How to Register for Classes using Course Scheduler

**1. 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

**2. Access Course Scheduler**
- Click on Student & Financial Aid
- Click Registration, then Course Scheduler

**3. 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.

**8. 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.
1. After you have registered for your desired courses, click on **PRINTABLE STUDENT SCHEDULE** at the bottom of the Add or Drop Classes screen.

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

<table>
<thead>
<tr>
<th>Error Message</th>
<th>What it Means..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-req/Test Score Error</td>
<td>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.</td>
</tr>
<tr>
<td>Co-Requisite</td>
<td>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.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>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.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>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.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>This class is available only to students enrolled in a particular major.</td>
</tr>
</tbody>
</table>

### 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.

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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

The NCCC catalog can be found at [http://catalog.niagaracc.suny.edu/](http://catalog.niagaracc.suny.edu/)
**HOW TO READ A COURSE LISTING**

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

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
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- U = Sunday

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.

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**Helpful Tips**

- To see course Prerequisites, 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.