How to Prepare to Register for Next Semester

1. <u>Determine When You Can Register</u>   ***My registration window opens* _____**

   - Login to myBSU and then log into E-Services
   - Click 'Courses & Registration' on the left.
   - Click Registration Window.
     - You may need to change the semester to the upcoming semester and then click on Registration Window again.
     - Put the date and time your registration window opens in the space above.

   Stay logged into e-Services.

   Each semester students are required to meet with their academic advisor prior to registration for course selection advice and to get their advisor access code.

2. <u>Get your Advisor's Contact Information</u>   ***Advisor's Name* _____**

   ***Advisor's Office* _____   *Advisor's Phone Number* _____**

   - Click 'Academic Records' on the left.
   - Click 'Interactive Degree Audit Report' and then click on your major or on 'Degree Audit – General'. This opens your Degree Audit Report (DARs)
   - Your advisor is listed in the middle of the page shortly after the "audit" and "categories" graphics. Write down your advisor's name in the space provided above.
   - Scroll down a little further and click on 'Look Up Your Advisor's Contact Information'.
   - This takes you to BSU's online directory. Click on your advisor's name and click on their email address to send email politely requesting to set up an advising meeting.
   - Put your advisor's office number and office phone number in the spaces above.
   - If you do not hear back from your advisor in a day or two, go to his or her office to see when they have office hours posted. Either schedule an advising appointment in person or call during your advisor's office hours to schedule your appointment.

   *Stay logged into your DARS*

3. <u>Determine What Classes You Need to Take</u>

   - Your DARs lists which classes you've taken for your major and what classes you still need for your major.
   - Your DARs also shows the classes you have taken that apply to the various liberal education categories.
   - If you still need credits in any major or liberal education categories, the category name will be in red and have a red X to the left of it. Your DARs report lists which classes you can take to apply to each major or liberal education category.
   - Click on the printer-friendly button, then right click the mouse and click on 'Print' to print your DARs report (quite a few pages will print).

   Close the DARS window and log out of e-services.

4. <u>Determine What Classes are Available for Next Semester</u>

- Go to http://www.bemidjistate.edu/academics/schedule/
- Look to see which of the classes you need for your major are being offered and put 2-3 of them on the Tentative Semester Schedule. Use a PENCIL.
- Then look to see which liberal education classes you might want to take are being offered next semester, and put 1-2 of them on the Tentative Semester Schedule.
- o Tip: on the right at the top of the online class schedule you can select a liberal education goal area to see just the courses being offered in that goal area.
- Make changes if there are time conflicts.
- Have some back-up courses in mind in case any of the courses you want to take are full.

Tentative Semester Schedule					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 N					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					

5. <u>Meet With Your Advisor</u>   *Advisor Meeting Day/Time* **_____**

Advisor Access Code **_____**

- Be <u>on time</u> for your meeting with your advisor and bring your DARs report and your tentative course schedule to discuss with your advisor.
- Your advisor may advise you to take different courses to help you get through the major and to fill the liberal education requirements more efficiently.
- Your advisor will give you a 6-digit Advisor Access Code. Print it in the space above.
- Once your advisor has helped you decide what courses to take, fill in the Course Registration Information grid below.

Course Registration Information					
ID	Dept	Crs	Sect	Title	Cr

.

Registering for Courses Through e-Services

1. Log in to e-Services. Select **Courses & Registration** on the left hand side of the page. Select **Search for a Course**.
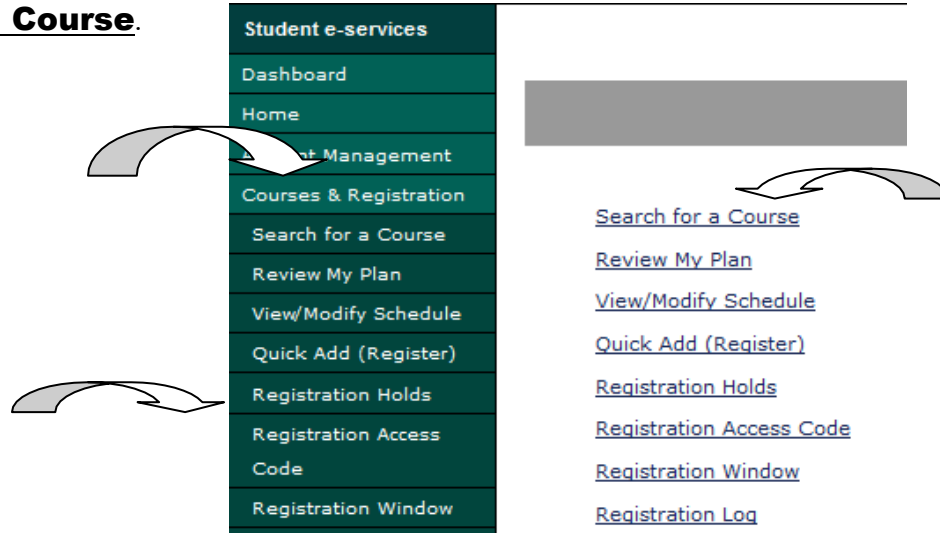
2. Using the **Search** tool, enter the information for the course you are searching for. Select **Expand/ Collapse for Advance Search** for more options. When you are ready select Search and a list of courses will appear.

3. From here you can add courses to your **Wish List** by selecting the ⊕ icon. If a course is full you may add yourself to the **Wait List** for that course by selecting the 📝 icon.

4. Repeat steps 1-3 until you have the courses you want to enroll in on your **Wish List**. When you are ready, select **Continue to Review My Plan** located above the list of courses. Both the **Wish List** and the **Wait List** will be displayed. Look over these lists carefully.

*Each wait-listed course will tell you what number you are on the list. The Wait List is set-up to notify the first student on the list when a seat is open (via BSU e-mail). The student then as 24 hours to register for the course or else will be removed from the Wait List.

5. To process your registration, select each course you want to register for from your **Wish List** then select [Select Course(s) to proceed to Register >]

Next you will enter your **StarID password** and select **Register**.