



Dual Credit Program Student and Parent Handbook

Ball State Dual Credit Program
David Letterman, Building Room 131
Muncie, IN 47306
765-285-1581 or 1-800-872-0369

December 2016

Dear Student and Parents,

Preparing early for your college experience becomes ever more critical these days. Ball State University's Dual Credit Program (DCP), a term used for dual credit classes, provides you this opportunity by offering college curriculum courses for credit while you are still attending high school.

The Dual Credit Program's mission is to foster a partnership between Ball State University and your high school. We focus on your college preparation by assuring quality instruction and offering you an experience otherwise unattainable before entering college. Qualified teachers from your school, who have been certified by university academic departments, teach the on-site courses, while the online courses are taught by the university's instructors. Teachers use course materials that are consistent with those found at the university and conduct the courses with the same standards demanded of on-campus courses.

Course credits earned through the dual credit helps you establish a college academic record, and the credits you earn also apply toward your high school graduation requirements.

Textbooks will need to be purchased for the online classes.

We appreciate your interest in Ball State University's Dual Credit Program. Your decision to investigate this opportunity will prove to be an important step in preparing for success in your future academic endeavors.

If you have any questions, please feel free to contact my office at 1-800-872-0369.

Sincerely,

James C. Hendrix

James C. Hendrix, Ph.D.
Director

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Ball State University's Dual Credit Program (DCP)

Benefits of Dual Credit Program

You and your parents receive multiple benefits by participating in Dual Credit Program.

- Demonstrates to college boards that you are able to successfully complete college-level work
- Allows you to begin your freshmen year of college with credit
- Eases a transition from high school to college
- Opens doors for you to explore various majors
- Reduces tuition costs because dual credit courses are offered at significantly lower rates

Admission Guidelines

Any juniors or seniors with a strong academic background and desire to attend college make good candidates for the Dual Credit Program. The primary goal of the Dual Credit Program is to help prepare you to attend college by providing you with opportunities to earn college credit and gain experience.

The high school principal or guidance counselor identifies and approves the students who are on track for college preparation courses based on the following guidelines:

- On track toward fulfilling the basic academic preparation for admission to a four-year college or University;
- Rank in the upper third of the high school class;
- Have a grade point average (GPA) of 3.0 or higher on a 4-point scale (as evident by a college preparatory curriculum and advanced coursework);
- Have an average ACT composite score of 22 or a composite SAT score to be determined with the new format, it used to be 1630.

You cannot exceed 15 semester hours of concurrent enrollment courses unless an exception is established by the Division of Online and Distance Education at Ball State University (BSU.)

Note: Admission into the Dual Credit Program does not guarantee admission to Ball State University as an on-campus student; on-campus admission is an entirely separate process. By taking dual credit courses, you will have a permanent record at Ball State University.

Please consult with your guidance counselor about taking dual credit courses.

Code of Student Rights and Responsibilities

The *Ball State Code of Student Rights and Responsibilities (Code)* is published on-line at <http://www.bsu.edu/studentcode>. The Code provides extensive information about the rights of students as members of the Ball State community as well as expectations for their behavior and the procedures used to address behavior that falls short of expectations. The *Code* applies to students while they are on or off campus, when they attend university-sponsored events, or when such conduct involves the security or integrity of the university community. This notice is provided by the Office of Student Rights and Community Standards <http://www.bsu.edu/studentrights>.

VII. Student Academics Ethics Policy - Academic Dishonesty - Actions which include but are not limited to cheating, plagiarism, falsely claiming to have completed work, cooperating with another person in academic dishonesty, knowingly destroying or altering another student's work, or attempting to commit an act of academic dishonesty that violates the ***Student Academic Ethics Policy, Section VII.***

Results: Informal meeting, removal from dual credit course, dismissal from the university, or other appropriate consequence.

BSU Scholastic Standards

Please be aware of Ball State University scholastic standards:

Academic Probation - if your university's cumulative grade point average is below 2.000

Dismissed from the University - if you fail to earn a cumulative grade point average of at least a 1.000 during the first semester of attendance.

It is your responsibility to adhere to the university scholastic standards and seek assistance if needed. The scholastic policies are intended to encourage satisfactory progress toward meeting the minimum requirements for entering college.

