

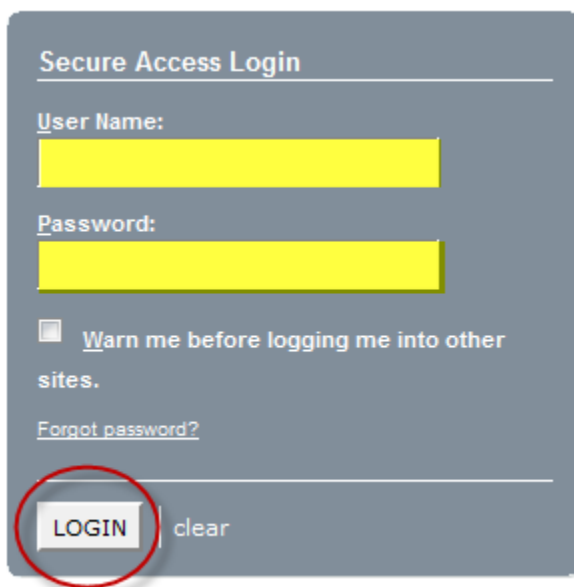
## REGISTRATION

This section covers general information about registering for courses at Ball State University.

Students are expected to register for their classes using SSB Self Service Banner.

### ADDING/REGISTERING FOR A COURSE ON SSB-STUDENT

1. Log on to Self Service Banner (SSB) through <http://my.bsu.edu> and entering your User Name and Password. Click LOGIN.



Secure Access Login

User Name:  
[Yellow highlighted input field]

Password:  
[Yellow highlighted input field]

Warn me before logging me into other sites.

[Forgot password?](#)

**LOGIN** clear

2. Choose **Self-Service Banner (SSB)**. It is probably the first link listed.

## Banner Links

*Please note that Internet Explorer 11 has compatibility issues with Self-Service Banner (SSB). If you have updated to Internet Explorer 11, we recommend using Firefox or Chrome when accessing SSB.*

### SSB - Self-Service Banner

Students, employees, and prospective students use Self-Service Banner (SSB) to check the status of financial aid applications and awards, view personal information with human resources, see pay stubs, interact with university purchasing systems, register for classes, register for new student orientation, and more.

### Accessibility for Self-Service Banner (SSB)

Users with accessibility needs can access Self-Service Banner here.

### Travel and Expense Management

Used to manage travel and expense activity such as manage travel funds, authorize expenditures, reimbursements, approvals, and generate reports to request university vehicles.

### SciQuest

An online catalog and ordering system. Users can perform Direct Pay Requests (payment request vouchers), Standing Orders, and Equipment Request (B24).

### INB - Internet Native Banner

Faculty and staff are given access to INB, depending on their job responsibilities.

### Argos Web Viewer

Reporting tool used to view Argos reports to get real time Banner data.

### Argos Developer

Development tool used to create Argos reports and data blocks.

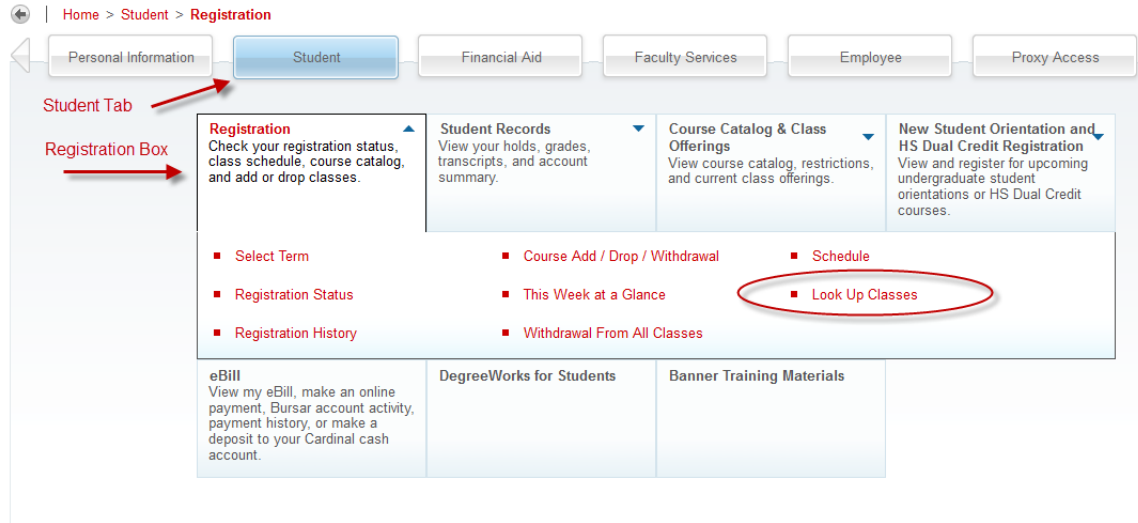
### BDMS - Banner Document Management System

