

Pre-Registration Advising Information

Who will help me prepare for next semester?

- You have an assigned professional academic advisor. You can access the name of your advisor online through AVISO from your [myBSU](#) webpage.
- You can schedule an appointment to meet with your advisor remotely (through WebEx, phone, or email) to discuss spring scheduling beginning September 14. Appointments are scheduled online in myBSU through AdvisorTrac (under Additional Tools) or by calling the Freshman Advising Center at 765-285-1161. For help with AdvisorTrac, a video tutorial is available at www.bsu.edu/academics/advising/gettingstarted/freshmen.

What resources can I use for academic planning?

- **2020-2021 Advising Handbook:** Distributed through orientation, the handbook provides detailed information about degrees, credit hours, grades and other important academic “basics” and serves as an introductory guide through the University Core Curriculum. www.bsu.edu/academics/advising/academicbasics/advisinghandbook.
- **DegreeWorks:** DegreeWorks is your personal “progress report” that lists the requirements for a selected degree and academic program. The information on the DegreeWorks worksheet is unique to each student and includes advanced standing (AP), dual/transfer credit, courses completed, grades earned, and other details. Access DegreeWorks online in Self-Service Banner through myBSU. For an overview of DegreeWorks, watch the four-minute video at www.bsu.edu/academics/advising/academicbasics/trackingprogress.
- **Ball State Undergraduate Catalog:** Consult the web catalog to gather information about academic programs, major/minor requirements, the University Core Curriculum, and course descriptions. catalog.bsu.edu

How many classes should I take?

- You are considered “full-time” when you take 12+ credit hours. The State of Indiana recommends students take “15 to Finish” and complete 15 credit hours each semester.
- You must earn 30 credits to be considered a sophomore at the end of Spring Semester 2021.
- Some majors may need to take more credits each semester; an advisor can provide you with information regarding the appropriate number of classes/credits to take in the spring semester.

When can I schedule classes?

- Registration for fall, spring, and summer classes is completed online and arranged by time tickets.
- A **time ticket** tells you the earliest day and time you are eligible to register for classes. Your time ticket will be listed in Self-Service Banner (SSB) through myBSU beginning in mid-October. The *Registration Instructions* (www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings) give step-by-step instructions on how to access it.

How do I schedule classes?

1. **Meet with an Academic Advisor.** Schedule an appointment through AdvisorTrac in myBSU to meet with your advisor remotely (through WebEx, phone, or email) to discuss spring classes. Prior to meeting with your advisor, review DegreeWorks (see information above) and complete the *Advising Planning Worksheet* (www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings).
2. **Plan your schedule.** See the *Registration Instructions* available online at www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings.
3. **Register for classes** when your time ticket opens (using the *Registration Instructions* document).