Financial Aid Eligibility Impact- Satisfactory Academic Progress (SAP)

The United States Department of Education, the Indiana Commission for Higher Education and Ball State University require that students applying for federal, state, and some institutional funds demonstrate satisfactory academic progress. Student's Satisfactory Academic Progress (SAP) is calculated on how you perform (grades earned, courses failed, and courses withdrawn from) in dual credit coursework and may affect future financial aid eligibility.

What is SAP?

- SAP is a set of federal guidelines ensuring compliance with the Title IV federal regulations defining the academic performance standards students must meet to maintain financial aid eligibility for their entire college enrollment.
- It is cumulative in nature and it takes into account all classes attempted, not just the previous term

Criteria for SAP

1. Completion Rate Requirement

You are required to earn at least 67% of total hours attempted to stay on pace to graduate.

The completion rate is cumulative, meaning all courses are included in the calculation.

2. Grade Point Average (GPA) Requirement

You are required to maintain a grade point average consistent with the university's graduation requirements.

3. Maximum Time Limit Requirements

Students pursuing a bachelor's or associate's degree are expected to complete degree requirements within a maximum time frame. For a bachelor's degree, it is 180 attempted hours and for an associate degree it is 90 attempted hours. This includes dual credit hours, transfer hours, and advanced standing hours. Students will be ineligible for financial aid once they reach their maximum time frame or it has been determined they cannot complete their degree within this time frame.

Course Expectations

Dual credit courses are college level and essentially parallel the university's requirements. Teachers will expect the same quality of work from you as is expected from main campus students. Abstracting critical information, conceptualizing, and problem solving at a higher level will be a common denominator.

Course Delivery

There are two methods of delivery.

- **On-Site Dual Credit Courses Taught in High School**

Instructors are your high school's teachers who have been approved by Ball State's academic department. These courses meet both the high school requirements and provide additional instructions to satisfy the collegiate standards.

- **Online Dual Credit Courses –**

Online dual credit courses are taught by Ball State instructors via Blackboard. They are 16 weeks in duration for Ball State's fall and spring terms and 10 weeks in the summer. Assignments are due each week in order to help manage time and stay on task. All course work and examinations are

completed online. More than one course may be taken at the same time. Textbooks are required for the class. Some textbooks are digital and the fee is automatically charged to your student account.

Blackboard:

Blackboard is a robust web-based learning management system that allows you to access course content such as readings, videos, lectures, and much more. Plus, it allows you to interact with your instructor and classmates, and receive and turn in assignments.

Equipment highly recommended to have all of the following:

- Convenient access to a computer (PC or Mac)
- A high-speed connection to the Internet
- Web browser (Firefox is recommended over Explorer, Chrome, Safari, or others. We also recommend you keep Firefox updated to the most current version.)
- Items for some proctored tests (Explained in the “Course Content” section below)
 - Webcam with at least a 640×480 video pixel resolution (a built-in laptop webcam is acceptable)
 - A microphone
 - Speakers and/or earphones

How to Access Your Online Courses in Blackboard:

Blackboard is accessible through my.bsu.edu with your Ball State username and password. Click on the Blackboard link. Course Content is available in Blackboard on the first day of your class.

Getting Around in Blackboard:

- Once you are logged in, you can view the courses you are enrolled in by locating the **My Courses** section located on the right-hand side of the Blackboard welcome screen. You will enter the course by clicking the course name
- While each course is different, you will see some common elements in many courses:
 - **Announcements:** This section in the top middle of the page loads by default each time you enter a course. Here your instructor will post important information you need as the class progresses. You should take a quick look at this page each time you enter the class to see if there is new information.
 - **Instructor:** Some instructors place their contact information, brief biographical information, or other relevant information as its own section in blackboard. Other instructors include contact information on their syllabus.
 - **Syllabus:** The syllabus contains important information regarding the instructor of the course. Within the syllabus you will find information regarding assignment, grading, expectations for the course, as well as course and institutional policies.
 - **Course content:** The individual lessons, activities, and materials that make-up the course can be accessed by clicking on this link. Instructors may choose to organize their lessons in slightly different ways, but this section houses the majority of the course content.
 - **Discussions:** Many courses have a discussion board, which allows you to communicate with the instructor, as well as your classmates. You may be expected to answer questions on the discussion board as part of an assignment or your grade. And, just like in a live classroom setting, the instructor may regularly post questions and responses to the class discussion.
 - **My Grade:** This contains a list of assignments, their due dates, their point values, and grades/points you have received for individual assignments. Please note that final grades for the entire course will be posted for you to review in Self-Service Banner after the course has ended.

