

# How to Register for Classes using Course Scheduler

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## Login

Go to [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu)  
Click Banner Web at the bottom of the page  
Click Enter Secure Area

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## Access Course Scheduler

Click on Student & Financial Aid  
Click Registration, then Course Scheduler

**NIAGARA COUNTY COMMUNITY COLLEGE**  
3111 SAUNDERS SETTLEMENT RD, SANBORN, NY 14132 PHONE: 716-614-6222

To log in to the system you will need your (User ID beginning with @ symbol) and your PIN. If this is your first visit to Banner web and you do not have a PIN, you must either visit the Registrar's Office or call (716) 614-6254 to request a PIN.

If you have previously logged in and have forgotten your PIN, follow instructions below for resetting your PIN.

Options for PIN resets:  
\* Via web. Enter User ID#, then click on forgot PIN. Answer the security question for PIN reset.  
\* Via phone. Call (716) 614-6254 and if you are able to supply your User ID#, name, correct date of birth and answer the security question, you will receive a new PIN.  
\* If you cannot answer the security question, you must come in to the Registration & Records Office with valid picture ID.

**YOU ARE ATTEMPTING TO ACCESS INFORMATION THAT IS PROTECTED BY FEDERAL PRIVACY LAW. DISCLOSURE TO UNAUTHORIZED PERSONS OR SYSTEMS COULD LEAD TO DISCIPLINARY ACTION. YOU SHOULD NOT ATTEMPT TO PROCESS UNLESS YOU ARE SPECIFICALLY AUTHORIZED TO DO SO. IF YOU ARE NOT SURE YOU ARE AUTHORIZED TO ACCESS THIS INFORMATION, PLEASE CONTACT THE REGISTRAR. NEVER LEAVE THE STUDENT INFORMATION SCREEN UNATTENDED.**

IF YOU ARE READY TO PROCEED ENTER YOUR USER ID AND PIN.

User ID:   
PIN:

Login Forgot PIN?

RELEASE: 8.75

Personal Information Student Services & Financial Aid

Search  Go

## Registration

- Select Term
- Add or Drop Classes
- Course Scheduler ←
- Course Scheduler Shopping Cart
- Change Class Options
- Week At A Glance Schedule
- Concise Student Schedule
- Course Offerings

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## Add Courses

To Take Next Term

4

## Add Breaks

To Block Off Times  
For No Class

5

## Click "Generate Schedules"

to view all possible schedules

6

## Click "View"

To See Each Schedule

7

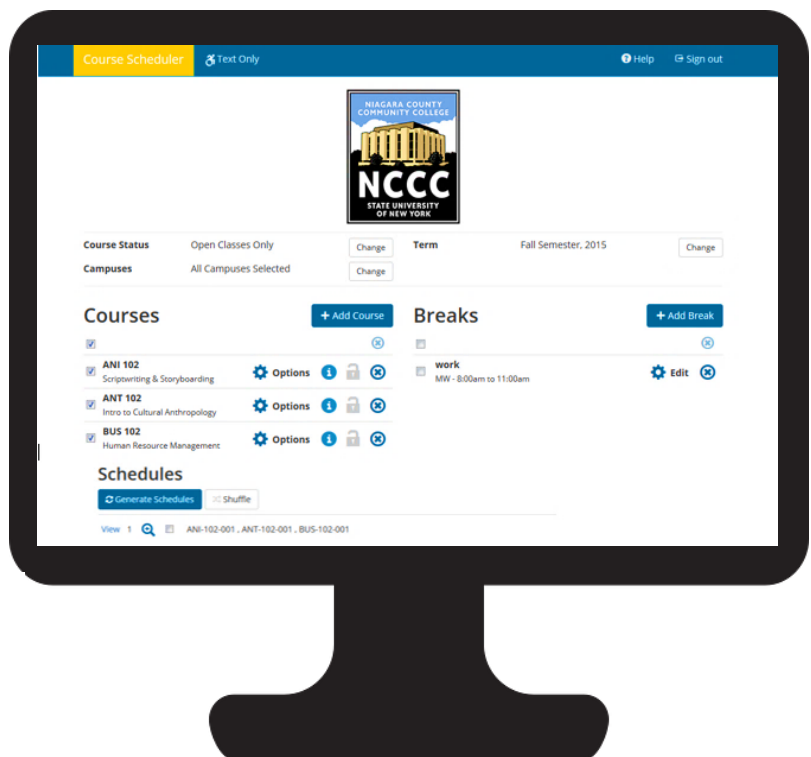
## Send To Shopping Cart

From the "View" Screen, Click the  
"Send to Shopping Cart" Button to  
return to Banner Web.

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## Register for Classes

In the Shopping Cart, the chosen schedule will appear. Click on "Register" to complete the registration process. Enter your RAP number located in the upper right corner of your Advisement Worksheet. You will see either the registered courses or any errors that need to be resolved on the Add or Drop Classes screen.