Document management, imaging, archival, and retrieval system. Documents are scanned or imported into BDMS and then indexed.

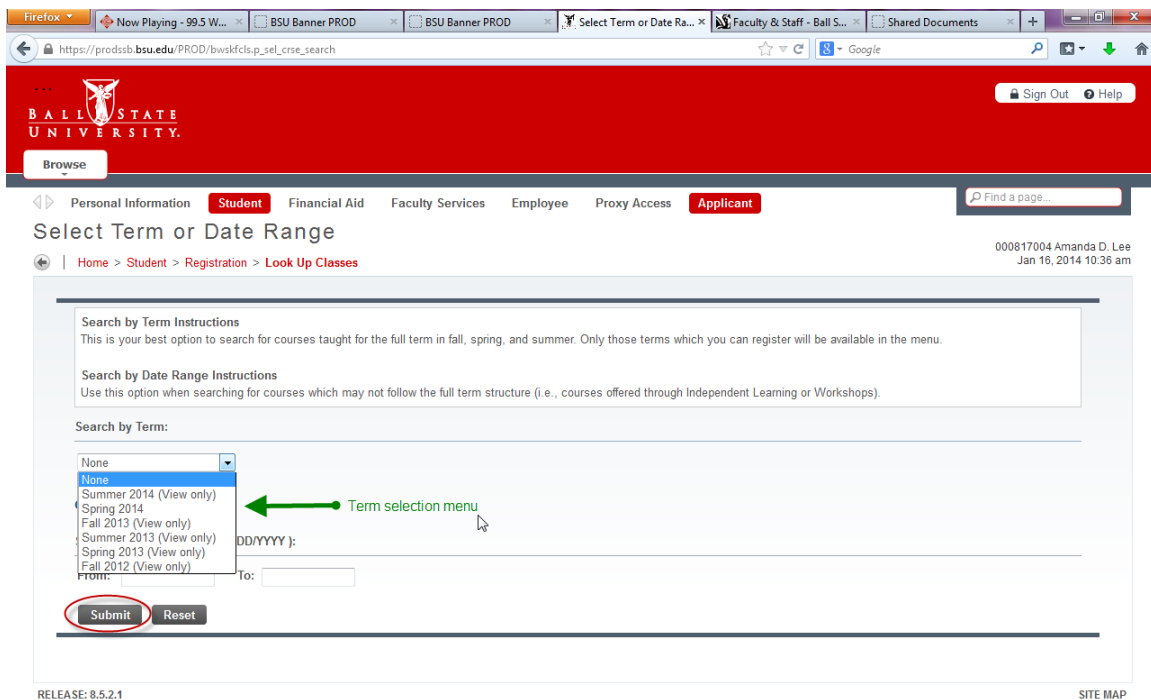
### Workflow

Banner Workflow is an open, flexible tool that automates, simplifies, and directs the flow of information across campus.