- **Student Support Services:** Use this to connect to:
 - Student disabilities services
 - Technical services
 - Software tutorials
 - Academic services
 - Textbooks
 - **Student rights and responsibilities**
- **Blackboard Help:** Browse this section for videos and other information on how to use various features of Black

Blackboard Course Content:

Your Blackboard assignments may take a number of forms. These are some of the more common.

- **Test/Quiz:** Your instructor may assign quizzes or tests for you to complete within the Blackboard environment. These assessments may include multiple choice, true/false, short answer, Matching, or essay questions. Some Ball State online exams are now proctored through BVirtual, as system designed to let you take exams at home, but in a proctored setting, which means a person is appointed to watch over you as you take a test. This is made possible with your webcam and an appointment you will set up with a BVirtual proctor. If your instructor requires exams via BVirtual, you will be given instructions on setting up your appointment.
- **Discussion Board:** Your instructor may ask that you participate in conversations with classmates using a discussion board. Visit Lynda.com and search for “discussion boards” to learn more.
- **Assignment:** This section presents a variety of learning activities. Plus, you can review and submit assignments here. Your instructor may design assignments that require you to:
 - Provide text on the Upload Assignment page
 - Attach files from your computer or from the Content Collection
 - Both provide text and attach files

Assignments list the name, description, and attachments for class work. Your instructor provides you all the information you need to complete the assignment. You may view detailed information on how to submit assignments within Blackboard [here](#).

Technical Requirements for Live Online Proctor Center:

We have a few technology requirements listed below for taking your exam with a live online proctor. Should you have any questions or would like to test your technology, please contact us. We would be happy to work with you.

1. A well-working computer with 1 GB of RAM or higher.
2. A wired high-speed internet connection (3 Mbps). A wireless internet connection is not recommended.
3. Any webcam with 640x480 video pixel resolution (a laptop camera is acceptable).
4. Working speakers connected to the computer.
5. A microphone connected to the computer (consider a webcam with a built-in microphone).
6. Flash player version 7 or higher.
7. Browser compatibility: IE, Firefox, Chrome, Safari.

Testing Procedure for BVirtual

The three easy steps below provide you with the information necessary to schedule and take your live online proctored exam. Should you have any further questions about our testing procedures, please use the **Contact Support** option in the lobby of your Live Online Proctor Center.

1. Click on the **Schedule Your Exam** link in the lobby of your Live Online Proctor Center to schedule your exam online.
2. Click on the **Test Your System** link in the lobby of your Live Online Proctor Center to test your technology prior to your exam online.
3. Click on the **Start Your Exam** link in the lobby of your Live Online Proctor Center to begin your proctored exam online.

Course Prerequisites

Some dual credit courses require prerequisites (a course or a proficiency test required before taking an advanced course). Your high school's guidance counselor signs the permission form acknowledging eligibility and verification that prerequisites have been met.

Admission/Registration Process

To enroll in Ball State University's dual credit courses you *must* be admitted to the university. There are different registration/admission processes depending on your status.

1. If any of the following apply, you will need to complete the Student Verification Form (attached) and email it to Nancy Day at nday@bsu.edu. When any documents are submitted to Ball State, a temporary record is created. The Student Verification Form is manually used to create or activate that record.
 - a. Transcript or test scores sent
 - b. Pending admission or admitted to Ball State
 - c. Have a common name
 - d. Attended a previous term and have a username and password already

If you have a Ball State username and password and the Student Verification Form has been processed, your present Ball State username and password will become active and you may register for your classes using the Returning (Current) Student instructions.

If you do not have a Ball State username and password already and the Student Verification form has been processed, a request has been sent requesting your Ball State username and password. Once you receive your Ball State username and password use the Returning (Current) Student Instructions to register.

2. If you are **New** to Ball State and have not requested any documents be submitted to Ball State, you can register and get admitted using the New Dual Credit Student Instructions. You will select your courses first and then create your record.

