REGISTRATION INSTRUCTIONS

Advisors will be available throughout the semester and should be consulted if you have questions about appropriate classes, credit hours, major/minor selection, or other issues. Schedule an **advising appointment** with your **academic advisor** by logging into Navigate (**bsu.campus.eab.com**) or by contacting the **First-Year Advising Center** in North Quad 339 at 765-285-1161 during normal business hours, 8 a.m.-5 p.m., Monday-Friday.

View Your Time Ticket and Check Your Registration Status and Curriculum Information

- Visit *my.bsu.edu* and login with your Ball State username and password.
- Click on "Self Service (SSB)".
- Click on the "Students" tab.
- Click on "Registration, Schedule, and Planning".
- Click on "Prepare for Registration".
- Select the term and year (Spring 2024) and click "Continue"..
- **On October 16, you will be able to view your time ticket for Spring 2024.** The "time ticket" is the day and time you can begin registering for next term's classes.
- This screen also 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. If not, you must resolve the issue(s) prior to registration.
- Check to make sure that your **major** (and concentration/minor if applicable) is listed correctly. If not, please contact your academic advisor before you register for classes.

Step 1: Search for Class Days and Times

You may want to complete this step PRIOR to your registration date. Please pay attention to a.m. and p.m. when searching for class days and times.

- Visit *my.bsu.edu* and login with your BSU username and password.
- Click on "Self Service (SSB)".
- Click on the "Students" tab.
- Click on "Registration, Schedule, and Planning".
- Click on "Browse for Available Classes".
- Select the term and year (Spring 2024) and click "Continue".
- Choose the course subject using the scroll down menu (e.g., HIST– History).
- Type in the course number and click "Search"
- If you find a section (day/time) that you like, write the **CRN (5-digit course reference number)** at the top of your green scheduling worksheet.

- To view the course description, restrictions, prerequisites, and co-requisites/labs, click on tcourse title in the far-left column.
- Continue searching for your class days/times by clicking on "Search Again" in the top right corner of the webpage or simply click the back button on your internet browser.
- Make sure you have all of your CRNs listed on your scheduling worksheet before logging out.
- **Classes will be viewable in Banner in mid-October**

Step 2: Register for Classes

- As soon as your time ticket opens, go to *my.bsu.edu* and login with your BSU username and password. **Time tickets for Spring 2024 registration will open at various days/ times between October 30 and November 10.**
- Click on "Self Service (SSB)".
- Click on "Students" tab.
- Click on "Registration, Schedule, and Planning".
- Click on "Register for Classes ".
- Select the term and year (**Spring 2024**) and click "Continue".
- You should see three sections; at the top you should see "Find Classes, Enter CRNs, Schedule and Options". In the bottom left you should see your "Schedule" and "Schedule Details", in the bottom right you should see "Summary"
- To add a course to your schedule, click "Enter CRNs" at the top. Enter the CRNs recorded earlier for the course and section (day/time) you wish to add to your schedule, click "Add to Summary". You should see the course pop up in your "Summary" screen (the status will say "pending"); **make sure to click "Submit" in the summary screen to officially add the course to your schedule.** The status of the course should change to "registered"
- 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 should resolve them immediately.
- Once your new (changed/adjusted) schedule is complete, make sure to review your schedule in Self Service Banner. You can view your schedule in two areas, under "Student Profile" or in "Registration, Schedule, and Planning"
- Classes begin Monday, January 8. **You can continue to make adjustments to your schedule through Sunday, January 14.**