3. Click on the Student Tab.
4. Select the **Registration** box. It is the first box directly under the Student Tab.
5. Click on the **Look Up Classes** link.



6. Select the term that you are registering for using the drop down arrow under the heading, **Search by Term:**.
7. Click the **Submit** button at the bottom.



8. Choose the Subject of the class that you are registering for.
9. Click the **Course Search** button at the bottom of the screen.

000817004 Amanda D. Lee  
Spring 2014  
Jan 16, 2014 10:41 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: ACC - Accounting  
ACE - Athletic Coaching Ed  
ACR - Art: Crafts  
ADS - Art: Design  
AED - Art: Education  
AFA - Art: Fine Arts  
AHS - Art: History  
AHSC - Allied Health Science  
ANAT - Anatomy  
ANTH - Anthropology


Choose the course subject here.

Course Search Advanced Search

Week at a Glance Full Detail Schedule Institutional Holds

RELEASE: 8.5.2.1 SITE MAP

10. Next scroll through the list to find the course you are looking for and select the **View Sections** button to the right of the course you would like to register for.


  
[Browse](#)

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Proxy Access](#)
[Applicant](#)

## Look Up Classes


[Home](#) > [Look Up Classes](#)

---

Spring 2014

### ACC - Accounting

200	Accounting for New Ventures	<a href="#">View Sections</a>
201	Principles of Accounting 1	<a href="#">View Sections</a>
202	Principles of Accounting 2	<a href="#">View Sections</a>
299X	Experimental/Develop Topics	<a href="#">View Sections</a>
301	Intermediate Accounting 1	<a href="#">View Sections</a>
302	Intermediate Accounting 2	<a href="#">View Sections</a>
305	Accounting Info Systems	<a href="#">View Sections</a>
306	Intermediate Mgmt Accounting	<a href="#">View Sections</a>
369	Internship in Accounting	<a href="#">View Sections</a>
401	Introduction to Taxation	<a href="#">View Sections</a>
410	Advanced Topics in Taxation	<a href="#">View Sections</a>
430	Government & Nonprofit Acctg	<a href="#">View Sections</a>
440	Advanced Financial Accounting	<a href="#">View Sections</a>
451	Auditing Principles/Prac	<a href="#">View Sections</a>


 Click on the View Sections button next to the course you want to register for.

11. Find the section you want to select. If registration is open, there will be check boxes under the Select column. Click in the box (a check mark will appear).
  - a. If there is a C in the Select column, the section is closed.
  - b. If there is a SR in the Select column, there is something within the student's record that is preventing registration.
  - c. If there is a NR in the Select column, the registration period is not open.

## Look Up Classes

Home > Look Up Classes

000817004 Amanda D.  
Spring 2  
Jan 16, 2014 10:52

Select the box in front of the CRN and choose Register or Add to Worksheet to select desired courses. C identifies a closed class, NR identifies a course not available for registration, and SR indicates a student restriction on the course.

### Registration Agreement

I understand that Ball State University is advancing value to me in the form of educational services and that my right to Add/Drop classes is expressly conditioned upon my agreement to pay the University pursuant to the University's Financial Responsibility and Promissory Note Agreement as stated at: [Ball State University Financial Responsibility and Promissory Note Agreement](#)

I have read, understand and agree to pay the University pursuant to the University's Financial Responsibility and Promissory Note Agreement.

Sections Found This is where the check box is located when registration is open.

