

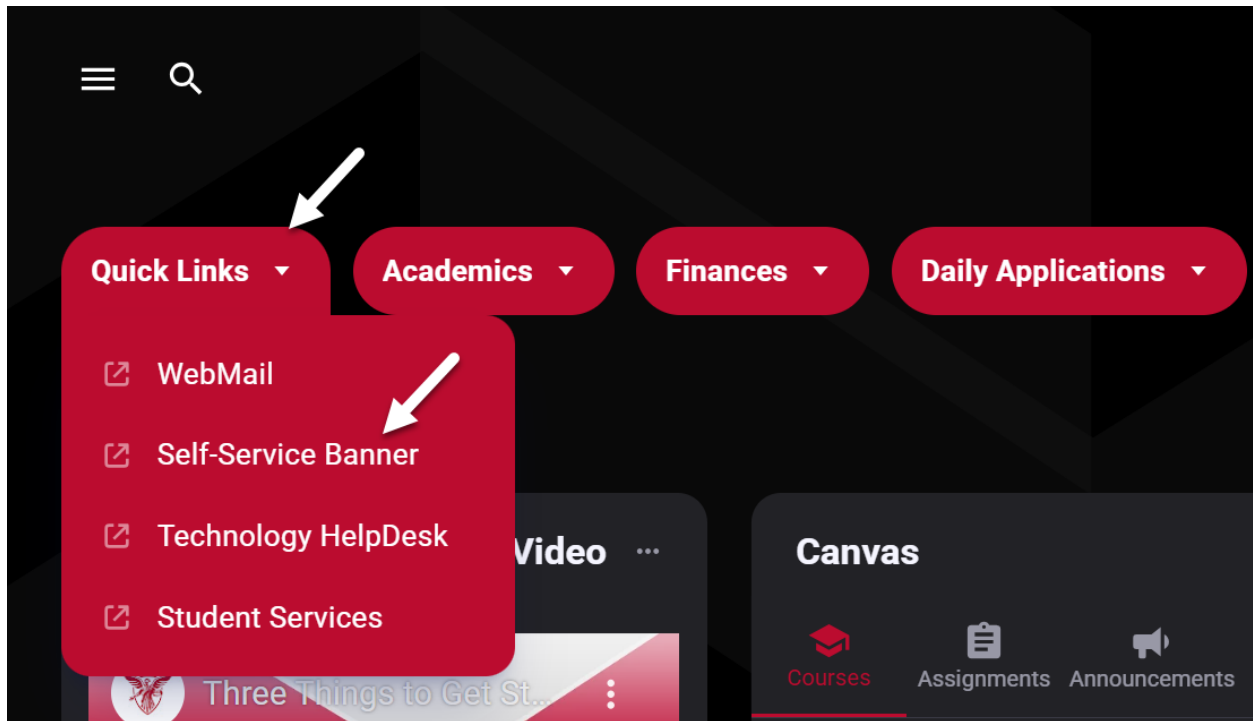
Instructions for Coursera Schedule Changes/Adjustments

Step 1: Log on to Self-Service Banner (SSB)

Go to <https://myballstate.bsu.edu> and log in with your BSU username and password.

