Step 1: Search for Class Days and Times (available now)
Visit my.bsu.edu and login with your username and password. Click on “SSB-Self-Service Banner”. Click on the “Student” tab. Click on “Course Catalog & Class Offerings”. Click on “Search Available Class Offerings”. Select “Fall 2012” for the term and click “Submit”. Select the course subject that you want to search for and any additional criteria (ex. course number, course days/times, etc.) and click “Class Search”. If you find a section (day/time) that you like, write the red CRN (5-digit course reference number found in the gray section header) 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 course title 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 you log-out.

Step 2: Check Your Registration Status and Curriculum Information
Visit my.bsu.edu and login with your username and password. Click on “SSB-Self-Service Banner”. Click on the “Student” tab. Click on “Registration”. Click on “Registration Status”. Select “Fall 2012” for the term and click “Submit”. This screen tells you if you have any holds that will prevent you from registering, your academic standing, and your student status. If all of the bullet points show green check marks, you will be ready to register for classes when your time ticket opens. If not, please resolve the issue(s) prior to registration.
You can also see when your time ticket opens. (If this information isn’t available yet, check your Ball State e-mail account regularly for a message from the Registrar’s Office with that information.) You can begin registering for fall classes beginning with the day and time listed for your time ticket. Check your Registration Status again right before your time ticket opens.
Under Curriculum Information check to make sure that your major and minor are listed correctly. If not, please contact your Academic Advisor immediately before you register for classes.

Step 3: Register for Classes (will start with your time ticket)
As soon as your time ticket opens, go to my.bsu.edu and login. Click on “SSB-Self-Service Banner”. Click on “Student” tab. Click on “Registration”. Click on “Course Add/Drop/Withdrawal”. Select “Fall 2012” for 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 can 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 fall semester.