ACC - Accounting																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	22952	ACC	201	1	M	3.000	Principles of Accounting 1	MWF	09:00 am-09:50 am	44	42	2	0	0	0	Vicki K. Shipley (P)	01/06-04/28	WB 310	
<input type="checkbox"/>	22961	ACC	201	10	M	3.000	Principles of Accounting 1	TR	09:30 am-10:45 am	44	44	0	0	0	0	Richard Ira Culp (P)	01/06-04/28	WB 310	
<input type="checkbox"/>	22962	ACC	201	11	M	3.000	Principles of Accounting 1	TR	02:00 pm-03:15 pm	45	45	0	0	0	0	Kenneth Duane Bantz (P)	01/06-04/28	WB 302	
<input type="checkbox"/>	22963	ACC	201	12	M	3.000	Principles of Accounting 1	TR	03:30 pm-04:45 pm	33	29	4	0	0	0	Kenneth Duane Bantz (P)	01/06-04/28	WB 308	
<input type="checkbox"/>	22964	ACC	201	13H	M	3.000	Principles of Accounting 1	MWF	11:00 am-11:50 am	30	21	9	0	0	0	Dennis J. Hickle (P)	01/06-04/28	WB 304	Miller Business Honors Course
<input type="checkbox"/>	22953	ACC	201	2	M	3.000	Principles of Accounting 1	MWF	10:00 am-10:50 am	44	43	1	0	0	0	Vicki K. Shipley (P)	01/06-04/28	WB 310	

12. Click the **Register** button to register for the selected class.

<input type="checkbox"/>	NR	22960	ACC	201	9	M	3.000	Principles of Accounting 1	TR	08:00 am-09:15 am	44	43	1	0	0	0	Richard Ira Culp (P)	01/06-04/28	WB 310	
--------------------------	----	-------	-----	-----	---	---	-------	----------------------------	----	-------------------	----	----	---	---	---	---	----------------------	-------------	--------	--

### REGISTER FOR CLASSES USING THE CRN

1. Log on to Self Service Banner (SSB) through <http://my.bsu.edu> and entering your User Name and Password. Click LOGIN.

Secure Access Login

User Name:  
[Redacted]

Password:  
[Redacted]

Warn me before logging me into other sites.

[Forgot password?](#)

**LOGIN** clear

2. Choose **Self-Service Banner (SSB)**. It is probably the first link listed.

**Banner Links**

Please note that Internet Explorer 11 has compatibility issues with Self-Service Banner (SSB). If you have updated to Internet Explorer 11, we recommend using Firefox or Chrome when accessing SSB.

**[SSB - Self-Service Banner](#)**  
Students, employees, and prospective students use Self-Service Banner (SSB) to check the status of financial aid applications and awards, view personal information with human resources, see pay stubs, interact with university purchasing systems, register for classes, register for new student orientation, and more.

**[Accessibility for Self-Service Banner \(SSB\)](#)**  
Users with accessibility needs can access Self-Service Banner here.

**[Travel and Expense Management](#)**  
Used to manage travel and expense activity such as manage travel funds, authorize expenditures, reimbursements, approvals, and generate reports to request university vehicles.

**[SciQuest](#)**  
An online catalog and ordering system. Users can perform Direct Pay Requests (payment request vouchers), Standing Orders, and Equipment Request (B24).

**[INB - Internet Native Banner](#)**  
Faculty and staff are given access to INB, depending on their job responsibilities.