Admission Notification

An admission confirmation email will be sent upon completion of the admission process. You are only admitted to the Dual Credit Program. *There is no guaranteed admission into Ball State University.*

Password Notification

In five days, you will receive two emails to your personal email account. It will be your Ball State username and password information. The first email will have a Key Code and an URL. Click on the URL and enter the Key Code and Submit. This process is for security purposes. The second email will contain your Ball State username and password.

Ball State Email Account

Once you are admitted to Ball State and have your Ball State username and password, you have a Ball State email account which can be found at www.bsu.edu/webmail. Click on “Log in to Ball State webmail” and sign in with your Ball State username and password. All communication will be through your Ball State email account.

Your personal email account is called your Lifeline. With your Lifeline, you will be able to reset your password and change your personal email account. As a BSU student, you will be sent all the on-campus activity information. To unsubscribe, go to www.bsu.edu/communication - click on the following “Communication Center”, “Manage My Subscription”. Unmark any areas from which you do not wish to receive any information.

Resetting Password – Forgotten or Lost (screen shot below)

To reset your own password go to www.bsu.edu/password - click on “Forgot Password”.

* You will need to know your Ball State username, which is usually your first name initial, middle initial and last name. It may have a number behind it also.

* Your information will be sent to your Lifeline (personal email listed on your student record)

* Locate the email (**From**): “No Reply@BSU.edu.” This email has a “Key code” which you enter after clicking the URL link in the email. Check your personal email again for your password.

If you have problems regarding your username and password contact your Guidance Counselor and they can contact the Ball State Helpdesk at 1-866-771-3276 or 1-765-285-1517 for further assistance.

Once you have your username and password, you will be able to change your password or your email address at www.bsu.edu/password.

Ball State Password Console Register Lifeline Change Password **Forgot Password**

Forgot Password

Username:

Submit

Forgot your password?

If you have previously registered a Lifeline email address with your BSU Computer Username then you may use this form to reset your password. Enter your username and you will be sent an email message with further instructions.

If you have not registered a Lifeline address, then you will need to bring a photo ID to the Tech Center in Bracken Library, Room 101, to have your password reset.

Your Username

Your Ball State Username is used to access most services at Ball State, including Blackboard, Office365, Banner, and other online resources. **This username and password are valid while you are a current student or employee. Once you leave Ball State your username will be deactivated.**

Policy

Your Ball State University account is governed by the **Users' Privileges and Responsibilities Policy** and your usage of it implies assent to the information contained within it.

Need Help?

If you have any questions regarding this or any other technology-related issues please contact the Technology Helpdesk by calling 765-285-1517, or by submitting a Web Ticket at <http://www.bsu.edu/helpdesk>. You may also visit the Tech Center located in Bracken Library, Room 101.

BSU ID Card – Cardinal Card

Cardinal Card is Ball State University’s official identification card and will list your full name, your role, and photo. Everyone receives their first Cardinal Card at no charge. If lost or mutilated a replacement card is available for a fee. The card will be issued after you have registered for classes. It will be sent to your school’s point of contact, counselor or instructor.

Your Cardinal Card can be used at the Ball State University library and computer labs. Additionally, the library requires a second photo ID, such as a driver’s license or high school identification to be shown also.

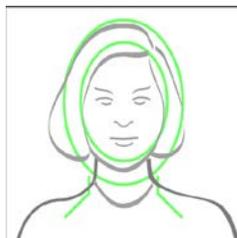
You will need to complete the steps below to have a photo added to your Cardinal Card.

Posting Photo Cardinal Card

- Have a photo taken, see “Photo Requirements”, or if you live near Muncie, visit our campus to have your photo taken. Go to the Registrar’s Office in Lucina Hall, Room B42, during the business hours: August through May: 8 a.m. – 5 p.m., Monday through Friday
May through July: 7:30 a.m. – 4 p.m. Monday through Friday:
- Upload your photo by going to www.bsu.edu/cardinalcard
- Log into the photo upload feature by utilizing your Ball State username and password
- Click on “**Upload ID Photo**”
- Once your photo is uploaded it will be reviewed. An email will be sent to your Ball State email account either accepting or rejecting the photo based on the photo requirements below
- Your Cardinal Card will be sent to the school’s contact person, either instructor or counselor

Photo Requirements

- Use the template shown below to visualize how the finished image should look.
- Must be taken in color and within the last three months
- Maximum upload size is 1MB
- Pixel size must be 118 x118 (no exceptions)
- Jpg format only
- No group photos
- May be a selfie as long as all requirements are met
- Full head and shoulders image. Make sure the photo presents the full head from the top of your hair to the bottom of your chin. Center your head within the frame.
- It must be taken face forward and must be on a solid white background
- No hats, caps, or sunglasses may be worn in the photo
- The photo will resemble a passport photo



Required Forms:

There are three forms required and if not received you will be removed from the class.:

The Student Verification Form

The Student Verification form is used to create, update, or reactivate your record.

