



# Student Academic Records & Financial Services

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## BIRD Touch Tone Registration Worksheet

**Print this sheet, and then fill it out before using BIRD.**

<p><b>Call BIRD</b> (716) 645-7800 TDD users: (716) 645-7896 This is what you hear when you call BIRD:</p>	<p>?→ BIRD is available from 7:00 a.m. to 11:00 p.m. everyday except: 1/1; Thanksgiving; 12/25 <b>If you have trouble using BIRD, call 716-645-2450</b>, Monday through Friday from 8:30 a.m. to 5:00 p.m.</p>																																			
<p>"Welcome to BIRD, the University at Buffalo's touchtone system."</p>	<p>→ <b>Press</b> 1 For Registration Drop / Add 2 For Grades 3 For Financial Aid Information 6 To change your PIN (<i>first time users cannot select this feature</i>) 7 To end call</p>																																			
<p>"Please select from the Registration Drop Add Menu"</p>	<p>→ <b>Press</b> 1 For Registration Drop / Add 3 To hear your detailed course schedule 4 To hear your initial course registration window 2 To return to the main menu 7 To end call</p>																																			
<p>"Enter your 9-digit Social Security Number followed by the # sign, or your 8-digit UB Person Number followed by the # sign."  ? Having trouble with your PIN, call 716-645-2450, Mon. – Fri., 8:30 a.m. – 5 p.m.</p>	<p>→ _____ - _____ - _____ # or _____ - _____ # <b>First time users</b> will have to use their Social Security Number. Once you get your UB ID card, your Person Number will be listed on it.</p>																																			
<p>"Enter your 4-digit PIN"</p>	<p>→ <b>First time users:</b> If you are a first time user, your initial PIN has been set as your month and date of birth (mmdd). Ex: if your birthday is April 5, your initial PIN would be <u>0405</u>  After you enter your mmdd, you must select a new 4-digit PIN other than your birth date: _____</p>																																			
<p>"Enter a Registration Semester Number"</p>	<p>→ <b>Press</b> 1 For Spring 6 For Summer 9 For Fall</p>																																			
<p>"Enter your Intended Major code." (Fall / Spring undergrads who have not been accepted into a major only)</p>	<p>→ Each of our intended majors has its own 8-digit code. Look up your intended major code: <a href="http://src.buffalo.edu/register/intendedmajor.shtml">http://src.buffalo.edu/register/intendedmajor.shtml</a> _____</p>																																			
<p>"Enter Course Request"</p>	<p>→ <b>To add a course, enter "1" then the 6-digit course registration number</b> <b>To drop/resign a course, enter "9" and the 6-digit course registration number</b></p>																																			
<p>"Enter the action codes: 1 to add, or 9 to drop followed immediately by the 6-digit registration number."  <b>First time user tip:</b> When entering a course request, do not pause between "action code" and "course registration number." Ex: 1 2 2 2 2 2 2</p>	<table border="1"> <thead> <tr> <th>Action Code</th> <th>6-digit Course Registration Number, from <b>Electronic Class Schedule</b></th> <th>Dept</th> <th>Crs</th> <th>Days &amp; Time</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Action Code	6-digit Course Registration Number, from <b>Electronic Class Schedule</b>	Dept	Crs	Days & Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Are any of these courses offered for "variable credit hours?" If so, you must tell BIRD how many credit hours you and the instructor have agreed to. Here are examples of how to enter the information on your Touch Tone keypad:  
1.0 credit hours: **1\*0#**    1.5 credit hours: **1\*5#**    12.0 credit hours: **12\*0#**

- **Schedule Planning Grid:** <http://advising.buffalo.edu/help/pdfs/weekplanningworksheet.pdf>
- **Electronic Class Schedule:** <http://src.buffalo.edu/schedule/index.shtml>