
ACADEMIC ADVISING CENTER

Course Registration for Fall 2024

Continuing students will be required to meet with their academic advisor to receive their registration PIN and register for classes.

Step 1 | Set a meeting time:

- Contact your assigned academic advisor to schedule an appointment one or two weeks before the start of the registration period.
- To see when registration begins, please visit the official academic calendar.

Step 2 | Prepare for your advising meeting:

- Before meeting with your assigned academic advisor, you should review your degree audit in Degree Works to identify possible courses (major-specific courses, general education courses, pre-requisite courses) to take in the next semester.
- Create a list of courses before meeting with your academic advisor.



Step 3 | During your advising meeting:

- Ask questions.
- Write down the finalized list of classes you plan to take.
- Identify any action items you need to complete before registering. For example, if you have holds on your account, you will not be able to register until those holds are resolved.
- Know how to contact your advisor after the appointment if you have follow-up questions.
- You will be provided a PIN (sometimes called Registration PIN). Write down your PIN (or take a picture of it) so you have it ready when it comes time to register.

Step 4 | Register for Classes:

- Be sure to resolve any holds on your record prior to beginning the online registration process.
- A few days before your registration opens, use the Schedule Planner to create your ideal schedule. Note that this tool only shows your possible schedules and does not register you for classes.
- On your designated registration day and time, log into BannerWeb and follow these steps:
- Register for classes using the PIN provided by your academic advisor.
- Confirm you have Web Registered.
- Check your registration compliance results to make sure you are registered for courses that count for your degree program. (You may be able to take a class that shows not eligible – contact your advisor or advising@alfredstate.edu).
- View your Student Schedule by Day & Time under the Registration tab in BannerWeb.
- Identify the course materials (textbooks) you will need to be successful in each of your classes.

IMPORTANT ADVISING DATES:

- Friday, March 22nd:** Registration PIN emailed to advisors
- Monday, March 25th – Friday, April 5th:** Meet with your advisor and plan your schedule
- Monday, April 8th – Friday, April 12th:** Course registration for Summer 2024 & Fall 2024
- Friday, August 23rd:** Final Registration Day for Fall 2024
- Monday, August 26th:** First day of classes