

# ***HOW TO AFFIRM ENROLLMENT AND ACCEPT FINANCIAL RESPONSIBILITY***

Whether a student registers online, in-person, by mail, or by fax, all students are required to go online to "affirm enrollment and accept financial responsibility" to lock in their course schedules. This procedure must be completed each term. To reserve your courses:

1. Enter The College at Brockport's home page at [www.brockport.edu](http://www.brockport.edu)
2. Click on the **Online Services** link
3. Click on **Campus Information System**
4. Enter your **User ID** and **PIN**
5. Click on **Student Services** tab at the top of screen
6. Click on **Registration** link
7. Click on **Affirm Enrollment**
8. Click on **Term**
9. Click on **Submit**. A message – "Please wait while the system is updated" will appear. Updating is done immediately; you will not receive an additional message.
10. When complete, click **EXIT**

An enrolled student is defined as one who has registered for courses and accepted responsibility for all associated charges. The College at Brockport refers to this as having affirmed enrollment and accepting financial responsibility. Students are not required to submit payment in order to lock in their course registration schedule. Course schedules will be reserved until a specific date listed in the current semester's Schedule of Classes.

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