

# Step 1.

MyBGSU. Home Email Canvas Sign Out

Welcome **BGSU recommends Two Factor Authentication for better email protection. Turn ON Two Factor Authentication now.**

→ Home

Libraries

Employees

IT Service Desk

AlertBG

1. Click Here →

### Student Center


- To Do List
- Holds
- Classes
- Academics, Advisors, Grades
- My Account

**Student Center**

### Scholarship Opportunities

Search and apply for multiple BGSU scholarships all in one place. Start by filling out your general and college-specific scholarship applications. A few scholarships may require a little more information. Click on the Recommended Opportunities tab to see if anything additional is required.

[Begin your Scholarship application](#)



### BG1 Card Services

Your BG1 Card provides access to meal plans, events and campus facilities. If you are a PNC Bank customer, it can be linked to your bank account to serve as an ATM card. Add funds to your BG1 Bucks account, to use it for printing, on-campus vending, and at multiple on and off campus locations.

[View your balance or add funds to your BG1Card](#)

### Career Center

#### Handshake

Find experiential learning, part-time and full-time positions

#### BGSUConnect

Connect with alumni, faculty, staff, and employer mentors

#### FOCUS

Explore occupations, career paths, degree programs and majors

#### GoinGlobal

Discover country-specific career and employment information, including world-wide position postings.

[Country Career Guide](#)  
[US Career Guide](#)

### Housing & Residence Life

Below you will find the Housing and Meal Plan Application. You may need to re-visit the application throughout the process to complete steps like creating a Room Selection Group, signing up for the Hall Waitlist, contacting your roommate and selecting your room during your assigned room selection time. Until you select your room and meal plan, your application will say incomplete. You can learn more in your [Housing Selection Guide](#)

[Housing & Meal Plan Application](#)

[Join a Learning Community](#)

### Current Resident Resources

[Maintenance Request](#)  
[Previous On-Campus Addresses](#)

### Libraries

The University Libraries provides access to over 1.5 million books, databases, media, and journals and has librarians who can help with assignments and research to help with academic success.

[Search library resources, manage your library account, get help with your research](#)

### Navigate

Know where you stand academically

[Schedule advising and tutoring appointments](#) with the Learning Commons and remember important deadlines

### Quick Links

- Enrollment Verification
- GA Stipend
- Parking
- Student Insurance Requirement
- BGSU Athletics Tickets
- Title IX Training
- View Book List
- Degree Audit

**Tour MyBGSU**

Help











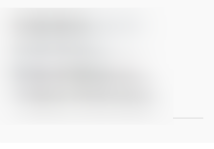
**BGSU**  
Bowling Green State University

**ACCESSIBILITY**  
[Report an Issue](#)  
Accessibility Enhanced Pages

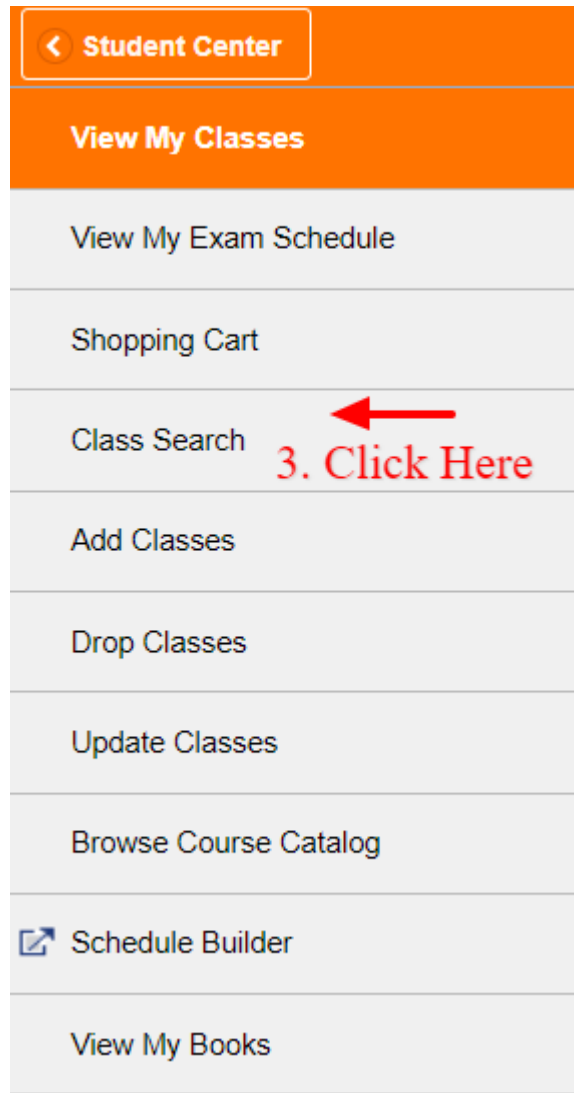
# Step 2

CSU.

