

New Fast Forward Student Application & Registration Steps

1) Go to <http://www.sunybroome.edu/ff> and click on "Apply Now".

The screenshot shows the SUNY Broome website. The browser address bar displays www.sunybroome.edu/ff. The website header includes the SUNY Broome logo, a search bar, and navigation links for ONLINE LEARNING, HOUSING, DIRECTORY, and CALENDAR. A blue navigation bar contains links for ABOUT, ADMISSIONS, ACADEMICS, LIFE AT SUNY BROOME, ATHLETICS, CONTINUING EDUCATION, and GIVING. The main banner features the text "FAST FORWARD College Credit in High School" with a play button icon. Below the banner, there is a sidebar with links like "Fast Forward Home", "Meet the Fast Forward Team", and "High School Faculty". A central graphic says "Fast Forward Your College Career..." with a play button and "FAST FORWARD College Credit in High School with SUNY Broome". A red arrow points to a yellow "Apply Now" button. To the right, a "DID YOU KNOW...?" box contains text about concurrent enrollment programs.


2) Create a unique ID and PIN. Write PIN down.

The screenshot shows a registration form. At the top, it says "Your PIN can be up to 15 alphanumeric characters." Below this are three input fields: "Create a Login ID:", "Create a PIN:", and "Verify PIN:". A red box highlights these three fields. A red arrow points from the "Login" button to the left. A speech bubble with a red border contains the text "Create unique ID and PIN. Write PIN down." Below the form is a "Return to Homepage" link.

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3) Select "High School Fast Forward" in the drop down and click on the Continue button.

Application Type High School Fast Forward ▼



[Return to Homepage](#)

* - indicates a required field.

Application Type: High School Fast Forward

Admission Term:*




First Name:*



Middle Name:

Last Name:*



4) Click on the Name link.

 [Name](#)   [Personal Information](#)

 [Address and Phone](#)  [High School](#)

5) Complete, then click on the Continue button


* - indicates a required field.

Last Name:*

First Name:*

Middle Name:

Previous Last Name:



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6) Type in your permanent address and phone number. Click on the Continue button.

Address and Phone (Checklist Item 2 of 4)

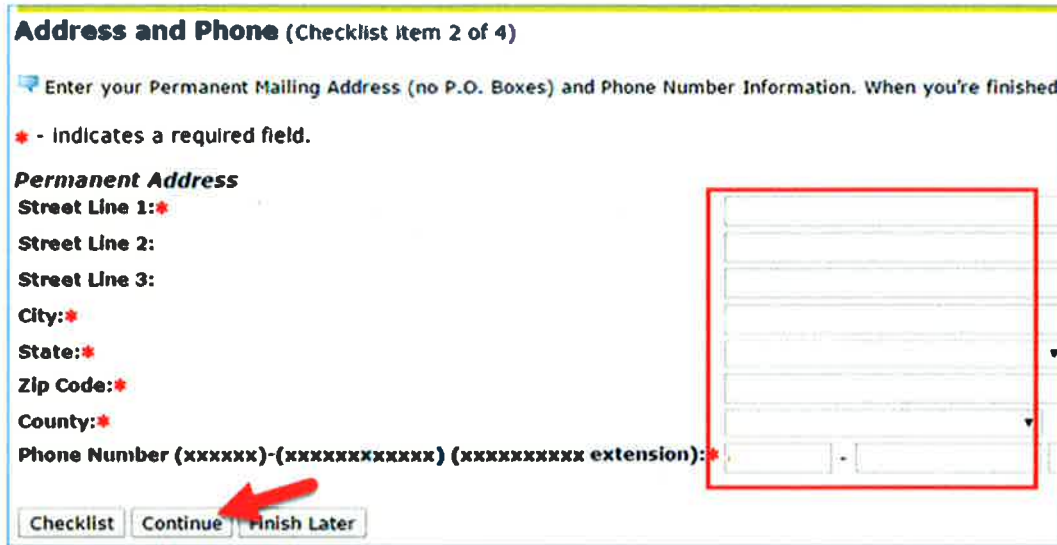
Enter your Permanent Mailing Address (no P.O. Boxes) and Phone Number Information. When you're finished,

* - Indicates a required field.

Permanent Address

Street Line 1: *
Street Line 2:
Street Line 3:
City: *
State: *
Zip Code: *
County: *
Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension): *

Checklist Continue Finish Later



7) Complete, then click on Continue.

* - Indicates a required field.

Citizenship: *
Email: *
Verify e-mail address: *
SSN (XXXXXXXX):
Gender: *
Ethnicity: *
Birth Date: *
Month Day Year (YYYY)

What is your ethnicity?

