Advisor

Who is my Advisor and how do I find them?

- Go to my.bsu.edu and log in with username and password. Click on Student Academics at the top. Look at the Advising table. Beneath that in the fourth row click on "Who is My Advisor?"

How can I contact them?

- Go to my.bsu.edu and log in with username and password. On the right side click on webmail. A new page will come up and on the right-hand side click on "Login to Office 365 Webmail" and put in your BSU username and password. Your webmail will pull up on the top left-hand side there is a tab that says "New". Click this tab to write an email. In the top left of the new email there is a tab that says "To…" Click this and a new window will open. At the top in the search bar type in your advisor's last name and he or she will come up. Double click on their name, and then click OK in the bottom right-hand corner. Your new email will come up with your advisor's name in the "To…" Box. This method also works for anyone with a BSU email.

Is advising required?

- Yes- http://cms.bsu.edu/Academics/Advising.aspx

Pre-Business

- When can I register for a 300 level course?
- Course Repeat requirements
- GPA calculation
- When will I graduate?

Admission to Miller College/Major

- What is Rule of 9?
- Admission Requirements
- Repeat if I get a "c-" in a class

Registration/Schedule

Where can I find my Time Ticket?

- Enter your username and password. Click on SSB - Self-Service Banner. Click on the Student Menu. Click on the Registration Menu. Click on View Registration Status (time ticket information is at the top).

How do I print my DAPR?

- Enter your username and password. Click on Student Academics at the top. Look at the Advising table. Beneath that in the third row click on "DAPR". Click on Create a New DAPR. Don't put anything in the next screen and scroll all the way to the bottom and hit continue. A date/time stamp in red will come up, click that link.

How do I see my schedule?

- Enter your username and password, a new screen will come up, click on "SSB- Self Service Banner". Click on "Student", "Registration", and either Quick Schedule, Week at a Glance, or Full Detail Schedule.

How do I View Holds?

- Enter your username and password, a new screen will come up, click on "SSB- Self Service Banner". Click on "Student", "Student Records", and Institutional Holds

How do I request permission for specific class (if full/closed)?

- Go to the department of the class and ask permission. Example: Trying to get into ISOM 135, go to the ISOM department.

How do I get an Internship if they required for my major?

Miscellaneous

- List of Majors
- List of Minors
- International Students
    - International Student Services
    - 1+2+1 Program
- How do I declare my major?
- Transfer Course Credits – Summer Classes
- Online and Distance Education classes
- Where do I go to get Insurance/Good student form signed?
- ROTC form signed
    - Go to Ball Gym 111 ROTC office- Denise Dean 765-285-8341
- Common Error Messages
- Struggling – Pre-business Living Learning Community
- Bursar's Office
- Transcript Office
- Financial Aid Office
- Study Abroad
- Immersive Learning