OVERVIEW: This link deals with student status as it relates to various registration opportunities, items that will prevent registration and affirming enrollment following registration.

OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records

DATE UPDATED: July 2014

REGISTRATION STATUS

Matriculated Undergraduate Students
Registration for matriculated undergraduates in the first semester at The College at Brockport is accomplished through various programs designed especially for entering students. After the first semester of attendance, matriculated undergraduates have the opportunity to register during Advance Registration starting in November for the next spring semester and in April for the next fall. Registration days and times are governed by the number of credits completed by the end of the previous term and first letters of the last name. Credits in progress do not count toward completed credits for purposes of advance registration.

The specific dates for undergraduate registration are established on a systematic basis with seniors, who have the least time left to complete their degree requirements, having the first chance at course selection, then juniors, followed by sophomores, and lastly, freshmen.

Prior to Advance Registration:

- The degree audit serves to guide matriculated undergraduate students, with the assistance of their advisors, in the course selection process.

- Students should check their scheduled registration day to register during Advance Registration. The Registration Schedule can be found at www.brockport.edu/registrar from the options to the left.

- Students should check for holds which will prevent registration. When signed on to Web Banner, go to Student Services, then Student Records, and then View Holds. Go to www.brockport.edu and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations to contact regarding clearance procedures. The Office of Registration and Records does not place or clear holds on students’ records.

- To register online on their day, matriculated undergraduates and second semester matriculated graduate students must first obtain their Advisement Key Number from their advisor which acts as their advisor’s electronic signature. The Advisement Key Number allows the student to access online registration via Web Banner from any computer
connected to the Internet. The Office of Registration and Records does not assign or give out Advisement Key Numbers to students.

- Without an Advisement Key Number, matriculated undergraduates must first obtain their advisor’s signature on their undergraduate advisement form and bring it to the Office of Registration and Records to register on their day.

**Non-matriculated Undergraduate Students**

New non-matriculated (non-degree) undergraduates must complete an application in the Office of Undergraduate Admissions prior to registering. Non-matriculated undergraduates have the opportunity to register after matriculated undergraduates have registered. This ensures that matriculated undergraduates, who have been officially admitted to the College, are given first priority at course selection. Students can find their scheduled day to register during Advance Registration at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Click Registration Schedule from the options to the left.

- Students should check for holds which will prevent registration from Web Banner. Go to Student Services, then Student Records, and then View Holds. Go to [www.brockport.edu](http://www.brockport.edu) and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations regarding clearance procedures. The Office of Registration and Records does not place or clear holds on students’ records.

- Non-matriculated undergraduates who have only taken courses during the summer or winter session at Brockport must complete a non-degree application available in the Office of Undergraduate Admissions prior to registering for a spring or fall semester.

**Matriculated Graduate Students**

Matriculated graduate students have the opportunity to register for spring and fall semester courses before non-matriculated graduate students. This ensures that matriculated graduates, who have been officially admitted to graduate degree programs at the College, are given first priority at course selection. Students can find their day to register during Advance Registration at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Click Registration Schedule from the options to the left.

- The graduate degree audit serves to guide matriculated graduate students in the course selection process.

- Students should check for holds which will prevent registration from the Campus Information System. Go to Student Services, then Student Records, and then View Holds. Go to [www.brockport.edu](http://www.brockport.edu) and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations regarding clearance procedures. The Office of Registration and Records does not place or clear holds on students’ records.

- Matriculated graduates can access Web Banner and register online 24 hours a day from any computer connected to the Internet or in person at the Office of Registration and Records during regular office hours listed at [www.brockport.edu/registrar](http://www.brockport.edu/registrar).
• Second semester matriculated graduate students must get their Advisement Key Number from their advisor to register. Please note that some departments place restrictions on courses that require students to obtain departmental approval in order to register. In such cases, students are required to obtain a Permission Key Number from the course instructor to register online or the instructor’s signature to register in person at the Office of Registration and Records.

Non-Matriculated Graduate Students

Non-matriculated (non-degree) graduate students are those who have completed a baccalaureate degree or higher but have not been formally accepted into a graduate program at The College at Brockport.

• Non-matriculated graduates have the opportunity to register after matriculated graduates have registered. Go to www.brockport.edu/registrar and click Registration Schedule from the options to the left to find your registration day.

Students should check for holds which will prevent registration from Web Banner. Go to Student Services, then Student Records, and then View Holds. Go to www.brockport.edu and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations regarding clearance procedures. The Office of Registration and Records does not place or clear holds on students’ records.

• Non-matriculated graduate students who have only taken courses during the winter or summer session at Brockport must apply for non-degree status through the Office of Graduate Studies prior to registering regardless of the level of the course in which they plan to enroll.

TWO WARNINGS ABOUT REGISTERING

WARNING NUMBER ONE: HOLDS

Students who have incurred a financial obligation with the College will have a hold placed on their records by that office which will prevent them from registering online or in person and from obtaining other college services. Students are notified on more than one occasion by each office of an impending hold before it’s actually placed on their records. Only the office that placed the hold on the account can clear it. The Office of Registration and Records does not place or clear holds on students’ accounts and merely informs a student that they have a hold on their account. It is the responsibility of the student to contact the holding office regarding clearance.