Ethnic Category: *
 Hispanic or Latino
 Not Hispanic or Latino

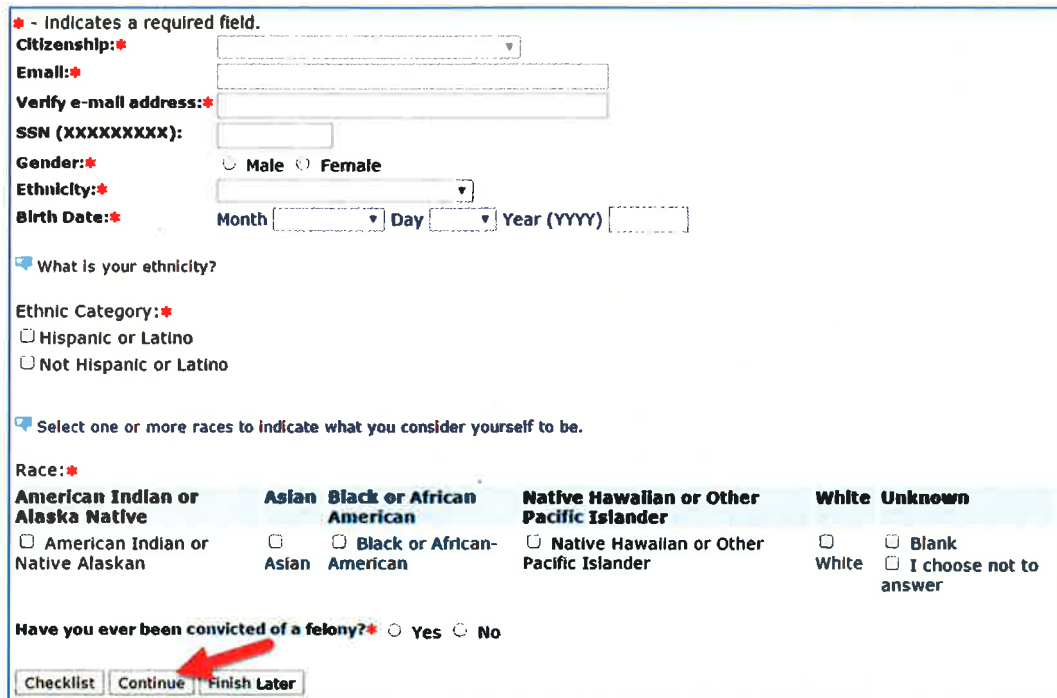
Select one or more races to indicate what you consider yourself to be.

Race: *

American Indian or Alaska Native <input type="checkbox"/> American Indian or Native Alaskan	Asian <input type="checkbox"/> Asian	Black or African American <input type="checkbox"/> Black or African-American	Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	White <input type="checkbox"/> White	Unknown <input type="checkbox"/> Blank <input type="checkbox"/> I choose not to answer
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Have you ever been convicted of a felony? * Yes No

Checklist Continue Finish Later



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8) Complete, then click on Continue.

* - indicates a required field.

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

If School not found:

High School Name:*

Graduation Date:* Month Day Year (YYYY)

9) Click on the Application is Complete button.

✓ Name ✓ Personal Information

✓ Address and Phone ✓ High School

10) Click on the "I agree to the terms" link.

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](#)

RELEASE: 8.7.1.2

11) Please write down your B# located in your letter. Then, click on "Access Web for Student".

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SUNY BROOME COMMUNITY COLLEGE | SELF-SERVICE BANNER

[HELP](#) [EXIT](#)

Signature Page

Dear ,

Congratulations! You have just been admitted to SUNY Broome Community College as a Fast Forward student for the Fall Semester 2016.

Fast Forward gives you a jump start on college by not only preparing you for college study, but also by earning college credit while in high school.

As a Fast Forward student, the cost of your course(s) is \$0!

Your permanent SUNY Broome ID number is . Please write down this number now, or print this page. You will use this as your username when you click the button below. Your password would be the PIN you chose at the start of this application.

If you have any questions, please feel free to contact the Fast Forward Center (fastforward@sunybroome.edu or 607-778-5619).

Sincerely,

The Fast Forward Team
SUNY Broome Community College

[Access Web for Student](#)

[Return to Application Menu](#)

12) Type in your SUNY Broome ID, and PIN you've created. Click on the Login button.

Welcome to SUNY Broome Community College Self-Service Banner!

Please enter your Username and Password.