High School/Parent Permission Form

The High School/Parent/Guardian Permission Form requires signatures from the following: the student requesting the class(es), the parent acknowledging the financial obligation and the school approving the student’s eligibility and having met the prerequisites.

Dual Credit Student Information Release Authorization Form - Federal Family Educational Rights and Privacy Act (FERPA)

In compliance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the university is prohibited from providing certain information such as class schedule, final grades, billing and other student record information from the student’s record to a third party. You hold the rights for

the course(s) you are registered in, and we may not release any record information to anyone without your permission. Permission can be granted to parents or others by filling out this form and sending it to the Online and Distance Education, Attn: Nancy Day or email at nday@bsu.edu.

BSU Grade Information

The university reports and records grades using the plus/minus letter system. Quality points are allocated to each recorded grade according to the following scale:

A = 4.0	A- = 3.667	B+ = 3.333	B = 3.000
B- = 2.667	C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667	F = 0

Credit earned under the Dual Credit Program will be recorded as if the course were taken on the Ball State campus; therefore, it will be applicable toward a degree at Ball State University as either part of the major or as an elective.

1. Keep track of your college credit grades. *If you think you are unable to maintain a C or above, talk with your parents, counselor, and instructor, and if needed, request to withdraw from the course by emailing nday@bsu.edu. Grades could impact any main campus admission verification status.*
2. Certain courses require a minimum passing grade before you can progress to the next class sequence (i.e. ENG 103 requires a “C” to take ENG 104).
3. The eligibility for credit transfer into another university may depend on the letter grade you earn in the course. Check with your intended college or university.
4. High school grades are posted when the classes are completed.
5. A high school year-long class grade is posted with an “I” for incomplete at the end of the BSU fall term. It is changed to a final grade at the end of your high school year.
6. Grades are available for viewing five days after the Ball State term end date at <https://my.bsu.edu>. Sign-in with your Ball State username and password, click on “Self Service Banner” “Student”, “Student Records” and “View Final Grades.”

Cost of Courses

There are three different costs of dual credit classes.

1. The Onsite (classroom taught) classes (**Non-Priority**) costs \$250 per course.
2. The onsite (classroom taught) classes (**Priority**) costs \$25 per credit hour. These are classroom taught courses only. The State of Indiana has identified these courses which are listed on the “**Priority Dual Credit Liberal Arts Courses**” or “**Dual Credit Career and Technical Crosswalk**” charts. (See below)
3. The online distance education classes costs \$350 per class plus textbooks. Some textbooks charges are automatically charged to the student’s bill (for example. MATH 125).
4. Tuition is waived for free or reduced lunch students. School official needs to notify Ball State in writing if the student qualifies for free or reduced-price lunch participation.
5. *Tuition is not waived for the 21st Century Scholarship students.*
6. Installment payments are allowed.

“Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk”

English

ENG 103	English Composition: Rhetoric and Writing (3 credit hours)
ENG 104	English Composition: Composing Research (3 credit hours)

Communication

COMM 210	Fundamentals of Public Speaking (3 credit hours)
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Foreign Languages

