Registering for Courses Using the Course Shopping Cart/Adding a Course

- When Course Registration and Add/Drop sessions start, go to Ball State's main website, www.bsu.edu.
- Click on "Current Students" at the top left corner of the page.
- Scroll down to "My Courses," and select "Course Shopping Cart."
- At the "Course Shopping Cart" screen, select the Discipline/Department, Course Number, Year, and School Term to find the course you are wanting to add into your schedule.
- Then click "Find Course."
- At the course screen, you will see a list of classes that are available. (Note: Some classes require prerequisites and others have restrictions. Pay attention to the RESTRC and COREQ under each class listing)
- When you find the class you want, select "Add Course" to the shopping cart.
- When you have picked all your classes, return to the "Current Students" page and click on "Course Request."
- At the "Course Request" screen, you will see the list of all your selected classes at the bottom of the page.
- Check all of the classes you want, and click "Add Checked Courses" to add them to your schedule. (Note: The course request period is NOT first come, first serve. Schedules are processed based on the number of credit hours earned. You may not get all of the classes or times your request.)
- Submit your schedule, and when prompted (normally 2---3 weeks), you can check "See My Schedule" at the "Current Students" page to see what classes have been added.