

Pre-Registration Advising Information

Who will help me prepare for next semester?

- You have an assigned professional academic advisor. You can access the name of your advisor online through AVISO from your [myBSU](#) webpage. You can contact your advisor through email messaging in AVISO.
- You can schedule an appointment to meet with your advisor remotely (WebEx or phone) to discuss spring scheduling beginning September 20. Appointments are scheduled online through AdvisorTrac (<https://ballstate.go-redrock.com/>) or by calling the Freshman Advising Center at 765-285-1161. For help with AdvisorTrac, a video tutorial is available at www.bsu.edu/academics/advising/gettingstarted/freshmen.

What resources can I use for academic planning?

- **2021-2022 Advising Handbook:** Distributed through orientation, the handbook provides detailed information about degrees, credit hours, grades and other important academic “basics” and serves as an introductory guide through the University Core Curriculum. www.bsu.edu/academics/advising/academicbasics/advisinghandbook.
- **DegreeWorks:** DegreeWorks is your personal “progress report” that lists the requirements for a selected degree and academic program. The information on the DegreeWorks worksheet is unique to each student and includes advanced standing (AP), dual/transfer credit, courses completed, grades earned, and other details. Access DegreeWorks online in Self-Service Banner through myBSU. For an overview of DegreeWorks, watch the four-minute video at www.bsu.edu/academics/advising/academicbasics/trackingprogress.
- **2021-2022 Ball State Undergraduate Catalog:** Consult the web catalog to gather information about academic programs, major/minor requirements, the University Core Curriculum, and course descriptions. catalog.bsu.edu

How many classes should I take?

- You are considered “full-time” when you take 12+ credit hours. The State of Indiana recommends students take “15 to Finish” and complete 15 credit hours each semester.
- You must earn 30 credits to be considered a sophomore at the end of Spring Semester 2022.
- Some majors may need to take more credits each semester; an advisor can provide you with information regarding the appropriate number of classes/credits to take in the spring semester.

When can I schedule classes?

- Registration for fall, spring, and summer classes is completed online and arranged by time tickets.
- A **time ticket** tells you the earliest day and time you are eligible to register for classes. Your time ticket will be listed in Self-Service Banner (SSB) through myBSU beginning in late-October. The *Registration Instructions* (www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings) give step-by-step instructions on how to access it.

How do I schedule classes?

1. **Meet with an Academic Advisor.** Schedule an appointment through AdvisorTrac (<https://ballstate.go-redrock.com/>) to meet with your advisor, either in-person, or online to discuss and select spring classes. Prior to meeting with your advisor, review DegreeWorks (see information above) and complete the *Advising Planning Worksheet* (www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings).
2. **Plan your spring schedule based on available course days/times.** See the *Registration Instructions* available online at www.bsu.edu/academics/advising/gettingstarted/freshmen/pre-registration-advising-meetings.
3. **Register for classes** when your time ticket opens (using the *Registration Instructions* document).