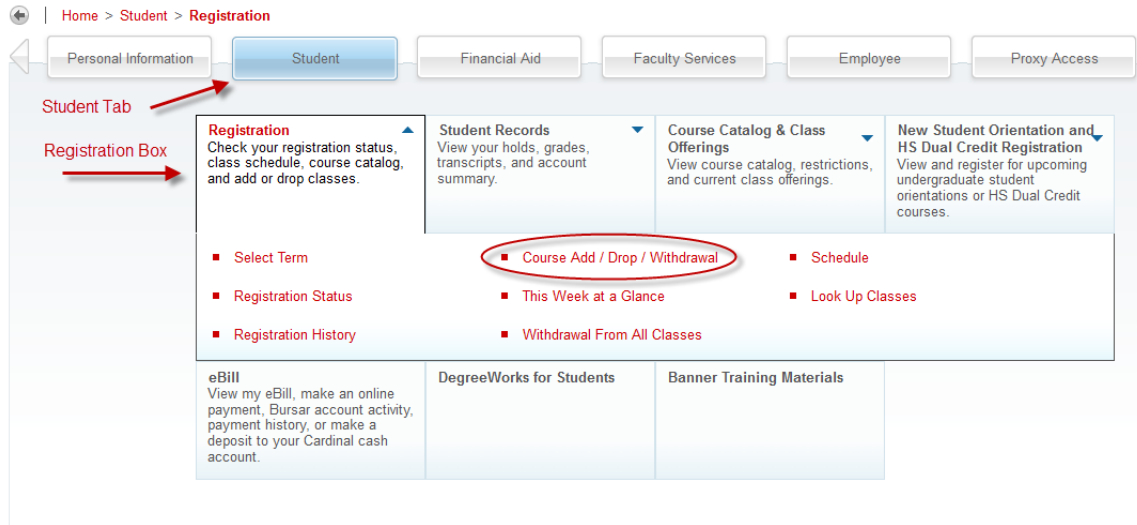
**[Argos Web Viewer](#)**  
Reporting tool used to view Argos reports to get real time Banner data.

**[Argos Developer](#)**  
Development tool used to create Argos reports and data blocks.

**[BDMS - Banner Document Management System](#)**  
Document management, imaging, archival, and retrieval system. Documents are scanned or imported into BDMS and then indexed.

**[Workflow](#)**  
Banner Workflow is an open, flexible tool that automates, simplifies, and directs the flow of information across campus.

3. Click on the Student Tab.
4. Select the **Registration** box. It is the first box directly under the Student Tab.
5. Click on the **Course Add/Drop/Withdrawal** link .



6. Scroll down to the bottom of the page to **Add Classes Worksheet** and enter the CRN(s) in the box(es) below.
  - a. The student may need to find the CRN using the Look Up Classes link.
  - b. This form of registration is helpful when registering for a lecture and a lab.
  - c. This form of registration is helpful when needing to drop a class and register for another class at the same time.
7. **Click Submit Changes** button at the bottom.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 07, 2013	None	21523	EDAC	631	800	Graduate	3.000	Standard Letter	Adult and Community Education
**Web Registered** on Nov 07, 2013	None	25557	EDPS	640	800	Graduate	3.000	Standard Letter	Methodology of Educational and Psychological Research

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.001  
 Maximum Hours: 15.000  
 Date: Jan 16, 2014 11:13 am

**Add Classes Worksheet**

CRNs

**Submit Changes** (circled in red)



## JOINING A WAITLIST

1. Follow the directions for registering using the **Look Up Classes** link.
2. After selecting the course and clicking the Register button, the Course Add/Drop/Withdrawal screen will appear with the student's schedule. Select the drop down menu under the Action heading.
3. If the course has a waitlist available, choose the waitlist option and Click the **Submit Changes** button at the bottom.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 07, 2013	None	21523	EDAC	631	800	Graduate	3.000	Standard Letter	Adult and Community Education
**Web Registered** on Nov 07, 2013	None	25557	EDPS	640	800	Graduate	3.000	Standard Letter	Methodology of Educational and Psychological Research

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.001  
Maximum Hours: 15.000  
Date: Jan 16, 2014 11:13 am

Choose drop down arrow and select the waitlist option

**Add Classes Worksheet**

CRNs

**Submit Changes** **Class Search** **Reset**

## ADDING A COURSE IN INB-REGISTRATION

*\*This can only be completed when the Add/Drop period is over and there is a written request from the Department on Departmental letterhead or during Freshman Orientation.\**

1. Log into INB (Internet Native Banner).

**BALL STATE UNIVERSITY**

Hi, Amanda Menu Sign Out ?

