

REGISTRATION AND SCHEDULING INFORMATION

Confirm your enrollment every semester

- The first week of classes you will be required to confirm your enrollment via <http://bubrain.binghamton.edu>. You will receive an email from the Registrar's Office reminding you to confirm your enrollment.
- Upon successful log in to BU Brain, you will be prompted to complete the requirement.
- Confirmation of enrollment is a combination of federal, state and University requirements.
- If confirmation of enrollment is not completed, a student's semester schedule of courses is automatically cancelled the fifth day of classes, freeing up class seats for students looking to add a course. Cancellation will occur whether or not a student's semester bill is paid.
- You only need to confirm once a semester, even if you add or drop courses.

How to build your semester schedule online

Log in

Access Binghamton University's online student system at <http://bubrain.binghamton.edu>.

Enter either your PODS user name and password OR your B-Number and PIN.

Navigate to course building area

- Upon successful log in, click on "Student" tab.
- Then select "Registration" on the screen below.
- Next, choose "Select Term" (i.e., spring 2010).
- Finally, select "Add/Drop Course."

Add course(s)

- Locate the Course Registration Number (CRN), a five-digit code corresponding to each course, by referencing the Course Listing contained in this booklet.
- Enter the CRN in the course field at the bottom of the screen.
- Then, select "submit changes" to save.
- Several reminders:
 - If a course is comprised of a lecture (LEC) AND an associated activity -- lab (ACT or LAB), discussion group (DIS or DISC) or seminar (SEM) – be sure to also input appropriate corresponding CRN at the same time; if you don't, you will receive an on-screen system error. If you are unsure if there is an associated activity, please review the course description found in the University Bulletin at <http://bulletin.binghamton.edu>.
 - If you attempt to schedule a course with the designation of DP or IN, you will first need to obtain department or instructor approval. If approved, the department will register you for the course.
 - You are considered a full-time student if you are registered for at least 12 credits. No more than 18 credits may be scheduled each semester without permission from your school. You are considered a part-time student if you are registered for less than 12 credits in a semester. Note: The number of credits may affect tuition, billing, financial aid and progress. Be sure to regularly discuss course selection with your academic advisor.
 - Courses may be added up until the **add/drop deadline**.
 - **Classroom assignments** are indicated in the Course Listing contained in this booklet. However, assignments are subject to change, and students should check their online semester schedule via <http://bubrain.binghamton.edu> for the most current assignments.
 - **Course numbering** at Binghamton University assists students in quickly identifying the level of courses available to undergraduate students:
 - All **undergraduate courses** are numbered 100-499; 100-299 are considered lower division courses and are typically courses taken by freshmen and sophomore students, while 300-499 are considered upper division courses and are typically taken by students who have been officially accepted into their major, have fulfilled required prerequisites, and/or are considered juniors or seniors. Often, special topic courses are identified with 80's as the last two digits; and courses ending in 90's are: 91 - Teaching Practicum; 95- Internship; 97 - Independent Study; and 98 or 99 Honors/Thesis. Note: students may not register for Independent Study or Internship courses online via the BU Brain. Students must contact the appropriate academic department to register.
 - Internship listings and details are available online via e-recruiting through Binghamton University Career Development Center's (CDC) website at <http://www.cdc.binghamton.edu/>

- **Section Numbering** – If a course is comprised of a lecture (LEC) AND an associated activity – lab (ACT or LAB), discussion group (DIS or DISC) or seminar (SEM), then you must register for each course section, which is identified with a letter and several numbers. Note: It is important to register for the correct “family” of activities associated with the lecture.
 - Example (please reference chart below): When registering for Intro to Chemistry, identified as subject (Subj)/course (Crse) CHEM 101, you will have to register for a lecture (LEC) and a lab (ACT). There is only one lecture section (A 0) to choose from, and four lab sections (A51, A52, A53 or A54) to choose from. To successfully register, you must enter two CRNs – one for the lecture (CRN 10155) and one for a lab (CRN 10603, 10174, 10183 or 10604).

CRN	Subj	Crse	Sec	Cmp	Cred	Title
<u>10155</u>	CHEM	101	A 0	M	4.000	Intro To Chemistry I (LEC)
<u>10603</u>	CHEM	101	A51	M	0.000	Intro To Chemistry I (ACT)
<u>10174</u>	CHEM	101	A52	M	0.000	Intro To Chemistry I (ACT)
<u>10183</u>	CHEM	101	A53	M	0.000	Intro To Chemistry I (ACT)
<u>10604</u>	CHEM	101	A54	M	0.000	Intro To Chemistry I (ACT)

- General Education Requirements, also referred to as Gen Eds, are required undergraduate courses designed to expose students to a variety of academic areas – Composition (C), Oral Communication (O), Foreign Language, Pluralism in the U.S. (P), Global Interdependencies (G), Laboratory Science (L), Social Science (N), Mathematics/Reasoning (M), Aesthetics (A) and Humanities (H) . They are detailed in the Course Listing under the column defined with “Gen Ed.” All students should consult their academic advising office, University Bulletin at <http://bulletin.binghamton.edu> and DARS report via <http://bubrain.binghamton.edu> for completion details.

Remove or drop course(s)

- Click on “Student” tab.
- Select “Add or drop classes” on the screen below.
- Beside the course you wish to remove, use the drop down menu to select “web drop.”
- Click “submit changes” to update your schedule.
- Reminder: Courses may be dropped up until the **add/drop deadline**.

View/print schedule

- Once registering for courses, click on the “Student” tab.
- Then select “Week at a Glance” or “Student Detail Schedule” option and then select term.
- Schedules are available only online, and are not e-mailed or mailed to students.

Unable to register for a semester?

Be sure to check BU BRAIN for messages about why you are unable to register for courses. Log in at <http://bubrain.binghamton.edu>, and go to the “Student” tab. Select “My Registration Status.” One or more of the following may be affecting your account:

- Missing required documentation, such as health forms or final high school transcripts.
- Financial holds, such as parking tickets, unpaid student account balance, library fines, etc. Review the message/information and contact the appropriate office indicated. A hold must be cleared at least 24 hours prior to a student’s registration window, also referred to as time ticket. A hold is not instantly cleared, may require up to 24 hours to be reflected on a student’s account, and may delay registration.
- A student’s registration window or time ticket may not correspond with the time one is attempting to register; too early or past registration deadline date.

Useful Websites

Registrar's Office, <http://registrar.binghamton.edu>: Responsible for all student academic records, student registration, transcripts, add/drop classes, withdrawals and the processing of all information related to Commencement.

Student Accounts, <http://studentaccounts.binghamton.edu>: Bills and collects tuition, fees and other University charges.

Financial Aid Services, <http://bingfa.binghamton.edu>: Explore your financing options as a student and as a family.

Health Service, <http://www2.binghamton.edu/health>: An on-campus primary care clinic for students staffed by registered nurses, physicians, health educators, nurse practitioners and an alcohol and other drugs program counselor.

Academic Advising Offices

Harpur College of Arts and Sciences
<http://harpur-advising.binghamton.edu/>

Decker School of Nursing
<http://www2.binghamton.edu/dson/>

School of Management
<http://www2.binghamton.edu/som/curstudents/undergrad/advising/>

Thomas J. Watson School of Engineering and Applied Science
<http://www.binghamton.edu/watson/watsonschooldadvising/>

College of Community and Public Affairs
<http://ccpa.binghamton.edu/academics/hdev/advising.html>