

Student Web Registration

How to Register

For the Non-Matriculated student

Students have the ability to web register for courses from ANY computer with internet access. Please note that Banner Web access is shut down from 10:00pm-midnight Monday through Friday for routine maintenance. Computers are also available on-campus, if needed, in the following location:

OPEN ACCESS COMPUTER LAB IN THE LEARNING COMMONS: G-218 (ID card needed to access computers)
Hours: Monday-Thursday, 8:00am-9:00pm; Friday, 8:00am-4:00pm; Saturday, 11:00am-3:00pm
Wi-Fi always available, campus wide. Requires T-Wolves login information.

STEPS:

1. Go to NCCC's website: www.niagaracc.suny.edu. At the bottom of the page under Students, click on **BANNER WEB**.
2. Click on **ENTER SECURE AREA** and use the following information:

Your Banner User ID# and PIN that were mailed to you.

USER#: (you must type in the @ symbol)

PIN: If this is your first time logging into Banner Web, the default PIN is randomly generated and is case sensitive. Please be sure to enter capitol/lower case letters as appropriate. Once you are logged in for the first time, you will be required to change your PIN using different characters/combinations of numbers and letters. The PIN you choose must be 6 characters in length. You will also be asked to choose a security question.

If you have logged in previously and forgotten your PIN, be sure your USER ID# is entered, then click on FORGOT PIN and answer the security question. You may also visit the Registration & Records Office (Room A-201) or call (716) 614-6254 if you are unable to log in.

****Be sure to answer any survey questions by clicking on the title****

3. On the Main Menu Screen – click **STUDENT & FINANCIAL AID**.
4. Click on **REGISTRATION**.
5. Click **ADD or DROP CLASSES**.
6. Select the semester for which you are registering (**i.e. Summer 2017 or Fall 2017**) and **SUBMIT**.
7. **FINANCIAL OBLIGATION AGREEMENT** – read, check box if you agree, click **CONTINUE**.
8. **Select CLASS SEARCH at the bottom of the page.** Highlight the Subject field. For example, choose ACC-Accounting and select **COURSE SEARCH**. This screen will show you all the Accounting courses available during the semester you chose. Select **VIEW SECTIONS** for the desired course. When you find a course which will fit your schedule, click in the box under the 'Select' column and choose **REGISTER** at the bottom of the page. Back on the Add/Drop screen, the status column should indicate "Web Registered on [date]" to confirm the registration.

*If you are registering for a course that requires a **LAB or CLINICAL** as a co-requisite, click the boxes under the 'Select' column and choose **ADD TO WORKSHEET**. Once all co-requisites (lecture, lab and clinical) have been added to worksheet, select **SUBMIT**

CHANGES (on the Add/Drop screen). The status column should indicate “Web Registered on [date]” to confirm the registration.

If you have the Course Reference Numbers (CRN's), scroll down and enter them into the boxes at the bottom of the Add/Drop screen. Click on **SUBMIT CHANGES**. The status column should indicate “Web Registered on [date]” to confirm the registration.

COURSE PRE-REQUISITES: To determine if a course for which you would like to register has a prerequisite, click on the CRN (blue 5 digit number) of the course. Then click “View Catalog Entry”. The preqs for that course are listed at the end of the course description. Please note: If a course that you wish to take has a prerequisite that was not taken at NCCC, you will need to provide the Records Office with a copy of your unofficial transcript or grade mailer proving successful completion of the pre-requisite course.

PRINTING SCHEDULE:

After you have registered for your desired courses, click on PRINTABLE STUDENT SCHEDULE at the bottom of the screen. Print this page for your records by going to File, Print.

After printing your schedule, scroll to top of the page and click EXIT (top right hand corner).

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 obtaining the course schedule you desire.

Common Errors:

“Closed Section”

This class section is either full or closed. Please choose a different section. If there is no other section available you may continue to check the web for openings prior to the first day of classes.

“Major Restriction”

This course is available only to students matriculated in that particular major.

“Time Conflict”

The course you have selected is at the same time as another course for which you have registered. Please choose a section that meets on a different day/time.

“Co-Requisite”

This course requires registration in another course. For example CHE120 requires the lab, CHE111L. Please register for both courses or refer to the college catalog for further co-requisite information.

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

For assistance with web registration and/or web login:

Visit the Registration & Records Office (A-201)

Call (716) 614-6254 or (716) 614-6250

Email: registration@niagaracc.suny.edu