Student Center

<b>Profile</b> <small>FERPA: No Restrictions</small> 	<b>Action Items</b>  All clear! You have no To Do's or Holds. To Do's, Holds, Agreements	<b>My Account</b> Account Balance <b>\$ 0.00</b> Billing, Payments, Refund	<b>Financial Aid</b>  Accept/Decline Aid
<b>Degree Progress</b>  Total Earned Hours  Transfer Credit, Apply for Graduation, Degree Audit	<b>Academics</b>  Cumulative GPA  Transcripts, Grades, Course History	<b>Classes &amp; Registration</b>  <a href="#">2. Click Here</a>  Search, Add/Drop, Schedule Builder, Final Exams	<b>Advisors</b>  

## Step 3



# Steps 4. 5. 6. & 7

[Student Center](#) **Classes & Registration** [Home](#) [Search](#) [Print](#)

View My Classes  
View My Exam Schedule  
Shopping Cart  
**Class Search**  
Add Classes  
Drop Classes  
Update Classes  
Browse Course Catalog  
Schedule Builder  
View My Books  
Withdraw From Term  
Community Enrollment  
Enrollment Dates

Enter Search Criteria  
Use the location values of WEBMAIN, WECMAIN, WEBFIRE or WECFIRE in conjunction with Campus to locate classes offered on line.

**Search for Classes**

Institution: Bowling Green State University  
Term: Spring Semester 2020

Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

Subject:

Course Number: is exactly

Course Career:

Campus: eCampus

Course Attribute:

Course Attribute Value:

Show Open Classes Only

**Additional Search Criteria**

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

**Annotations:**

- 4. Select your desired term of enrollment from the drop down menu.
- 5. In the subject line input the course name letters.
- 6. Type in the course number here.
- 7. Be sure to select eCampus in the drop down menu.

# Step 8

**Classes & Registration**

Course Attribute: [dropdown]  
Course Attribute Value: [dropdown]  
 Show Open Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to [input]  
Meeting End Time: less than or equal to [input]  
Days of Week: include only these days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: begins with [input]  
Class Nbr: [input] ?  
Course Keyword: [input] ?  
Minimum Units: greater than or equal to [input]  
Maximum Units: less than or equal to [input]  
Session: [dropdown]  
Location: [dropdown]

8. Scroll down to the bottom of the page and click search.

Clear Search

# Step 9

**Classes & Registration**

Your shopping cart is empty.

\*It will navigate you to a new page that lists the course offerings for the course you searched for.

The following classes match your search criteria Course Subject: **Information Systems**, Course Number is exactly '2000', Show Open Classes Only: **No**, Campus: **eCampus**

Open Closed Wait List

New Search Modify Search

1 class section(s) found

IS 2000 - Introduction to Information Systems

Class	Section	Days & Times	Location	Instructor	Meeting Dates	Status		Book List
16181	402W-LEC E-Camp 7W1	Arrange with Instructor	Web Based - Main Campus	Michael Good	01/27/2020 - 03/13/2020		Select	Book List

9. Click select on the course you wish to enroll in.

New Search Modify Search

# Step 10

**Student Center** Classes & Registration

1. Select classes to add - Enrollment Preferences

Spring Semester 2020 | Undergraduate | Bowling Green State University  
IS 2000 - Intro to Information Systems

**Class Preferences**

IS 2000-402W    Lecture        Permission Nbr

Session    E-Campus 7 Week - First

Career    Undergraduate

Enrollment Information

- 100% Web Based

Grading    Graded

Units    3.00

10. Click next

Cancel    Next

Section	Component	Days & Times	Location	Instructor	Start/End Date
402W	Lecture		Web Based - Main Campus	Michael Good	01/27/2020 - 03/13/2020

NOTES

Class Notes    A link to the Web Based Course should appear in MyBGSU around the date the

# Steps 11. & 12

**Student Center** Classes & Registration

your class selections, proceed to step 2 of 3.

✓ IS 2000 has been added to your Shopping Cart.

Spring Semester 2020 | Undergraduate | Bowling Green State University    Change Term

Open    Closed    Wait List

\*As a reminder, the class will not show a trash bin when you register. There will be empty boxes that you need to check for all the classes you wish to enroll in.

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
Class Search  
Search

Spring Semester 2020 Shopping Cart

Delete	Class	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	IS 2000-402W (16181)		Web Based - Main Campus	M. Good	3.00	<input type="checkbox"/>

11. Check the box that appears here for each class in your shopping cart.  
12. Once all of the boxes are selected, click proceed to step 2 of 3.

Proceed to Step 2 of 3

# Step 13.

< Student Center **Classes & Registration** Home Search

View My Classes  
View My Exam Schedule  
Shopping Cart  
Class Search  
**Add Classes**  
Drop Classes  
Update Classes  
Browse Course Catalog  
Schedule Builder  
View My Books  
Withdraw From Term  
Community Enrollment  
Enrollment Dates

2. Confirm classes  
Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

**\*Check that all of the classes here are the courses you wish to enroll and participate in for the next session. All of the classes you checked the boxes for should appear here.**

Open  Closed  Wait List

**Spring Semester 2020 Enrollment Shopping Cart**

Class	Description	Days/Times	Room	Instructor	Units	Status
IS 2000-402W (16181)	Intro to Information Systems (Lecture)		Web Based - Main Campus	M. Good	3.00	<input type="checkbox"/>

By registering for classes at Bowling Green State University, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that failure to be fiscally responsible may result in service holds, late fees, collection actions by BGSU, the Ohio Attorney General's Office or other third party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

13. For the final step, click the finish enrolling option.