CH 101	Beginning Chinese 1 (4 credit hours) not on Core Transfer Library
CH 102	Beginning Chinese 2 (4 credit hours) not on Core Transfer Library
CH 201	Intermediate Chinese 1 (4 credit hours) not on Core Transfer Library
CH 202	Intermediate Chinese 2 (4 credit hours) not on Core Transfer Library
FR 101	Beginning French 1 (4 credit hours)
FR 102	Beginning French 2 (4 credit hours)
FR 201	Intermediate French 3 (3 credit hours)
FR 202	Intermediate French 4 (3 credit hours)
GER 101	Beginning German 1 (4 credit hours)
GER 102	Beginning German 2 (4 credit hours)
GER 201	Intermediate German 3 (3 credit hours)
GER 202	Intermediate German 4 (3 credit hours)
JAPA 101	Beginning Japanese 1 (4 credit hours) not on Core Transfer Library
JAPA 102	Beginning Japanese 2 (4 credit hours) not on Core Transfer Library
JAPA 201	Intermediate Japanese 1 (4 credit hours) not on Core Transfer Library
JAPA 202	Intermediate Japanese 2 (4 credit hours) not on Core Transfer Library
SP 101	Beginning Spanish 1 (4 credit hours)
SP 102	Beginning Spanish 2 (4 credit hours)
SP 201	Intermediate Spanish 3 (3 credit hours)
SP 202	Intermediate Spanish 3 (3 credit hours)

Mathematics and Physics

MATH 111	College algebra (3 credit hours)
MATH 112	Trigonometric Functions (3 credit hours)
MATH 161	Brief Calculus 1 (3 credit hours)
MATH 165	Calculus 1 (4 credit hours) (classroom taught)
MATH 166	Calculus 2 (4 credit hours) (classroom taught)
PHYC 100	Conceptual Physics (4 credit hours)

Science and Humanities

ANAT 201	Fundamentals of Human anatomy (3 credit hours)
AT 196	Introduction to Athletic Training (2 credit hours)
BIO 100	Human Biology/Biology for a Modern Society (3 credit hours)
HIST 201	American History 1 1492 – 1876 (3 credit hours)
HIST 202	American History 2 1877 – to the present (3 credit hours)
NUR 101	Terminology for Health Care Professionals and Consumers (2 credit hours)
PHYS 215	Human Physiology (5 credit hours)

NOTE: Once you are registered, your parent/guardian is liable for the tuition and any other additional fees.

Billing

Bills are sent to the home address, addressed to **you**, the student, around mid-month with a due date of the first of the following month.

Payment Methods

Payment of the Ball State bill can be made using the following payment methods:

- Electronic withdrawal (e-check) from checking or savings account, no charge, longer time to clear
- In person at the Bursar's Office in Lucina Hall, Room B-31
- Mail a check or money order to Ball State University, Bursar's Office, 2000 W University Ave., Muncie, IN 47306. Include the student's name and Ball State ID number.
- Credit or debit card (MasterCard, Discover, or American Express only - **No Visa**).
 - An additional 2.7 percent of your total bill will be charged if a credit or debit card is used. This fee is from the credit card companies.

For payment questions, contact Nancy Day at nday@bsu.edu.

Parents/Guardian Payment Process

Payment can be made through Banner at eBill. You will need the student's Ball State username and password. Go to <https://my.bsu.edu> sign in, click on "Banner", "Self Service (SSB)", - "Student" and "eBill." Click "Make a Payment" link to pay for your class.

Your parents/guardian can make a payment as a "Guest Payer" or you may set them up as Authorized Payees. Guest Payers would need to know your Ball State ID number.

To set your parents account up as an authorized payee follow these steps:

Go to <https://my.bsu.edu> and sign in with your Ball State username and password.

1. Click on the following links:
2. "Self Service Banner - "Student" – "eBill" - "Authorized Payers," then "Add New"
3. Enter the name, e-mail, and optional fields for the authorized payer and click "OK."

Guest Payer – Parent need to know your Ball State ID number

Go to www.bsu.edu/ebill

Scroll to the bottom and click on "log in here" across from guest Payers

Type in the student's Ball State ID number and last name and click Login

Click on the "Payment on Account" link

Enter the amount of payment

Add to Shopping Cart

Follow the prompts.

Installment Plan

Installment payment can be made in four partial payments. Tuition is always due on the first of the month.

Penalties

If payment is not received by the due date, the first of the month, the following steps occur:

- An administrative hold is placed on your records.
- Not permitted to register for any subsequent terms until the hold is removed.
- Transcript and/or diploma will be withheld.
- Assessed additional fees for any collection costs, but not limited to attorney fees and court costs.

