **Prerequisites:** Student has not completed prerequisites for a course. Click on the course link to view course descriptions and prerequisite requirements.
- **Reserved/SR:** Seats reserved for specific group registrations such as Learning Communities, SSS/EOP/ESL students only, and incoming students.