Home Academics Student Life Employee Information

**Applications**

- BSU Office 365
- Banner**
- Self Service (SSB)
- Accessibility for Self Service (SSB)
- BannerWorks
- Internet Native Banner (INB)**
- Document Management System (BDMS)
- Workflow
- Argos Developer
- Argos Web Viewer
- Travel & Expense Management
- SciQuest
- Blackboard
- Additional Tools
- Technology
- Campus Communications

**Blackboard Dashboard**

**Blackboard System Announcements**  
No Results

**Blackboard Courses**

- 2014Spr\_EDPS640s800\_Combined
  - Tuesday, January 07, 2014 Welcome to EDPS 640!
- 2014Spr\_EDAC631s800 Adult & Community Education
  - Monday, February 03, 2014 Approved Adult Educator Proposals rev
  - Tuesday, January 07, 2014 EDAC 631 Groups Spring 2013
  - Tuesday, January 07, 2014 Welcome EDAC 631 Students to the 2014 Fall Semester!
- 2013Fal\_EDAC635s800
  - Tuesday, August 27, 2013 Forums and threads
  - Saturday, August 24, 2013 Small Groups
  - Sunday, August 18, 2013 Welcome
- The Adult as a Learner
  - Catalog Course Description: An overview of adult learning. Theories, approaches to learning, and current research for the effective education of adults will be covered.
  - Sunday, August 18, 2013 CONFINTEA VI - UNESCO
  - Sunday, August 18, 2013 CPAE Listserv
  - Monday, December 02, 2013 Collected Wisdom for Next Year's Class!

**Student Communications**

**Student Services**

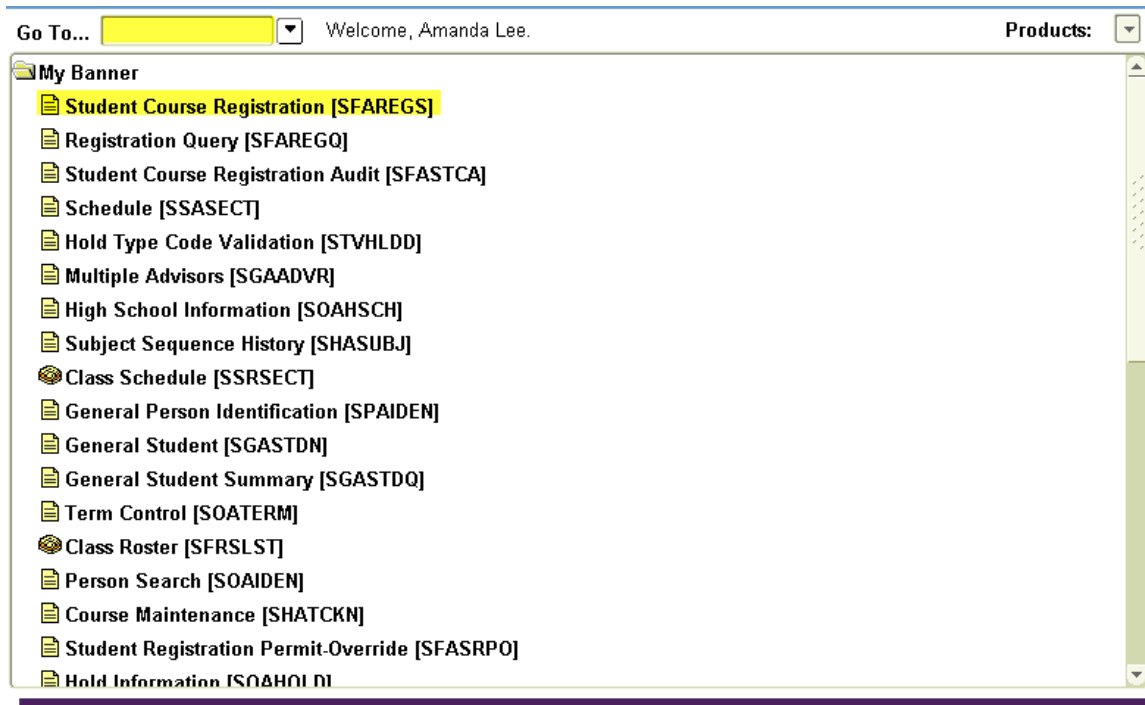
- News and announcements related to student life and student services on the Ball State campus.
- Graduate Assistantship for Fall 2014 in 3D Environment Software Design available
- Residence Hall and Academic Building Energy Challenges
- EIL SPEAKER SERIES: ESPN Founder, Bill Rasmussen
- Ball State Technology Store Deals
- Attention students planning to graduate May 3, 2014

