

# STUDENT REGISTRATION INSTRUCTIONS

Ball State University is switching to a new computer system that will change the registration process for the fall 2012 semester and beyond. This document explains the new registration process under “Self-Service Banner (SSB)”. Below are some steps that you will need to follow in order to register for courses, check your academic information, and review your registration time ticket.

## STEP1: Check Your Registration Status

- ❖ Visit my.bsu.edu and login with your Ball State username and password
- ❖ Click on “Self-Service Banner (SSB)”
- ❖ Click on the “Student” tab
- ❖ Click on “Registration”
- ❖ Click on “Registration Status”
- ❖ Select the term you are wanting to look at and click “Submit”
- ❖ This screen tells you when your registration time ticket has opened, 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.

## STEP 2: Verify Your Major

- ❖ Click on the “Student” tab
- ❖ Click on “Student Records”
- ❖ Click on “Current Degree and Advisor”
- ❖ 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: Search for Class Days and Times

Make sure you complete this step **PRIOR** to your registration date.

Please note that military time is no longer used. Please pay attention to a.m. and p.m. when searching for class days and times.

- ❖ Click on the “Student” tab
- ❖ Click on “Registration”
- ❖ Click on “Look Up Classes”
- ❖ Select the term you are wanting and click “Submit”
- ❖ Select the course subject that you are wanting and click “Course Search” or if you want to use additional search options click on “Advanced Search”.
- ❖ If you find a section (day/time) that you like, write the red CRN (course reference number) at the top of your scheduling worksheet and enter the days and times in the Week At A Glance.