

How to Register for Spring Classes Using the SOLAR System

When to Register

On your SOLAR System homepage, under Student Records and Registration select Enrollment. You will then select Enrollment Dates. This tells you the first day and time that you will be able to register for your classes from any computer.

Searching for Classes

Under Student Records and Registration you will select Enrollment.

- Select Class Search/Browse Catalog.
- Make sure SUNY at Stony Brook is reported for “Institution.”
- For “Term,” click the search icon:
- Click the Lookup button and select the desired term.
- For “Course Career,” use the drop-down menu to select Undergraduate.
- For Campus, select the appropriate campus and then select GO

Search for Classes

SUNY at Stony Brook | Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Course Subject

select subject

Course Number

is exactly

Course Career

Undergraduate

☒ Show Open Classes Only

▼ Additional Search Criteria

Meeting Start Time

greater than or equal to

Meeting End Time

less than or equal to

Days of Week

include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name

begins with

Class Nbr

Course Keyword

Minimum Units

greater than or equal to

Maximum Units

less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

Requirement
Designation

[Return to Add Classes](#)

CLEAR

SEARCH

How to Use the Class Search Page

- To find a specific class, select course subject and number.
- To find classes for specific SBCs, select appropriate choice under Rqmnt Designation.
- You may also utilize other options such as Day of the Week or Meeting Time to narrow your search.

Class Search Results

When reviewing the results of a class search, note the following:

- **Comp:** This column indicates the class type:

- **LEC:**Lecture—Large class of approximately 100–500 students.
- **REC:** Recitation—Smaller subset of the lecture, approximately 30–45 students.
- **LAB:** Laboratory

Many courses at Stony Brook are made up of more than one component. For example, most Chemistry courses have a large group lecture meeting several times a week as well as a small group recitation meeting once a week. Students must attend both lectures and recitations to comply with the requirements of the course.

- Please click on the section to see the location of that specific course.

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▼ ANP 120 - Introduction to Physical Anthropology

View All Sections			
First		1-3 of 7	Last
Section	01-LAB(42087)		
Status	<input type="checkbox"/>		
Session	Spring		
Days & Times	Room	Instructor	Meeting Dates
TuTh 11:20AM - 12:40PM	MELVILLE LBR E4330	Diane Doran-Sheehy	1/26/2009 - 5/19/2009
Section	L01-LAB(42088)		
Status	<input checked="" type="radio"/>		
Session	Spring		
Days & Times	Room	Instructor	Meeting Dates
Mo 9:35AM - 11:35AM	SOCBEHAV SCI N526	Staff	1/26/2009 - 5/19/2009
Section	L02-LAB(42089)		
Status	<input checked="" type="radio"/>		
Session	Spring		
Days & Times	Room	Instructor	Meeting Dates
We 9:35AM - 11:35AM	SOCBEHAV SCI N526	Staff	1/26/2009 - 5/19/2009

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CLASS DETAILS

Status	<input checked="" type="radio"/>	Career	Undergraduate
Class Number	58539	Dates	1/26/2009 - 5/19/2009
Session	Full Spring Semester Session	Grading	Student Option
Units	4 units	Location	Southampton Campus
Class Components	Laboratory	Campus	Southampton Campus
	Lecture	Required	

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:20AM - 9:40AM	CHANCLR HALL 237	Elizabeth Newman	1/26/2009 - 5/19/2009

ENROLLMENT INFORMATION

Requirement Designation DEC E. Required grade: A through D

CLASS AVAILABILITY

Class Capacity	24	Wait List Capacity	0
Enrollment Total	19	Wait List Total	0
Available Seats	5		

Notes

Class Notes Meets in Southampton.

- When you search for a class that has a lecture and recitation or a lecture and a lab (see above), the information will be displayed during the process of actually enrolling in a course. When you choose a recitation, it will automatically register you in the corresponding lecture.

Adding Classes

You must officially register for each course you wish to take through the SOLAR System.

- Under Student Records and Registration select Enrollment.
- Select Enrollment: Add Classes.
- In the “Class Nbr” field, type the desired class number for each class you wish to take, or search for classes using the search icon. If you wish to add more classes than the screen permits, click **Add Another Class**.
- Click **Submit**. If you encounter errors, click the **Errors Found** link for details.

