

Advisement and Registration Guidelines

1) Scheduling the appointment and getting prepared. Today you will be working with a transition seminar academic advisor from your department. You will be assigned an academic year advisor during the first two weeks of your first semester at SUNY Cortland. Be sure to contact your advisor to discuss your academic plans and goals for the current semester and the semester ahead. Your advisor can assist you in understanding major and general education requirements. Always be prepared for meetings with your advisor: check the on-line Course Schedule for course updates; prepare questions; draft a schedule, and look for time conflicts, prerequisites, etc. The name of your academic advisor can be found through your academic department or on Banner Web for Students.

2) Build a schedule from required courses using information from the Course Schedule and the most current information on course enrollments via the web: www.cortland.edu/registrar. Check the Advisement website <http://www.cortland.edu/advisement> for current information on requirements and advisement information.

3) Learn about Web Registration. Students register for courses on-line. Your responsibility requires knowledge of Banner Web for students, as well as dates and deadlines for advisement and registration. Contact your advisor for academic planning, and be prepared for advising appointments by knowing your requirements.

4) Check for:

Total credit hours: For full-time status you must register for at least 12 credits. If a student wants to go over 18 credits they must receive approval from their Associate Dean.

Retake courses: Students must file a Retake form with the Registrar for any course being repeated.

Permissions: Check the Course Schedule for courses requiring permission. Permissions are obtained through the department offering the course.

Alternate Courses: Be sure to include alternate courses in your registration planning. Choose alternate courses (not just alternate sections of the same course).

5) Take care of any holds that could stop your from registering. Holds will be noted on Banner Web for Students. You are responsible for contacting the appropriate office to clear holds. (e.g., Student Accounts).

6) Know when you register. Depending on current credit hours completed, you will be given a particular “window period” to register on-line. Check on Banner Web for Students or <http://www.cortland.edu/registrar> for designated registration times.

7.) Be flexible when building your schedule. You may not always be able to register for your first choice of a particular class or time, but be positive and flexible in considering alternate courses, times, and professors.

8.) Drop/ Add. You will be able to adjust your schedule, drop and add courses, during the first three days of classes.