REGISTRATION

This section covers general information about registering for courses at Ball State University.

Students are expected to register for their classes using SSB Self Service Banner.

ADDING/REGISTERING FOR A COURSE ON SSB-STUDENT

1. Log on to Self Service Banner (SSB) through http://my.bsu.edu and entering your User Name and Password. Click LOGIN.

2. Choose Self-Service Banner (SSB). It is probably the first link listed.
3. Click on the Student Tab.

4. Select the **Registration** box. It is the first box directly under the Student Tab.

5. Click on the **Look Up Classes** link.
6. Select the term that you are registering for using the drop down arrow under the heading, **Search by Term**.

7. Click the **Submit** button at the bottom.
8. Choose the Subject of the class that you are registering for.

9. Click the **Course Search** button at the bottom of the screen.

10. Next scroll through the list to find the course you are looking for and select the **View Sections** button to the right of the course you would like to register for.
11. Find the section you want to select. If registration is open, there will be check boxes under the Select column. Click in the box (a check mark will appear).

a. If there is a C in the Select column, the section is closed.

b. If there is a SR in the Select column, there is something within the student’s record that is preventing registration.

c. If there is a NR in the Select column, the registration period is not open.
12. Click the Register button to register for the selected class.

**REGISTER FOR CLASSES USING THE CRN**

1. Log on to Self Service Banner (SSB) through [http://my.bsu.edu](http://my.bsu.edu) and entering your User Name and Password. Click LOGIN.
2. Choose **Self-Service Banner (SSB)**. It is probably the first link listed.
3. Click on the Student Tab.

4. Select the Registration box. It is the first box directly under the Student Tab.

5. Click on the Course Add/Drop/Withdrawal link.

6. Scroll down to the bottom of the page to Add Classes Worksheet and enter the CRN(s) in the box(es) below.
   
   a. The student may need to find the CRN using the Look Up Classes link.
   
   b. This form of registration is helpful when registering for a lecture and a lab.
   
   c. This form of registration is helpful when needing to drop a class and register for another class at the same time.

7. **Click Submit Changes** button at the bottom.
JOINING A WAITLIST

1. Follow the directions for registering using the **Look Up Classes** link.

2. After selecting the course and clicking the Register button, the Course Add/Drop/Withdrawal screen will appear with the student’s schedule. Select the drop down menu under the Action heading.

3. If the course has a waitlist available, choose the waitlist option and Click the **Submit Changes** button at the bottom.
**ADDING A COURSE IN INB-REGISTRATION**

*This can only be completed when the Add/Drop period is over and there is a written request from the Department on Departmental letterhead or during Freshman Orientation.*

1. Log into INB (Internet Native Banner).

   ![Image of the INB interface]

2. In the **Go To** box at the top enter **SFAREGS**. Hit the **Enter** key.
   
a. You may also access this screen in your “My Banner” folder (if you have set it up). Double click on **Student Course Registration [SFAREGS]**.
3. Enter the term in the **Term:** box.
   
a. Fall Term-yyyy10 (i.e. 201310)
   
b. Spring Term-yyyy20 (i.e. 201320)
   
c. Summer Term-yyyy30 (i.e. 201330)

4. Tab to the **ID:** box and enter the student’s ID.

5. Click on the **Next Block** button on the toolbar twice (It is the 9th button from the left on the toolbar).

6. Enter the CRN for the course under the CRN heading. If there are already classes listed, arrow to the first available line.

7. Save the changes by clicking on the **Save** button (It is the first button to the left on the toolbar) twice.
8. Click on OK when the “Fees Processed” dialog box appears.
**ADDING A COURSE IN INB-REGISTRATION (without Screen Shots)**

*This can only be completed when the Add/Drop period is over and there is a written request from the Department on Departmental letterhead or during Freshman Orientation.*

1. Log into INB (Internet Native Banner).

2. In the **Go To...** box at the top enter **SFAREGS**. Hit the **Enter** key.
   a. You may also access this screen in your “My Banner” folder (if you have set it up). Double click on **Student Course Registration [SFAREGS]**.

3. Enter the term in the **Term:** box.
   a. Fall Term- yyyy10 (i.e. 201310)
   b. Spring Term- yyyy20 (i.e. 201320)
   c. Summer Term- yyyy30 (i.e. 201330)

4. Tab to the **ID:** box and enter the student’s ID.

5. Click on the **Next Block** button on the toolbar twice (It is the 9th button from the left on the toolbar).

6. Enter the CRN for the course under the CRN heading. If there are already classes listed, arrow to the first available line.

7. Save the changes by clicking on the **Save** button (It is the first button to the left on the toolbar) twice.

8. Click on **OK** when the “Fees Processed” dialog box appears.