



**BALL STATE  
UNIVERSITY**

## Instructions for Schedule Changes/Adjustments

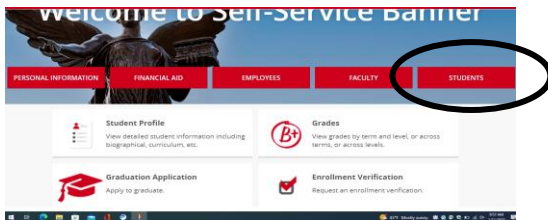
### Step 1: Search for Class Days and Times

Go to [my.bsu.edu](http://my.bsu.edu) and login with your BSU username and password

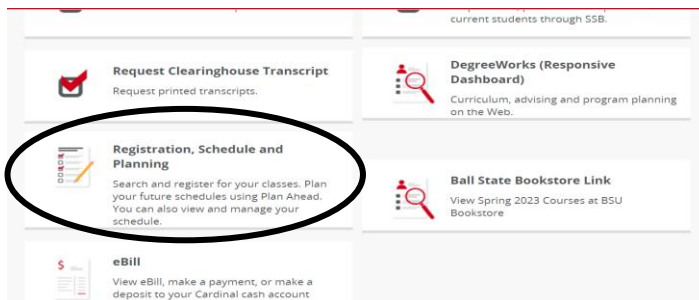
Click on “SSB-Self Service Banner”



Click on “Students” tab



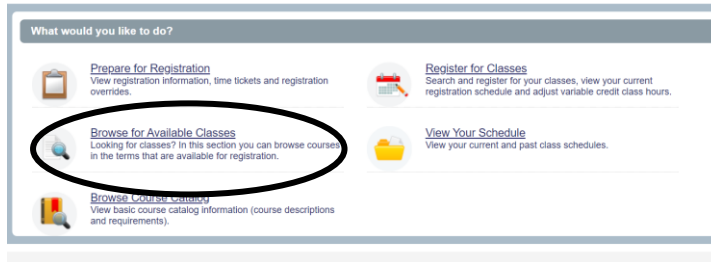
Click on “Registration, Schedule, and Planning”





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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)

Enter Your Search Criteria  
Term: Spring 2023

Subject	HIST
Course Number	AHS - Art: History
Keyword	HIST - History
	MUHI - Music: History

Type in the course number and click “Search”

Enter Your Search Criteria  
Term: Spring 2023

Subject	X HIST - History
Course Number	150
Keyword	

[Advanced 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.

<a href="#">The West in the World</a> ecture	HIST - History	150	02	3	29161	Spring 2023	Kidder, Samantha R. Bosworth, Amy K. (Pri... Loney, Emily J.	S M T W T F S 10:00 AM - 10:50 AM Type: Main	1 of 200 seats r...	Statewide Core: Humanistic/Art Statewide Core: Social/Behav UCC Foundations History
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To view the course description, prerequisites, restrictions, and co-requisites/labs, click on the course title in the far-left column

<a href="#">The West in the World</a> ecture	HIST - History	150	02	3	29161	Spring 2023	Kidder, Samantha R. Bosworth, Amy K. (Pri... Loney, Emily J.	S M T W T F S 10:00 AM - 10:50 AM Type: Main	1 of 200 seats r...	Statewide Core: Humanistic/Art Statewide Core: Social/Behav UCC Foundations History
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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

Search Results — 16 Classes  
Term: Spring 2023 Subject: HIST - History Course Number: 150

Title	Subject Descript	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Link	Sections
<a href="#">The West in the World Lecture</a>	HIST - History	150	01	3	20001	Sprin...	Dimitry, Sviatoslav (...)	S M T W T F 09:00 AM - 09:50 AM	Type: Main	FULL 0 of 5 seats	Statewide Core: Humanistic/Art Statewide Core: Social/Behav UCC Foundations History		
<a href="#">The West in the World Lecture</a>	HIST - History	150	02	3	29161	Sprin...	Kidder, Samantha R. Botwinchik, Amy K. (Pri... Lefkowitz, Emily L.	S M T W T F 10:00 AM - 10:50 AM	Type: Main	1 of 200 seats r...	Statewide Core: Humanistic/Art Statewide Core: Social/Behav UCC Foundations History		

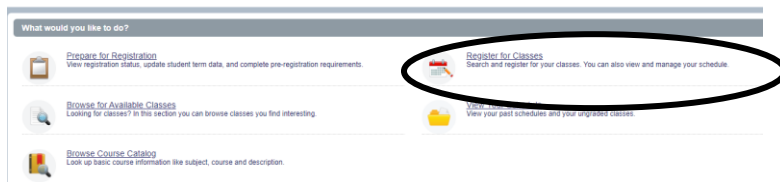
## Step 2: Drop and/or Add Classes

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”

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria  
Term: Spring 2023

Class Schedule for Spring 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Details	Hour	CRN	Schedule Typ	Status	Action
JAC 655...	3	35181	Online (As...	Registered	None
JAC 699...	3	45333	Online (As...	Registered	None
JST 697...	3	38044	Online (As...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0.001 | Max: 15

Submit



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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

Details	Hou	CRN	Schedule Typ	Status	Action
JAC 655...	3	35181	Online (As...	Registered	None
JAC 699...	3	45333	Online (As...	Registered	None
JST 697...	3	38044	Online (As...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0.001 | Max: 15

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”.

Enter Your Search Criteria  
Term: Spring 2023

Subject

Course Number

Keyword

Search Clear Advanced Search

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”

Details	Hou	CRN	Schedule Typ	Status	Action
JAC 655...	3	35181	Online (As...	Registered	None
JAC 699...	3	45333	Online (As...	Registered	None
JST 697...	3	38044	Online (As...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0.001 | Max: 15



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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.