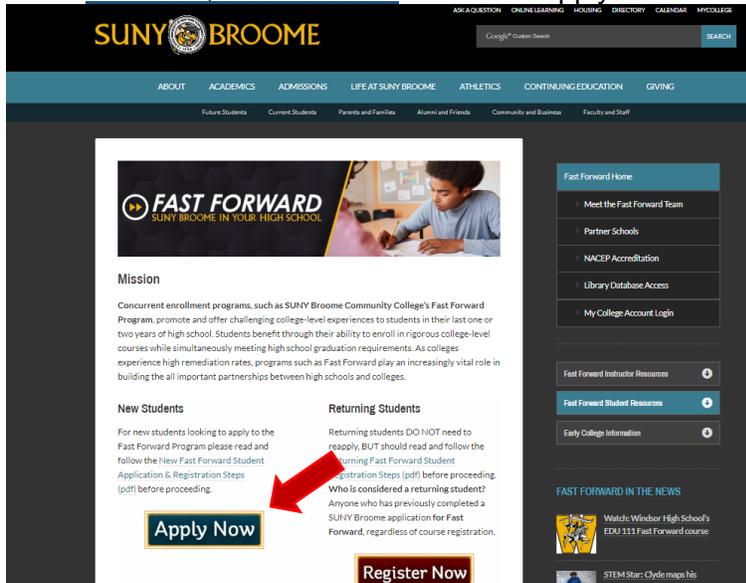




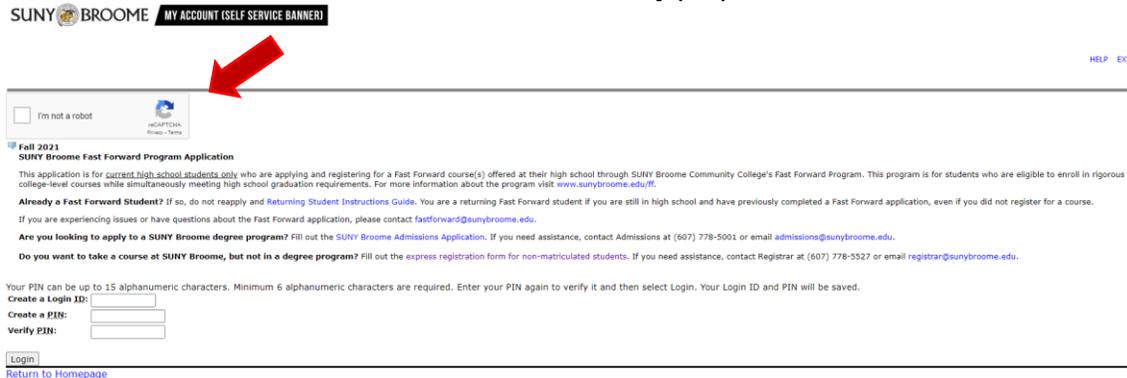
New Fast Forward Student Registration Instructions

New Fast Forward Students have never applied or taken a course at SUNY Broome, whether a Fast Forward course or on campus.

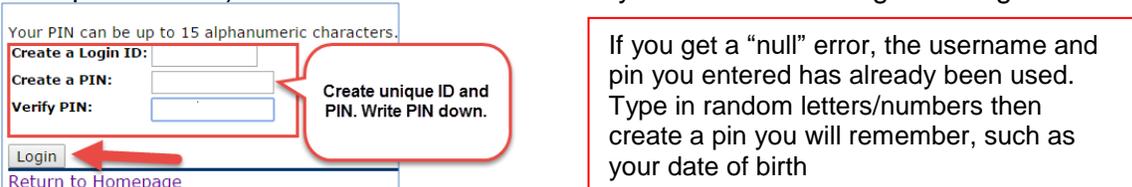
- 1) Go to www.sunybroome.edu/ff and click “Apply Now”:



- 2) Check the box “I’m not a robot” – This is for security purposes.



- 3) Create a unique Login ID (use random letters, example: ghujtj) and Pin (use your date of birth, example: 010403) – REMEMBER YOUR PIN – you will need it to log in for registration



4) Choose “High School Fast Forward” and click “Continue”:

Application Type: High School Fast Forward

Continue

Return to Homepage

5) Complete the information (example: John S. Smith), do not use all lowercase letters:

* - indicates a required field.

Application Type: High School Fast Forward

Admission Term:*

First Name:*

Middle Name:

Last Name:*

Fill Out Application

6) Click on “Name”:

Name

Personal Information

Address and Phone

High School

Application is Complete

Finish Later

7) Complete the information, do not use all lowercase letters, click “Continue”:

* - indicates a required field.