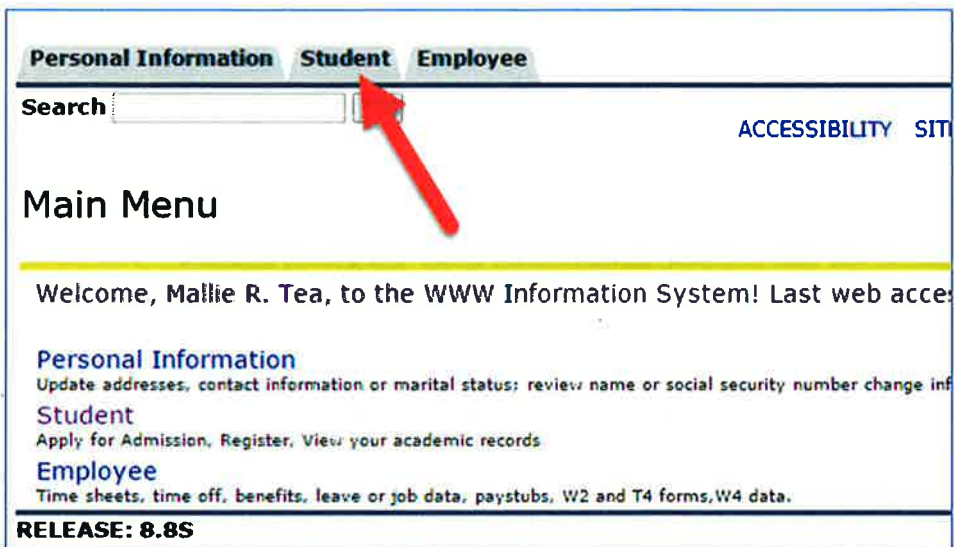
Username:

Password:

[Click Here for Help with Login?](#)

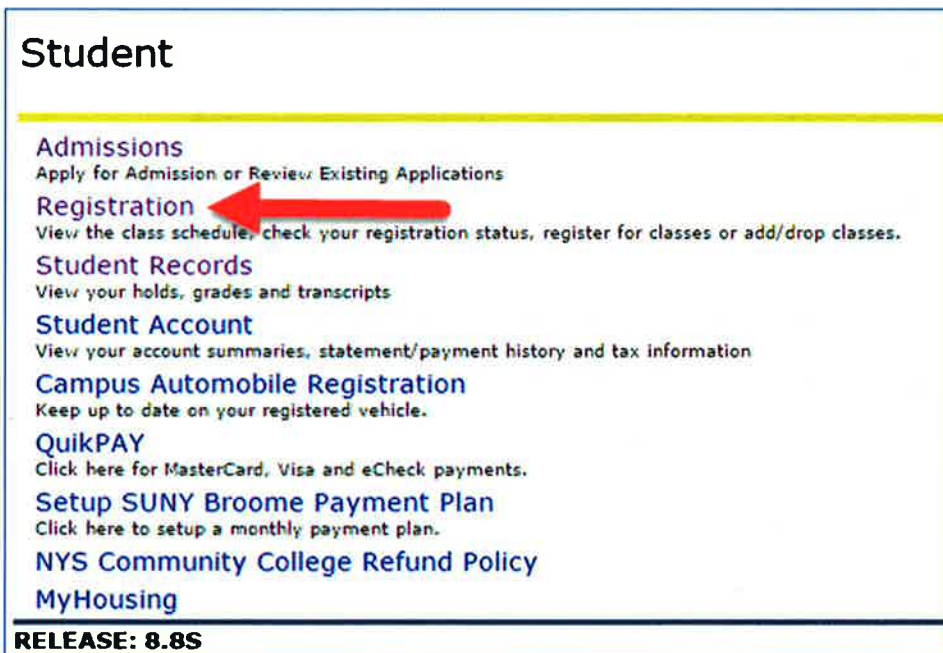
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13) Click on the Student tab.



The screenshot shows the top navigation bar with three tabs: "Personal Information", "Student", and "Employee". A red arrow points to the "Student" tab. Below the tabs is a search bar and a link for "ACCESSIBILITY SITE". The main menu lists several options: "Personal Information" (Update addresses, contact information or marital status; review name or social security number change info), "Student" (Apply for Admission, Register, View your academic records), and "Employee" (Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data). At the bottom, it says "RELEASE: 8.8S".

14) Click on the Registration link.




The screenshot shows the "Student" main menu. A red arrow points to the "Registration" link. The menu lists several options: "Admissions" (Apply for Admission or Review Existing Applications), "Registration" (View the class schedule, check your registration status, register for classes or add/drop classes), "Student Records" (View your holds, grades and transcripts), "Student Account" (View your account summaries, statement/payment history and tax information), "Campus Automobile Registration" (Keep up to date on your registered vehicle), "QuikPAY" (Click here for MasterCard, Visa and eCheck payments), "Setup SUNY Broome Payment Plan" (Click here to setup a monthly payment plan), "NYS Community College Refund Policy", and "MyHousing". At the bottom, it says "RELEASE: 8.8S".

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15) Click on Add or Drop Classes link.

[Select Term](#)

[Add or Drop Classes](#) 

[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](#)

[Purchase Books Online](#)

Order your textbooks with a click of a button


RELEASE: 8.8S

16) Select current term (semester), and press Submit.

Registration Term

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

Select a Term:



17) Type in all CRN(s) (Course Reference Number) that you have permission to register for. Click on Submit Changes.

Add Classes Worksheet

CRNs

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18) Click on Continue button.

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
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Registered via the Web

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



Congratulations! You are admitted and registered as a Fast Forward student.