Dropping or Withdrawing

1. Email Nancy Day at nday@bsu.edu when dropping or withdrawing from class.
2. Refunds depend on the first day of contact to withdraw or drop from a course.
3. If considering dropping or withdrawing from a college credit course, talk with your parents/guardian, instructor, and guidance counselor. You can still remain in the high school class.
4. Drop/withdrawal is not official until our office is notified. You will continue to be billed and liable for any additional fees that may be charged.
5. When your drop or withdrawal request has been processed, you, your instructor, and counselor will be sent an email upon completion of your request.
6. If you withdraw from a course, your transcript will show a "W" which will not affect your grade point average, (GPA). You will still be responsible for any portion of the tuition cost.

Refund

1. Drops are the first week of the Ball State term with a 100% refund. (Fall and spring term only)
2. Partial and last withdrawals start the second week of the Ball State term with a reduced percentage refund each week (charts below). Refunds depend on the date our office is contacted.
3. You may withdraw from your college class until the end of the 9th week. There will be no refund after the fourth week of the Ball State term for partial withdrawals. You may remain in your high school class.
4. Live high school courses lasting the full high school year fall under the fall refund schedule.

Refund for Partial Dual Credit Courses		
Week	Refund	Transcript Entry
1	100%	No entry on transcripts
2	75%	A "W" for withdrawal will appear on BSU's transcript
3	50%	A "W" for withdrawal will appear on BSU's transcript
4	25%	A "W" for withdrawal will appear on BSU's transcript
Thereafter	0%	A "W" for withdrawal will appear on BSU's transcript
Refund for Last Withdrawal from Dual Credit Courses		
Week	Refund	Transcript Entry
1	100%	A "W" for withdrawal will appear on BSU's transcript
2	80%	A "W" for withdrawal will appear on BSU's transcript
3	60%	A "W" for withdrawal will appear on BSU's transcript
4	50%	A "W" for withdrawal will appear on BSU's transcript
5	40%	A "W" for withdrawal will appear on BSU's transcript
6	30%	A "W" for withdrawal will appear on BSU's transcript
7	20%	A "W" for withdrawal will appear on BSU's transcript
8	10%	A "W" for withdrawal will appear on BSU's transcript
9	0%	A "W" for withdrawal will appear on BSU's transcript

Transcript

The dual credit courses will be entered on your permanent Ball State University record.

Students enrolled in current Ball State's Term

Students presently enrolled in the current Ball State term can request up to 10 free transcripts for up to 60 days past the end of the Ball State term if ordered through Banner.

1. Go to <https://my.bsu.edu>:
2. Sign in with BSU username and password
3. Click on "Self-Service Banner" - "Student" – "Student Record" – "Printed Transcripts"
4. Follow the prompts

Students enrolled in previous or former Ball State Term (including full-year classes). There is a fee for each transcript.

1. Go to www.bsu.edu/transcripts
2. Scroll down to "*Former Students and Alumni Not Enrolled in the Current Term*"
3. Click on "National Student Clearinghouse"
4. Select Ball State University from the drop down form and "Submit"
5. Enter all information including the BSU ID number Not the social security number
6. Click "Next"
7. Follow the prompts

Transcripts will be mailed unless otherwise requested. If the students need further assistance regarding requesting a transcript, please contact the Registrar Office at 1-765-285-1970.

Course Transferability

Designated courses are transferable to other colleges or universities, assuming adequate grades through the Core Transfer Library. The prospective school decides how the course will transfer as part of the major or as an elective. Contact each desired school of interest directly and inquire about the school's current transferability requirements before enrolling in the Ball State course.

TransferIn Home (Indiana Core Transfer Library)

Core Transfer Library (CTL) is an Indiana developed system which lists courses that transfers among all Indiana public colleges and university campuses, **assuming adequate grades**. This CTL website www.transferin.net provides additional information about transferability of courses.

Evaluations

The National Alliance of Concurrent Enrollment Partnerships (NACEP) certification requires the following evaluations/assessments. University Computing Services (UCS) will conduct the following evaluations on behalf of the Division of Online and Distance Education as the requirement and to guarantee the quality of the DCP courses.

A Student Course Evaluation will be conducted at the end of each semester; the objective is to learn how satisfied students were with their experience and instructors.

A Freshmen College Student Evaluation will be conducted annually after the student's first semester of college work. The objective is to gain knowledge about the transferability of the courses and their benefits to the students in the early stages of their college careers.

A Senior College Student Evaluation will be conducted during every student's expected senior year in college. The objective is to gain knowledge about the transferability of the courses and how beneficial the courses were to the students throughout their college experiences.