Please note that it is **your responsibility** to ensure that your schedule is accurate. Anytime you attempt to add classes or make any type of schedule change, always verify that the change has been successfully processed by printing out a hard copy of your schedule. Online registration tutorials are available at: <http://it.stonybrook.edu/help/kb-articles>

Automatic Waitlists

You will need to click on the check box that says “Wait list if class is full” under Class Preferences before submitting your transaction.

If a spot opens up for which you are eligible, a message verifying that you have been enrolled will be posted to your Messages account on the SOLAR System. If you no longer want to be on the waitlist, you must drop yourself from the waitlist just as you would drop a class.

Registering for Courses that Require Permission

Permission is required if the course is restricted to certain students or if the instructor/department is keeping a manual waitlist. You should contact the department to receive permission to register. Once permission is granted, you’ll receive notification via a SOLAR message that you can register for the course. Permissions have an expiration date (this will be noted in the message) so be sure to register before the permission expires.

Reserves

Some courses have the remark: “Some seats reserved for . . . ,” noted in the Class Details view. Departments may reserve seats in courses for students in their majors or for seniors, among others. When you search for a course in the SOLAR System, although it may appear open, you may not be able to register because the only remaining open seats are reserved for other students.

Enforcement of Prerequisites

Policies on prerequisites differ by department; in some cases, you will not be permitted to register unless you have satisfied the prerequisite (the SOLAR System will check to ensure completion of the prerequisite). If you believe you have satisfied the prerequisite by a transferred course, you may have to provide proof of this to the department before you’ll be permitted to register.

Instructors have the option to deregister you if you do not have the proper prerequisites. If you want to take a course but have not completed the prerequisites, you should speak to the department offering the course.

Course Re-Take Policy

Any undergraduate who wishes to repeat a Stony Brook course that is not designated as repeatable must obtain permission from his or her academic advisor. This policy applies to all current and previously taken Stony Brook courses. If you are seeking re-enrollment in a class in which you earned a grade or remark on the academic transcript (including, for example, grades of A–F, S, U, W, P, NC) on the first attempt, it is considered a course repeat. Students are not permitted to select the graded/pass/no credit (G/P/NC) option for repeated classes. Should you need to request permission to repeat a course, please speak to your college advisor. For additional information, please visit:

<http://www.stonybrook.edu/commcms/advising/retakeinfosheet.shtml>

Students wishing to take a course more than twice must submit a petition to the appropriate committee on academic standing and appeals. In support of this petition form, students must include written approval from the undergraduate program director of the department offering the course.

Credits for retaken courses will count once toward cumulative credits, but will count each time toward semester load. Each grade received in the course will be averaged into the cumulative grade point average. A re-take grade does not replace the original grade.

Students wishing to re-take courses should consider doing so in the summer and winter sessions, if possible, as their registration opportunities in fall or spring semesters may be limited. Although students are permitted to register for a second attempt of any course in summer or winter without written permission, it is expected that they will consult with an academic advisor.

Students registering for ‘High Demand/Controlled Access Courses’ (HD/CA) for the first time will have priority to do so. Students wishing to take an HD/CA course for a second time must meet with an academic advisor to request permission. If permission is granted, and if seats remain available, students will have the opportunity to register after all students taking the course for the first time have been accommodated.

Alternatively, students may retake HD/CA courses during the summer or winter sessions without priority limitations, or may take an equivalent course at another institution. Students seeking to take courses at other institutions should seek pre-approval from the relevant department at Stony Brook and file a Transfer Course Evaluation Form with the Transfer Office. All other aspects of the course retake policy (as detailed in items 1-7) remain in effect for HD/CA courses.

HD/CA courses:

AMS 102, AMS 110, AMS 151, AMS 161, ANP 300, BIO 201, BIO 202, BIO 203, BIO 204, BIO 205, BIO 207, BIO 315, BIO 358, CHE 129, CHE 131/141, CHE 132/142, CHE 133/143, CHE 152, CHE 321, CHE 322, CHE 326, CHE 331, CHE 332, CSE 114, ECO 108, ECO 303, ECO 305, ECO 320, MAP 103, MAT 122, MAT 123, MAT 125/131/141, MAT 126, MAT 127, MAT 132/ 142, PHY 121/125/131, PHY 122/126/132, PHY 123, PHY 124, PHY 127, PHY 133, PHY 134, PHY 141, PHY 142, POL 201, PSY 201, PSY 310, SOC 202

This policy can be found in the online Undergraduate Bulletins under Policies and Regulations and Multiple Registrations: <http://sb.cc.stonybrook.edu/bulletin/current/>