Students should check their online records carefully for holds well in advance of their registration day and contact the appropriate office regarding clearance procedures. When signed on to Web Banner, holds can be viewed from the Student Records menu. Go to www.brockport.edu and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations regarding clearance procedures.
WARNING NUMBER TWO: TRANSFER CREDIT EVALUATION AND FINALIZATION

Any undergraduate transfer credit estimate for course work completed elsewhere is only tentative until the College receives a final official transcript from each institution previously attended in order to formally award the credit. Therefore, it is important for students to get all requested final documents in as soon as possible so that the Office of Academic Advisement can finalize the credit prior to the next registration period. If transfer credits have not been finalized, the Office of Academic Advisement will place a hold on the student’s record preventing registration either online or in person until the transcript(s) is received and finalized.

Undergraduates can check their registration status online from Web Banner. Scheduled registration days are determined by the number of credits completed by the end of the previous semester and first letter of the student’s last name. Course credits in progress do not count toward completed credits for purposes of registration. The undergraduate Registration Schedule can be found at www.brockport.edu/registrar from the options to the left.

WHEN TO REGISTER?

MAJORS RESERVATION— for matriculated undergraduates

Majors Reservation for matriculated undergraduates takes place one week before Advance Registration for a spring semester starting in November and for a fall semester, starting in April.

• Matriculated undergraduates may register for courses directly in their academic major department office ONLY for courses in their major subject during Majors Reservation week. For example: A Communication major may register in the Department of Communication for CMC courses ONLY.

• Majors Reservation is only available to departments that have requested to participate. Students should check with their major department to see if they plan to participate in Majors Reservation.

• No registration takes place in the Office of Registration and Records during this time.

Once Majors Reservation week is over, other courses that will make up the rest of the student’s schedule must be registered on the student’s regularly scheduled day according to the undergraduate Registration Schedule found at www.brockport.edu/registrar from the options to the left.

ADVANCE REGISTRATION

Advance Registration for currently enrolled undergraduates for an upcoming spring semester starts in November and for a fall semester, in April. The specific dates for undergraduate registration are established on a systematic basis with seniors, who have the least time left to complete their degree
requirements, having the first chance at course selection, then juniors, followed by sophomores, and lastly, freshmen. Registration days are governed by the number of credits completed by the end of the previous semester and first letters of the last name. \textit{Credits in progress do not count toward completed credits for purposes of Advance Registration.}

- The degree audit serves to guide matriculated undergraduate students, with the assistance of their advisors, in the course selection process.

- Students should \textbf{check for holds} which will prevent registration. When signed on to Web Banner, go to Student Services, then Student Records, and then View Holds. Go to \url{www.brockport.edu} and click Quick Links and then Faculty and Staff Directory for phone numbers/office locations regarding clearance procedures. The Office of Registration and Records does not place or clear holds on students’ records.

- Students may check their completed credit total for purposes of Advance Registration when signed on to Web Banner. Go to the Registration menu under Check Your Registration Status.

- The exact day for matriculated undergraduates to register can be found in the undergraduate Registration Schedule at \url{www.brockport.edu/registrar} from the options to the left.

- If the completed credit total does not include credits transferred, see information under “Warning Number Two: Transfer Credit Evaluation and Finalization,”

Students may register through Web Banner on their scheduled day from any computer connected to the Internet. When ready to register, undergraduate and graduate students should consult the online course schedule. The online course schedule contains the most up-to-date information regarding course availability and the Course Reference Numbers (CRNs) for each course which are required for online registration. Other important information regarding online registration instructions, important semester dates and deadlines, and policies can be found at \url{www.brockport.edu/registrar}.

\begin{center} \textbf{OPEN REGISTRATION} \end{center}

\textbf{The Friday before the first day of a spring or fall semester is designated as Open Registration.} \textit{Any student not yet registered prior to the Friday before the first day of the semester must attend Open Registration.} Since returning undergraduates were given the opportunity to register during Advance Registration, they are required to register later in the day.

- Matriculated returning undergraduates not yet registered prior to Open Registration must get \textit{either} their advisor’s signature or Advisement Key Number on their \textit{Undergraduate Advisement Form} to register. Returning undergraduates may come to the Office of Registration and Records on Open Registration day to drop any courses they may have decided not to take so as to free up seats in classes for other students, but they will need to wait until later in the day to register or add to their schedule either online or in person. Returning undergraduates were given an opportunity to register for the next semester during Advance Registration several weeks earlier. Open Registration is intended for new students to be given first chance at remaining courses.
**LATE REGISTRATION**

- Students who are not yet registered before the first day of the semester, and register on the first day or later, are considered late registrants and late fees will apply. Students are required to obtain the instructors’ signature or Advisement Key Number for each course on a *Late Registration Form* available from the Office of Registration and Records or at [www.brockport.edu/registrar](http://www.brockport.edu/registrar).

- Once all signatures have been obtained, the form must be submitted to the Office of Registration and Records for processing by the late registration deadline found at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) under Dates and Deadlines. Getting the instructor’s permission provides for notification to the instructor about the number of students dropping and/or adding so that courses do not become overloaded. Late registrants will be assessed applicable late fees.

**AFFIRMING ENROLLMENT**

An enrolled student is defined as one who has registered for courses and accepted all associated charges. Regardless of any method by which a student is registered, they are required to go online after registering each semester and affirm enrollment to reserve their course schedules. The College refers to this as having *Affirmed Enrollment and Accepted Financial Responsibility*. Courses are only reserved by affirming enrollment each semester, not by submitting payment.

- Courses will only be reserved through the deadline date found at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Courses that are not affirmed by the deadline date will be removed. Re-registration of courses after failure to affirm the enrollment is subject to late fees. Late fees also apply to any subsequent re-registration for failure to affirm enrollment.

- A student who decides that s/he will not be attending The College at Brockport after all must go online and drop their courses, drop them in person, or notify Registration and Records by email, mail or fax of their decision not to attend **before the first day of the semester** to avoid any tuition liability.