You can find the log in button on the upper right corner of the screen

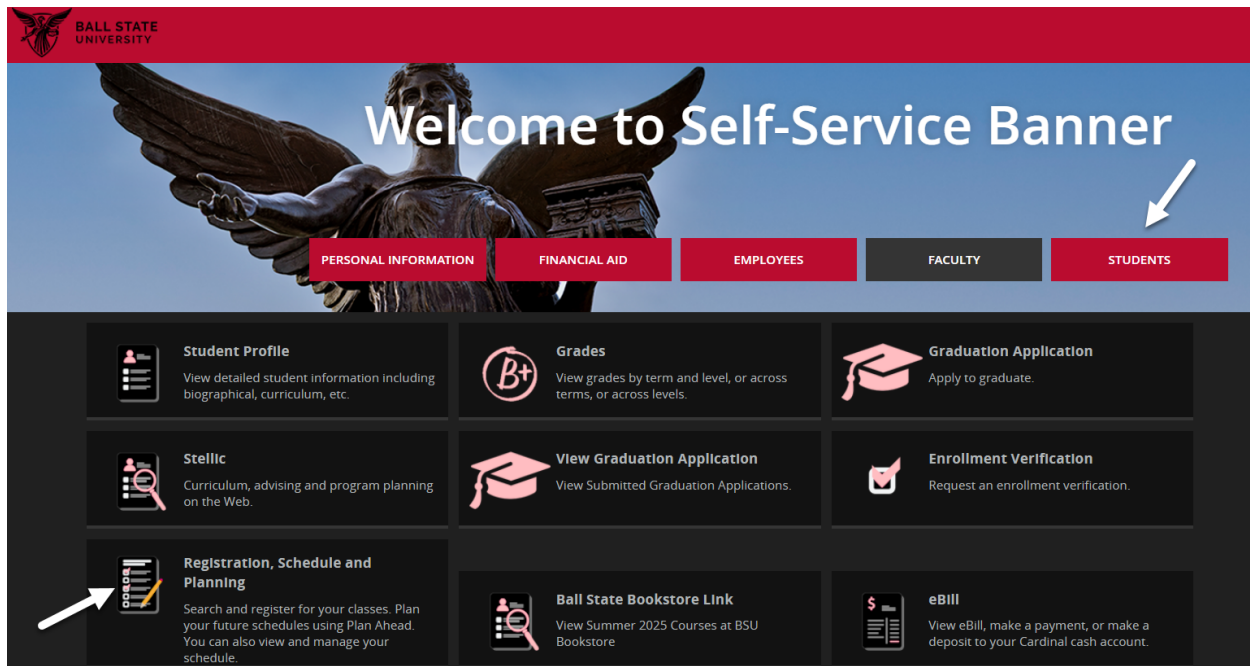
Press the red Quick Links button and choose the Self-Service Banner link.



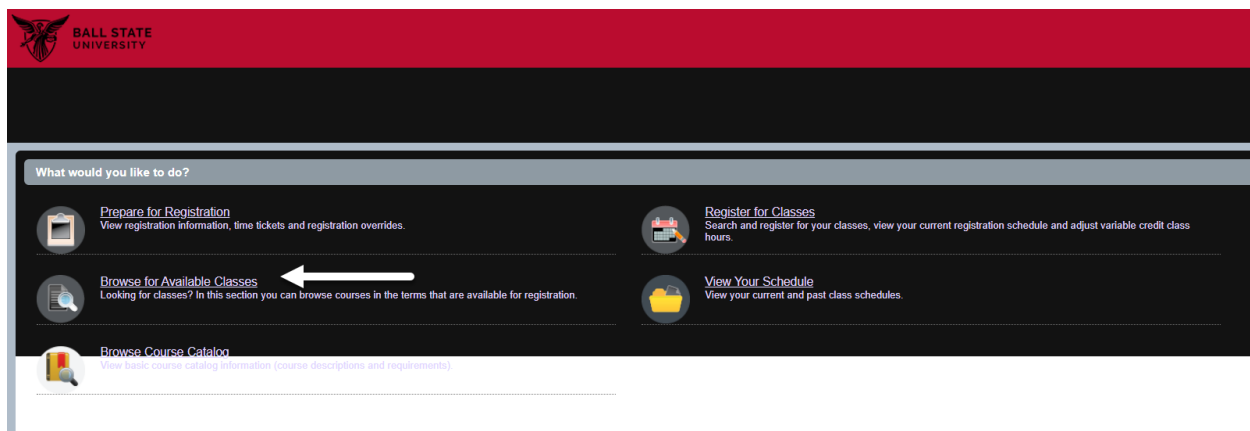
Step 2: Search for Class Days and Times in SSB

Select the Students tab along the top of the page.


Click on the Registration, Schedule and Planning tile.



Choose the Browse for Available Classes link.



Select the appropriate term from the drop-down menu and press the Continue button.



**BALL STATE
UNIVERSITY**

How would you like to search?

☒ Term ☐ Date Range

Select a Term for Class Search

Select a term...

Continue

To ensure you are registering in Coursera classes, please press the Advanced Search link below the search fields and to the right of the Search button.

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2025

Subject


Course Number

Keyword

Search Clear ▶ [Advanced Search](#)

Multiple options will appear for you. Please scroll down to the Attribute field and select Coursera Course from the drop-down menu.

Press the Search button at the bottom of the screen.

