Instructions for Schedule Changes/Adjustments

Step 1: Search for Class Days and Times

Go to my-bsu.edu and login with your BSU username and password

Click on “SSB-Self Service Banner”

Click on “Students” tab

Click on “Registration, Schedule, and Planning”
Click on “Browse for Available Classes”

Select the term and year from the drop down list that you want to register in 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) you like record the CRN (five-digit course reference number) and follow the instructions in Step 2.

To view the course description, prerequisites, restrictions, and co-requisites/labs, click on the course title in the far-left column
Continue searching for class days/times by clicking on “Search Again” in the top right corner of the webpage or simply click the back button of your internet browser.

Step 2: Drop and/or Add Classes

Click on “SSB-Self Service Banner” from the myBSU page
Click on the “Students” tab
Click on “Registration, Schedule, and Planning”
Click on “Register for Classes”

Select registration term from the drop down menu, then 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 drop a course from your schedule, under “Actions” in the far-right column of the “Summary” screen, click the drop-down menu to select “web drop” next to the course you wish to drop from your schedule. Click “Submit” to save changes, the course should say deleted, you can click “Submit” a second time to completely remove the course from your “Summary” screen.

To add a course to your schedule, click “Enter CRNs” at the top. Enter the CRN 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 (bottom right corner) to officially add the course to your schedule. The status of the course should change to “registered”.
You can also search classes in the top section under “Find Classes”; follow instructions outlined in Step 1. You can click “add” on the right-hand side of the screen to add the preferred course section (day/time) to your schedule. Any schedule conflicts will show on this screen. Once your preferred course section is added to your “Summary” screen click “Submit” to officially add the course to your schedule.

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”.

**Before any schedule changes, contact Cardinal Central (765-285-2222) to ensure your aid will not be affected and your Academic Advisor.** You can schedule an appointment with your Academic Advisor through Navigate.