**Registration Instructions**

**Step 1: Search for Class Days and Times**

Make sure you complete this step PRIOR to your registration date. Please pay attention to a.m. and p.m. when searching for class days and times.

- Visit my.bsu.edu and login with your BSU username and password.
- Click on the “Banner” folder/tab
- Click on “Self Service (SSB)”.
- Click on the “Student” tab.
- Click on “Registration”.
- Click on “Look Up Classes”.
- Select the term and year and click “Submit”.
- Choose the course subject using the scroll down menu (e.g., HIST– History).
- Once you have selected and highlighted the course subject, click “course search”. This will bring you to the list of courses offered within the course subject.
- Look for the number and title of the course you want to register for. When you find it, click on “view sections”.
- If you find a section (day/time) that you like, write the red CRN (5-digit course reference number) at the top of your scheduling worksheet and enter the days and times in the “Week At a Glance” section to avoid time conflicts.
- To view the course description, prerequisites, restrictions, and co-requisites/labs, click on the red CRN and then click on “View Catalog Entry”.
- Continue searching for your class days/times by clicking on “New Search” or simply click the back button of your internet browser.
- Make sure you have all of your CRNs listed on your scheduling worksheet before logging out.

**Step 2: Register for Classes (will start when time ticket “opens”)**

- As soon as your time ticket opens, go to my.bsu.edu and login with your BSU username and password.
- Click on the “Banner” folder/tab
- Click on “Self Service (SSB)”.
- Click on “Student” tab.
- Click on “Registration”.
- Click on “Course Add/Drop/Withdrawal”.
- Select the term and click “Submit”.
- Enter ALL of your CRNs in the spaces under “Add Classes Worksheet” and click “Submit Changes”.
- You will find out immediately if you are registered for those courses or if there are any issues with the courses you selected. If there are issues, you should resolve them immediately.
- Once your schedule is complete, go to the “Student” tab, then click on “Registration” and click on “Week at a Glance” or “Quick Schedule” to view and print your schedule for the semester.

**MAKE SURE YOU LOGOUT COMPLETELY WHEN YOU’RE FINISHED!**