Attribute ✕ Coursera Course 

Search Clear ▼ Advanced Search


Once you find the appropriate course in which you want to register, record the CRN (five-digit course reference number). You may adapt the column widths to fit your needs by hovering over the line, allowing the cursor to change to a double horizontal arrow. Drag the column as you see fit

Search Results — 1 Classes
Term: Fall 2025 Attribute: Coursera Course

Title	Subject De	Cours	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute
Computer Progra... Online (Asynchro...	CS - C...	601	C01	3	37365	F...		S M T W T F S - Type: Clas	C...	200 of 2...	Coursera Course

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You may want to view more information about the course. To look at the course description, prerequisites, restrictions, etc. click on the course title in the far-left column.



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Find Classes Enter CRNs Schedule and Options

Search Results — 1 Classes
Term: Fall 2025 Attribute: Coursera Course

Title	Subject Description	Course Nu	Section	Hours	CRN	Term
Computer Programming and... Online (Asynchronous)	CS - Comput...	601	C01	3	37365	Fall

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Class Details for Computer Programming and Data Structures CS - Computer Science ...

Term: 202510 | CRN: 37365

Class Details

Bookstore Links

Course Description

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Mutual Exclusion

Cross Listed Courses

Associated Term: Fall 2025

CRN: 37365

Campus: Coursera

Schedule Type: Online (Asynchronous)

Section Number: C01

Subject: CS - Computer Science

Course Number: 601

Title: Computer Programming and Data Structures

Credit Hours: 3

Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

You may select any of the options on the dialog box to view more information.

To search for another class, press the green Search Again button on the right side of the screen.

Search Results — 1 Classes
Term: Fall 2025 Attribute: Coursera Course ➔ [Search Again](#)

Title	Subject De	Cours	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute	Linked Sectl
Computer Progra... Online (Asynchro...	CS - C...	601	C01	3	37365	F...		S M T W T F S - Type: Clas	C...	200 of 2...	Coursera Course	

Page 1 of 1 10 Per Page Records: 1

Step 3: Drop and/or Add Classes

Go to <https://myballstate.bsu.edu> and log in with your BSU username and password.

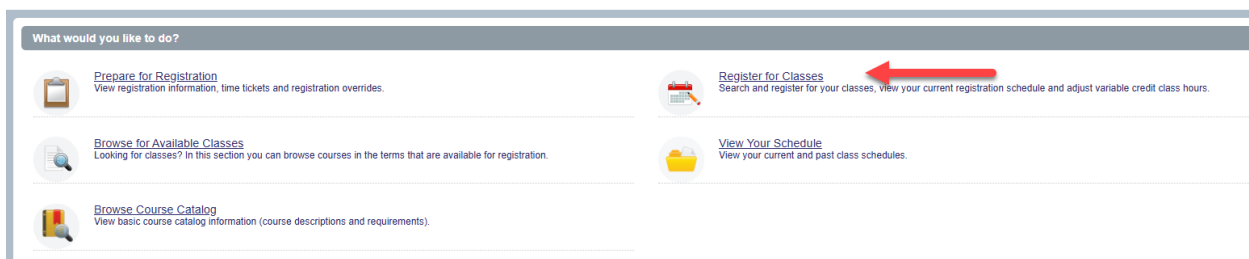
You can find the log in button on the upper right corner of the screen

Press the red Quick Links button and choose the Self-Service Banner link.

Select the Students tab along the top of the page.

Click on the Registration, Schedule and Planning tile.

Choose the Register for Classes link.



Select the appropriate term from the drop-down menu and press the Continue button.

You should see three tabs at the top of the screen; Find Classes, Enter CRNs, and Schedule and Options. As you register, courses will appear in the bottom right of the screen in the Summary block. You will also see your Schedule and Schedule Details in the bottom portion of the screen as well.

Add a course

You may choose to add courses using the Find Classes tab or Enter CRNs tab.

