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 a remote **advising appointment** with your **academic advisor** by logging into AdvisorTrac (ballstate.go-redrock.com/) or by contacting the **Freshman 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 "Student" tab.
- Click on "Registration".
- Click on "Registration Status".
- Select the term (Fall), year (2021) and click "Submit".
- **Beginning in mid-March, you will be able to view your time ticket for Fall 2021.** 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 when your time ticket opens. 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 "Student" tab.
- Click on "Registration".
- Click on "Look Up Classes".
- Select the term (Fall), year (2021) and click "Submit".
- Choose the course subject using the scroll down menu (e.g., HIST– History).
- Once you have selected and highlighted the course subject, click "course search". This will bring you to the list of courses offered within the course subject.
- Look for the number and title of the course you want to register for. When you find it, click on "view sections".
- If you find a section (day/time) that you like, write the blue **CRN (5-digit course reference number)** at the top of your green 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 CRN 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 logging out.

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 Fall 2021 registration will open at various days/times during a 2 week period between April 5 - 16.**
- Click on "Self Service (SSB)".
- Click on "Student" tab.
- Click on "Registration".
- Click on "Course Add/Drop/Withdrawal ".
- Select the term (**Fall 2021**) 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 should resolve them immediately.
- Once your **schedule** is complete, go to the "Student" tab, then click on "Registration" and click on "Schedule" to view and print your schedule for the semester.
- **You can continue to make adjustments to your schedule through Sunday, August 29.**