SPRING 2027 REGISTRATION GUIDE

How to register for your spring classes

1 Meet with your advisor

You must meet with your advisor before you can register. They will help you choose your classes and plan your schedule.

> **Book an advising appointment**
> **cgccadvising.mywconline.com**

Before you leave your appointment, get the 5-digit CRN (Course Registration Number) for each class. This will make it easier to register in Banner.

WRITE YOUR CRNS HERE

Ask your advisor about Winter Session

DECEMBER 22 – JANUARY 15 · ONLINE · 3 CREDITS

Catch up or get ahead over winter break with an accelerated course. With 15 weeks of material covered in 3.5 weeks, make a plan for daily studying.

Ask your advisor for the course's CRN. Winter courses are listed under the **Spring 2027** term in Banner.

- **EN 101** Composition
- **HI 104** U.S. History 1865–Present
- **SO 101** Introduction to Sociology
- **BU 103** Foundations of Business
- **BU 113** Entrepreneurship

Tuition is the same as any other term. Questions about cost or financial aid? Visit columbiagreene.edu/financialaid.

> **Stuck on Step 1?** Contact Advising at **advising@sunycgcc.edu** or **(518) 697-6395** for help scheduling an advisement appointment or choosing courses.

2 Register for your classes in Banner

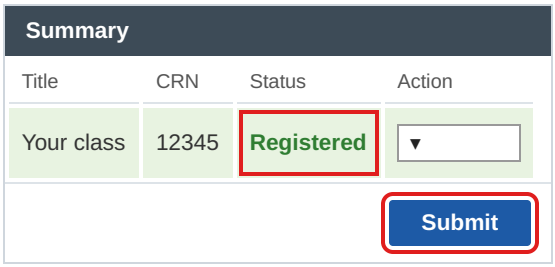
A. Log on to Banner Self-Service at **columbiagreene.edu/mycgcc**

B. Click on **Registration**, then **Register for Classes**.

C. Choose **Spring 2027** from the term list and click **Continue**.

D. Click the **Enter CRNs** tab and type in a CRN. To add more, click **Add Another CRN**. Then click **Add to Summary**.

E. Double-check your CRNs, then click **Submit**.



You're registered when each class says **Registered** under Status.

Don't have your CRNs? Look up your classes.

1. On **Register for Classes**, stay on the **Find Classes** tab.
2. Choose a **Subject** (such as English), type the **Course Number** (such as 101), and click **Search**.
3. Click **Add** next to a section that fits your schedule, then click **Submit**.

The Student Records Hub

Guides and forms, including the course override request. In Banner, look under **Additional Links**.

sunycgcc.sharepoint.com/sites/RecordsRegistration-StudentHub

Common problems and what to do

The class is full → Join the waitlist

A. In the **Summary** box, open the **Action** menu.

B. Choose **Waitlisted**.

C. Click **Submit** to get in line for the next seat.

If a seat opens, you'll get a **Waitlist Notification** from the Registrar. **You'll have 24 hours to register** using the link provided, so check your CGCC email often.

Tip: Register for a **backup course** in the meantime. If a seat opens in the full class, drop the backup and take the seat.

An error says you need an "override" → Request one

A. Open the **Student Records Hub** (see Step 2 above).

B. Select the **Request a Course Override** tile.

C. Fill out the short form and submit it.

You'll get an email with the decision and next steps **within 2 business days**.

Stuck on Step 2? Contact the Registrar at **registration@sunycgcc.edu** or **(518) 697-6425** for help with registration.