Last Name:*

First Name:*

Middle Name:

Previous Last Name:

Checklist

Continue

Finish Later

8) Type in properly your permanent address and phone number (no dashes), click “Continue”:

Address and Phone (Checklist Item 2 of 4)

Enter your Permanent Mailing Address (no P.O. Boxes) and Phone Number Information. When you're finished,

* - indicates a required field.

Permanent Address

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

State:*

Zip Code:*

County:*

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxx extension):*

Checklist

Continue

Finish Later

If your address is not working, use the high school's address & notify your teacher to let the Fast Forward Office know so we can update your actual address in our system.

9) Complete the information, if you know your SS# type it in, click “Continue”:

Personal Information (Checklist item 3 of 4)

Enter your Personal Information.
Your personal email is highly recommended for college correspondence.
A Social Security Number is highly recommended when filling out this application.
When you're finished, click continue to navigate to the next section.

* - indicates a required field.

Citizenship:

Email:

Verify e-mail address:

SSN (XXXXXXXXXX):

Gender: Male Female

Birth Date: (YYYY)

What is your ethnicity?

Ethnic Category: Hispanic or Latino
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

10) Complete the information, click “Continue”:
Graduation date use: 06/20/Year you are graduating
BOCES students – if you are taking a Fast Forward course at BOCES, type BOCES as the High School Name

* - indicates a required field.

High School Code: [Lookup High School Code](#)

If School not found:

High School Name:

Graduation Date: (YYYY)

Your teacher should have the High School Code. It is a six-digit number located on their master CRN list.

11) Click “Application is Complete”:

Name Personal Information

Address and Phone High School

12) Click “I agree to the terms”:

Admissions Agreement

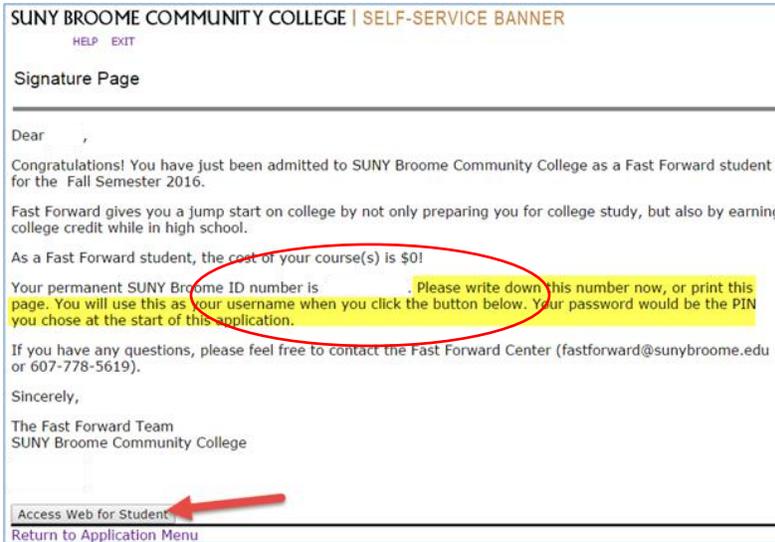
You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

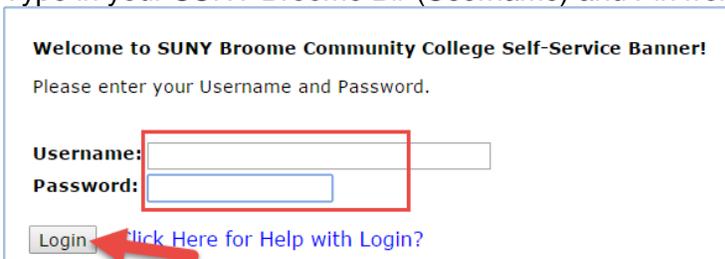
I agree to the terms I do not agree

RELEASE: 8.7.1.2

13) Write down or take a photo of your **SUNY Broome B#** (example: B00#####) and click “Access Web for Student”:

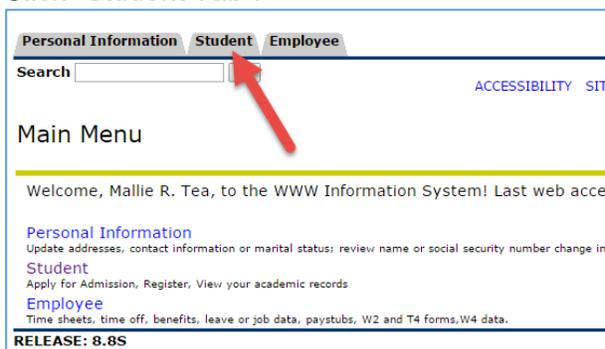


14) Type in your SUNY Broome B# (Username) and Pin from step #3 (Password), click “Login”:

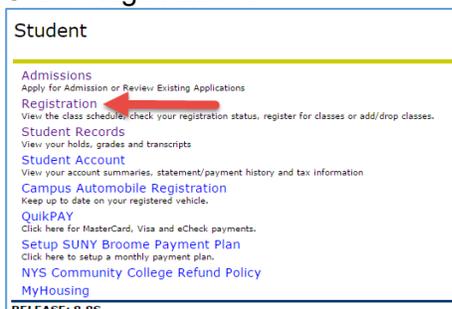


If you cannot log in, notify your teacher of your SUNY Broome ID# and have them contact the Fast Forward Office to register you or email fastforward@sunybroome.edu with your name, B# and CRN(s) and we will register you for your course(s).

15) Click “Student Tab”:



16) Click “Registration”:



17) Click on “Financial Responsibility Agreement”

If this page does not appear for you, move to STEP 19 to continue with the registration process.

The screenshot shows the SUNY Broome My Account (Self Service Banner) interface. At the top, there are navigation tabs for 'Personal Information', 'Student', and 'Employee'. Below these, a section titled 'Required Information Pages' contains a horizontal line. Underneath the line, the text reads: 'The following web page must be completed prior to accessing the Registration:'. A red arrow points to a checkbox next to the link 'Financial Responsibility Agreement'.

18) Scroll down to the bottom and click on “I AGREE”

This screenshot displays the terms of the Financial Responsibility Agreement. It includes sections for 'When part or all of the amount of my financial aid is revoked...', 'I agree and authorize SUNY Broome Community College on my behalf to pay any and all charges a health insurance, parking permits, service fees, fines, bookstore charges, or any other amounts from...', 'Academic Prizes, Awards, Scholarships, Grants: I understand all academic prizes, awards, or toward any outstanding balances owed by me. I understand and agree my receipt of an academic award may reduce the amount of my eligibility for other federal and/or state financial aid.', and 'Federal Aid: I understand Federal Title IV financial aid that I receive, except for Federal Work Study fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Grant, and Federal Direct Loans.' At the bottom, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. A red arrow points to the 'I AGREE' button.

19) Click on “Exit the Survey”

The screenshot shows the 'Survey Exit' page. At the top, there is a search bar with a 'Go' button. Below the search bar, the text reads: 'Thank you for accepting our charges. If you receive an error message when clicking the "Exit the Survey" link, click on the "Exit the Survey" link below.' A red arrow points to the 'Exit the Survey' link. Below the link, the text 'RELEASE: 8.752.7' is visible. At the bottom of the page, the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.' is present.

20) Click “Add or Drop Classes”:

This screenshot shows a list of menu items. A red arrow points to the 'Add or Drop Classes' link. The other items in the list are: 'Select Term', 'Look Up Classes', 'Change Class Options', 'Week at a Glance', 'Student Detail Schedule', 'View Your Account', 'Withdrawal Information', 'Registration Status', 'Update Student Term Data', 'Active Registration', 'Concise Student Schedule', 'NYS Community College Refund Policy', and 'Purchase Books Online'. Below the list, the text 'Order your textbooks with a click of a button' and 'RELEASE: 8.8S' are visible.

21) Select current term (Fall Semester 20## or Spring Semester 20##), click "Submit":

Registration Term

[Click here if you need help viewing the drop-down menu items.](#)

Select a Term:

Submit

22) Type in all Course Reference Numbers (CRNs):

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Your teacher should have the CRN for the course. If you are taking more than one Fast Forward course, you can register for them all at the same time. Just make sure you tell your other teachers.

23) Click "Continue" to finalize your registration:

Registration Compliance Results

Below is a list of your courses for the term. If a course is not eligible for financial aid, then click the Not Eligible link to get additional information. If a course does not count in your program, then click the Doesn't Count link to get additional information. If a course is being repeated and is not eligible for financial aid, then click Repeat to get additional information. The total number of hours that are eligible for financial aid and the total number of hours that are counted in your program are listed below.

Status	CRN	Subj	Crse	Sec	Cred	State Aid	Fed Aid	In Program	Repeat Fed Violation	Audit ID	Degree	Level
Registered via the Web	32526	SAMPLE										

Total Credit Hours: 3.000
State Aid Eligible Hours* : 0.000
Federal Aid Eligible Hours* : 0.000
Billing Hours: 3.000
Program Hours: 0.000
Date: Jun 24, 2016 09:17 am

*Note: Aid Eligible Hours do not necessarily imply certification for State or Federal Aid.

Congratulations! Your registration has no errors. You must press Continue to finalize your registration.

Continue