

To register for classes:

Go to Bemidji State University's homepage: www.bemidjistate.edu

In the upper right corner click *myBSU*

On the right side lower corner under LINKS select *e-Services*

Enter your username and password, click *Login*

Use the left toolbar to navigate through the site

Each of the pages will have a *Change semester* button. Click this at any time to change to a different semester.

Click *Courses and Registration*

Find A Course:

Allows you to search for different courses using the semester, subject, course number, delivery of the course (online, classroom, both) and keywords. Or enter the course ID (e.g. 001055, 073622) and search directly for the courses you are looking for under specific semesters. After the information is entered, click *Find Courses*. A list of classes that meet your criteria will be shown. Once you select the courses you would like to register for click *Add to Cart*.

Quick-Add:

Allows you to enter all of the course ID numbers (e.g. 072123) you plan to take under a specific semester. Once all of the information is added click *Register Now*.

View/Modify Class Schedule:

Allows you to view the classes you are registered for/enrolled in for that semester.

Check Registration Holds:

Students with outstanding financial obligations, incomplete or missing immunization data forms, missing assessment data, in academic intervention, or for reasons displayed on this page, may be denied registration until the obligation is cleared.

Registration Window:

This page shows you when you can begin to register for classes for the selected semester.

Registration Access Code:

A registration access code is only needed for on campus students at BSU. If for some reason you are asked to enter a code, or another block prevents you from registering, contact your

academic advisor, Dr. McCracken, (218) 755-2954 or jmccracken@bemidjistate.edu, for information and help.

Registration Log:

The registration log shows when you registered for your classes and if they were successfully added.

Course Cart:

When you are planning your schedule you can add courses to your cart until you have fully decided what classes to take. You can also store courses in your cart until your registration window opens. From your cart you can register for all of your classes.

Additional Help:

If any problems arise there is a *Need Help?* Section on the left side of the page. If this doesn't answer all of your questions contact your academic advisor, Dr. McCracken, (218) 755-2954 or jmccracken@bemidjistate.edu