**Tuition and Student Finances**

- My Financial Aid
- Scholarships and Financial Aid
- Bursar
- Emergency Loans
- Grants for Students
- National and International Scholarships

Please note that Internet Explorer 11 has compatibility issues with Self-Service Banner (SSB). If you have updated to Internet Explorer 11, we recommend using Firefox or Chrome when accessing SSB.

2. In the **Go To...** box at the top enter **SFAREGS**. Hit the **Enter** key.
  - a. You may also access this screen in you "My Banner" folder (if you have set it up). Double click on **Student Course Registration [SFAREGS]**.



3. Enter the term in the **Term:** box.
  - a. Fall Term-yyyy10 (i.e. 201310)
  - b. Spring Term-yyyy20 (i.e. 201320)
  - c. Summer Term-yyyy30 (i.e. 201330)
4. Tab to the **ID:** box and enter the student's ID.
5. Click on the **Next Block** button on the toolbar twice (It is the 9<sup>th</sup> button from the left on the toolbar).
6. Enter the CRN for the course under the CRN heading. If there are already classes listed, arrow to the first available line.
7. Save the changes by clicking on the **Save** button (It is the first button to the left on the toolbar) twice.

Student Course Registration SFAREGS 8.5.4.2 (PROD)

Term: 201320 ID: [ ] Date: 27-NOV-2013

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

**Enrollment Information**

Status: EL Eligible to Register Reason: [ ]

Process Block: [ ] Status Date: 07-NOV-2013 Delete All CRNs [ ]

Minimum: .001 Maximum: 15.000

Hours Source Acceptance

Hours: [ ] Source: MHRS Acceptance: Confirmed

Hours: [ ] Source: MHRS Acceptance: None

Hours: [ ] Source: MHRS Acceptance: Accepted

Enter CRN here

**Course Information**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
21523	EDAC	631	800	S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>	[ ]	1	ONLN	OL
25557	EDPS	640	800	S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>	[ ]	1	ONLN	OL
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			
											<input type="checkbox"/>	[ ]			

Error Flag: No error Status Type: Registered

Fees: N - Create collector record Date: [ ] Credit Hours: 6.000 Bill Hours: 6.000 CEU Hours: .000

8. Click on **OK** when the "Fees Processed" dialog box appears.

ADDING A COURSE IN INB-REGISTRATION (without Screen Shots)

*\*This can only be completed when the Add/Drop period is over and there is a written request from the Department on Departmental letterhead or during Freshman Orientation.\**

1. Log into INB (Internet Native Banner).
2. In the **Go To...** box at the top enter **SFAREGS**. Hit the **Enter** key.
  - a. You may also access this screen in you “My Banner” folder (if you have set it up). Double click on **Student Course Registration [SFAREGS]**.
3. Enter the term in the **Term:** box.
  - a. Fall Term-yyyy10 (i.e. 201310)
  - b. Spring Term-yyyy20 (i.e. 201320)
  - c. Summer Term-yyyy30 (i.e. 201330)
4. Tab to the **ID:** box and enter the student’s ID.
5. Click on the **Next Block** button on the toolbar twice (It is the 9<sup>th</sup> button from the left on the toolbar).
6. Enter the CRN for the course under the CRN heading. If there are already classes listed, arrow to the first available line.
7. Save the changes by clicking on the **Save** button (It is the first button to the left on the toolbar) twice.
8. Click on **OK** when the “Fees Processed” dialog box appears.