

SCHEDULING + REGISTRATION

Academic Advising

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Fall 2012 Registration Instructions

Ball State University is switching to a new computer system that will change the registration process for the Fall 2012 Semester. This document explains the new registration process under "Self-Service Banner (SSB)".

The University will communicate with you through e-mail to inform you when these tools will be available online and when you can register for classes. Some tools will not be available until early April. The University will also send you links to more in-depth instructions and tech clips. Please check your Ball State e-mail account regularly and clean it out periodically so that you'll be able to receive these messages.

For more in-depth instructions, visit: http://elearning.bsu.edu/tutorials/pdf/STU_CourseCatalog.pdf

For more information about the new system, visit: www.bsu.edu/erp/student

Step 1: Search for Class Days and Times (available now)

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.

- 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

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

- 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.

MAKE SURE YOU LOGOUT COMPLETELY WHEN YOU'RE FINISHED!

BALL STATE UNIVERSITY

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