

Frequently Asked Registration and Advising Problems

Registration Codes and Pin numbers

- **How do I know what my BSU ID and PIN numbers are? How do I get them?**
 - Your BSU ID number is a random 8 digit that can be found on the front of your student ID card. If you do not have a card you can contact the Records Office to obtain your ID number. Your PIN number is a 4-6 digit number, originally set to your birthdate YYMMDD. The system requires you to change this the first time you access the registration system.
- **I can't remember my PIN number, how can I find out what it is?**
 - If you have changed your PIN number, but cannot remember it, the Records Office can release it to you upon presentation of a picture ID. If it is not convenient to stop by the Records Office you can call 755-2020.
- **When I enter my BSU ID and PIN numbers, I get the message "Invalid LoginID/PIN entered"**
 - You have entered an incorrect ID or Pin number. Check your numbers and try again. If you continue to have problems, contact the Records Office.
- **Where do I get a Registration Access Code? How do I get it?**
 - Registration Access Codes are randomly assigned codes specific to each student each semester (summer session registration does not require Registration Access Codes). Students need to get their code each semester from their advisor.
- **I didn't need a Registration Access Code when I registered this time. Why not?**
 - Registration access codes are not assigned to special students, External Studies students, graduate students, students who have filed graduation plans, students who have been away from BSU for a semester or more, students with a previous Bachelor's Degree from BSU, and senior citizens.

Registration and Possible Problems

- **I am a returning BSU student who wants to register for next semester. What do I do? Which catalog should I use?**
 - Students who left BSU in good academic standing do not need to re-apply to resume taking courses. (Students who were suspended would need to petition for readmission.) Please make sure the Records Office has any new information for changes since your last attendance (address, major/minor or name). If you have not attended BSU in at least five 5 years, you will need to use the most current catalog.
- **When I try to register for a class, I get a message that I have a Hold:**
 - There will be a message stating what type of hold you have.

- Business Office Hold – contact the Cashiers Office, Deputy 202 or call (218) 755-2046 for clarification of the financial hold and instructions on what you must do to have the hold removed.
 - Responsible Men, Responsible Women Hold – contact Jacob Passa, Health Education Coordinator, (218) 755-2080 for information on the RMRW workshops.
 - Health Services Hold: Submit evidence of current immunization records to Health and Counseling Services, Cedar 202, or call (218) 755-2053 for more information.
- **When I try to register for a class, I get a message that there is a Time Conflict with two (2) or more of my classes:**
 - This is just a warning that you have registered for two courses which meet at the same time. However, it will not prevent you from doing this. Please contact the instructor for permission if you wish to take both courses.
- **When I try to register for a class, I get a message that a student program is required:**
 - This means you are trying to register for a course that requires you to be admitted to a certain program, such as Professional Education, Graduate Studies, or External Studies. Please contact the appropriate department for information on criteria for being admitted to the program.
- **How do I obtain permission for a class that is full or requires instructor permission?**
 - Contact the instructor of the course to request permission to add. If permission is granted, the instructor will do an override on the registration system. Once the override has been done, you must then add the course through the registration system.
- **Whom do I contact if I cannot locate my advisor or the instructor of a course?**
 - Contact the chair of the department or the dean of the respective college. If you do not know who your advisor is, contact the Advising Success Center in Sanford 101, call (218) 755-4226 or e-mail advising@bemidjistate.edu.
- **I would like to audit a course or take it as a Pass/No Pass, but the registration system won't let me. What should I do?**
 - In order to change the grading method for a course, you will need to submit an academic petition or letter to the Records Office by the deadline each semester. Courses required for your major, minor, emphasis or liberal education requirements must be taken for a letter grade. Please refer to the undergraduate catalog for other restrictions that may apply.
- **How do I obtain permission to take an overload of credits?**
 - You are restricted from taking more than 18 credits if your GPA is less than 3.00. Contact your advisor to request permission to have this restriction waived. If permission is granted, your advisor will do an override on the registration system. Once the override has been done, you may then register for more than 18 credits.

- **How do I indicate the number of credits I wish to take for a variable credit course?**
 - For on-line registration, enter the number of credits in the following format: a two (2) credit course should be entered at 0200.
- **Whom do I contact if I experience difficulty with On-Line Registration System?**
 - You may call (218) 755-3337, fax (218) 755-4409 or email records@bemidjstate.edu or assistance.
- **How do I obtain permission to drop a course?**
 - Drops can be done on the registration system (See academic calendar for last day to drop). Instructor permission is not required to drop a course.

Grades, Advisors and Graduation

- **How do I check my Grades on-line?**
 - Go to E-Services. Once you are logged in, select the “Grades and Transcripts” tab. Make sure you have the desired term selected.
- **I just changed my Major. Will my advisor be automatically changed?**
 - No. You will need to select a new advisor (if you wish), then submit an Advisor Change form to the Advising Success Center. If you change advisors after advising materials have been sent to advisors for the subsequent semester, the Advising Success Center will send the proper information to your new advisor and inform your previous advisor.
- **How do I go about changing my Advisor?**
 - You will need to obtain an Advisor Change form, have your new advisor sign it, and turn it in to the Advising Success Center, Sanford 101. Forms are available on-line or outside the Records Office.
- **I’ve submitted my grad plans. How and when will I know if they are approved?**
 - Once you have submitted your grad plans to the Records Office, the process can take approximately 1-3 months for them to be reviewed. They are first sent to the department(s) for approval and then they are reviewed by the Records Office to make sure all graduation requirements are met. It is recommended that Grad Plans be turned in two (2) semesters prior to expected graduation in case deficiencies are found.
- **I won’t be graduating until fall semester, but I would like to go through this spring’s commencement ceremony. Is this possible?**
 - Yes, but there are two requirements that must be met.
 - First the student must have graduation plans submitted to the Records Office by the spring deadline.
 - Secondly, the student must submit a petition to the Records Office requesting that their commencement term be changed. The petition will be reviewed by the Student Program and Admission Committee and a determination will be made.