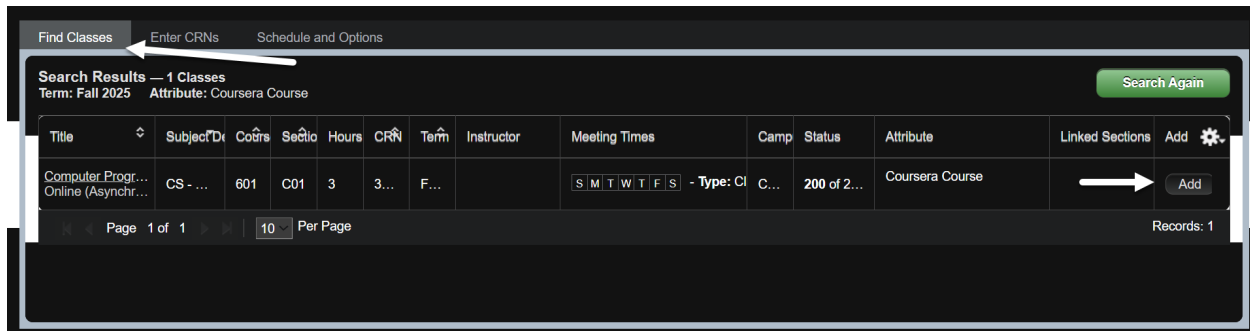
Find Classes Tab

In order to ensure you are registering in Coursera classes, please press the Advanced Search link below the search fields and to the right of the Search button.

Multiple options will appear for you. Please scroll down to the Attribute field and select Coursera Course from the drop-down menu.

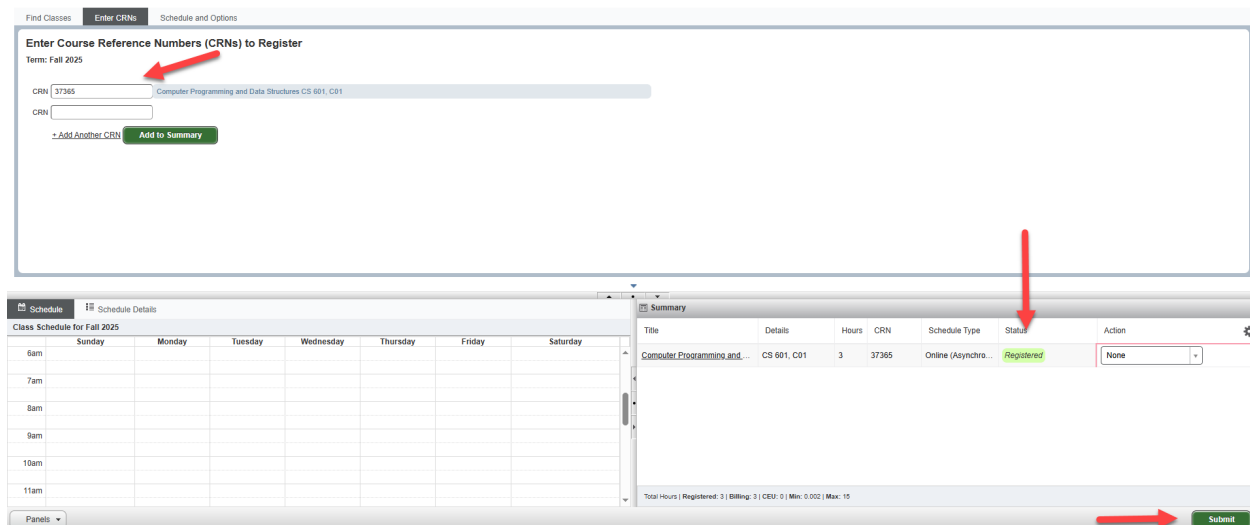
Press the Search button at the bottom of the screen.

Find the section in which you would like to register and press the Add button to the far right of the screen.



Enter CRNs Tab

Enter the CRN that you recorded when searching for courses in the CRN: field and press the green Add to Summary button. If you would like to add more CRNs, please use the +Add Another CRN link next to the Add to Summary button.



Press the green Submit button in the bottom right corner to officially register yourself for the class.

Drop or withdraw from a course

To drop a course, you may be on any of the 3 tabs at the top. Locate the Summary block in the bottom right corner.

Under the Action column to the far right, click on the drop-down menu and select either Web Drop or Web Withdraw.

Press the green Submit button to complete the action.

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Computer Program...	CS 601, C01	3	37365	Online (As...	Registered	None None Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0.002 | Max: 15

Submit

Once the drop or withdrawal is complete, your Summary will look like the example below:

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Computer Program...	CS 601, C01	0	37365	Online (As...	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0.002 | Max: 15

Submit

Once your new (changed/adjusted) schedule is complete, make sure to review your schedule in Self-Service Banner (SSB). You can view your schedule in two areas: under Student Profile tile or in Registration, Schedule, and Planning tile.