## PRINTING YOUR SCHEDULE

1. After you have registered for your desired courses, click on **PRINTABLE STUDENT SCHEDULE** at the bottom of the Add or Drop Classes screen.

[Change Course Options](#) | [Registration Fee Assessment](#) | [Printable Student Schedule](#) | [Refund Schedule](#) | [Pay Bill](#) | [Student Accounts](#)

2. Print your schedule by going to **File --> Print**.

**IMPORTANT:** If at any time you are alerted of a hold on your account, click the link "View Holds" at the bottom of that page. Please contact the office that is associated with the hold(s) for further information.

**CAUTION:** You are responsible for your own registration. If you delay the process until the last moment, you will have difficulty getting the course schedule you desire. If you decide to register for courses other than what your advisor recommended, you bear the responsibility to ensure those courses will fulfill degree/certificate requirements and meet SUNY General Education electives. Be informed! If you are unsure, talk with your advisor.

## COMMON ERROR MESSAGES

Error Message	What it Means..
Pre-req/Test Score Error	Pre-requisite for the chosen course has not been taken or test score is not sufficient for registration in the course. Please refer to the college catalog for further pre-requisite information
Co-Requisite	This course requires registration in another course. For example: CHE 120 requires the lab, CHE 111L. Please register for both courses or refer to the college catalog for further co-requisite information.
Closed Section	This class section is either full or closed. Please choose a different section. If there is no other section available, contact your advisor to select a different course or continue to check the online course listings for openings prior to the first day of classes.
Time Conflict	The class you have selected is at the same time as another class for which you have registered/selected. Please choose a different section at a different time.
Major Restriction	This class is available only to students enrolled in a particular major.

## AFTER YOU REGISTER FOR CLASSES...

You should log into Degree Works one day **AFTER** you have registered for courses to see how the courses you registered for will count towards your major. Please refer to the Degree Works Student Reference Guide in this packet for more information on how to log into Degree Works.

**NOTE:** If you have registered for a course that is showing up under **Courses Not Used** at the bottom of your Degree Works evaluation, you have registered for a class that is not required for your major. You should delete this course from your schedule and make another selection. If you need assistance with this process, contact the Registration & Records Office at (716) 614-6254.

For assistance with web registration and/or web log-in  
Contact the Registration & Records Office (A201)  
Phone: (716) 614-6254 or (716) 614-6250  
Email: [registration@niagaracc.suny.edu](mailto:registration@niagaracc.suny.edu)

The NCCC catalog can be found at <http://catalog.niagaracc.suny.edu/>

# HOW TO READ A COURSE LISTING

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	30321	SOC	101	001	M	3.000	Introduction to Sociology	MWF	08:00 am-08:50 am	32	14	18	TBA	09/03-12/20	E 103
<input type="checkbox"/>	31621	SOC	101	020	NF	3.000	NF/Introduction to Sociology	MW	01:00 pm-02:15 pm	32	14	18	TBA	09/03-12/20	NFCI 250
C	30329	SOC	101	0W1	WEB	3.000	Introduction to Sociology	TBA		25	25	0	Katherine I Johnson (P)	09/03-12/20	WEB WEB

**Select:**  = Course available for registration  
 C = Closed Class  
 SR = Student Restrictions  
 NR = Not Available for Registration

**CRN:** Course Reference Number used in registration of classes.

**Crse:** A letter at the end of the course number tells students what type of instruction will be used in that course.  
 C = **Clinical** – practical, in-depth faculty supervised experience, carried out in various patient-care facilities, and limited to students in health-related curricula.  
 L = **Laboratory** – practical, hands-on application of concepts and techniques

**Sec:** A letter in the course section indicates W = web/online, or Y = hybrid - instruction partially on campus and online

**Cmp:** **M** Sanborn Campus  
**NF** Niagara Falls Culinary Institute (28 Old Falls St, Niagara Falls, NY 14303)  
 WEB Web based/Online  
 HOS Hospital – off campus  
 TRO Trott Access Center (1001 Eleventh St, Niagara Falls, NY 14301)  
 O Off Campus

**Cred:** Indicates the number of credit hours for course

**Days:** M Monday F Friday  
 T Tuesday S Saturday  
 W Wednesday U Sunday  
 R Thursday

**MWF = Monday, Wednesday & Friday**  
**TR = Tuesday & Thursday**

**Cap:** Maximum number of students allowed to register for the course.

**Act:** Actual number of students enrolled in the course.

**Rem:** Number of seats remaining in the course.

**Instructor:** Instructors name will appear here. TBA – instructor has not yet been announced.

**Date:** The time-frame for when the class meets

**Location:** The room number where the course will meet, if the course is taking place on campus. If online, it will say WEB.

**Attribute:** Provides additional information for the course.

## Helpful Tips

- To see course Pre-requisites, Co-requisites, or Restrictions, click on the CRN number when searching for classes on Banner Web.
- Pay attention to start and end dates for classes. Modular classes meet for a shorter length of time than full semester classes.