Available Resources

Ball State University's ID Number

A Ball State username and password is required to be able to view your BSU ID number. It can be viewed at <https://my.bsu.edu>. Sign in with your Ball State username and password, Click on Self-Service Banner, then “Personal Information” tab. This is unique identification number generated for the student’s privacy protection.

Ball State ID Card known as Cardinal Card

Cardinal Card is Ball State University’s official identification card and lists your full name, your role, and photo. If your Cardinal Card is lose or mutilated, contact the [Registrar's Office](#) for a replacement. There is a fee for replacement cards and the fee will be added to your Ball State dual credit bill.

Ball State Dual Credit Program Website

More information can be found at our website at www.bsu.edu/dualcredit.

Blackboard

Blackboard is an online set of tools that helps automate many of the functions and procedures that are part of any classroom environment. Through Blackboard, you can view the posted materials, course content and syllabus, open forums or chat rooms to discuss class topics, make comments, or e-mail their classmates by logging on with their individual Ball State usernames and passwords at www.bsu.edu/blackboard.

Blackboard should be used with Firefox. An overview of Blackboard can be found at www.bsu.edu/online/currentstudents. Click on “Service for Online Students” “Online Orientation” “Log on to the Orientation for Online Students” you will need your Ball State username and password.

Blackboard can be logged into at <https://my.bsu.edu> sign-in with your Ball State username and password, click on “Blackboard”, and select the class you are working on.

Computer labs – Computer labs with word processing and spreadsheet packages and online access are available in a variety of locations on campus. They are there for your use for research and school work. The locations and hours of the different labs can be found at [Ball State University - Locations and Hours](#).

Library – The Bracken Library on the Ball State campus offers unparalleled resources. The library provides valuable online resources through electronic databases found at (<http://bsu.edu/library/>). Visit the library on campus to use computer labs and resources for your classes. In addition to the resources of the library, you will find valuable online resources at (<http://bsu.edu/library/>). The library provides countless online articles through available databases. These resources can assist with researching for class papers, potential colleges and careers, and personal interests.

Textbook Information - Textbook information is found on the Ball State Bookstore website at <http://bsu.bncollege.com/>. Have your course prefix, number, and section handy (i.e. ENG 103, 930).some courses have digital textbooks and the cost is automatically charged to your student account. (MATH 125)

Technical Problems Assistance

As with any form of technology, you may encounter technical problems on occasion. If you need assistance, contact the Ball State Technology HelpDesk at

- 866-771-3276 or 765-285-1517
- helpdesk@bsu.edu

You can also find a variety of resources and helpful information at bsu.edu/helpdesk.

TransferIn Home (Indiana Core Transfer Library)

Indiana developed the Core Transfer Library (CTL) which lists courses that will transfer among all Indiana public colleges and university campuses, **assuming adequate grades**. This CTL website www.transferin.net provides additional information about transferability of courses.

Our chart of online and onsite courses annotates the transferable courses with a “Y”.

Applying to Ball State University

To learn about Ball State’s undergraduate majors and programs, go to <http://www.bsu.edu/admissions>.

Scholarships and loan information can be found at <http://www.bsu.edu/finaid/>.

Contact Information:

Dual Credit Program
Ball State University
Letterman Building Rm 131
Muncie, IN 47306
Toll free: 1-800-872-0369
Phone: 1-765-285-1581
Fax: 1-765-285-7161
Email: dualcredit@bsu.edu
Web: www.bsu.edu/dualcredit

Nancy Day
Program Coordinator
Dual Credit Program
Ball State University
nday@bsu.edu
1-765-285-3592

Dr. James C. Hendrix
Assistant Director
Dual Credit Program
Ball State University
Letterman Building Room 131
Muncie, IN 47306
Email: jchendrix@bsu.edu
Phone: 1-765-285-6783

Dual Credit Program- Dual Credit Student Admission and Registration New Student Instructions

If any test scores or transcripts were sent to Ball State or you applied or are admitted the Student Verification Form needs to be completed. The Dual Credit office will need to activate your record before you can register.

1. Go to www.bsu.edu/dualcredit
2. Click on the box “Apply Now” (top of the page)
3. Click on “New Dual Credit Student: How to Apply”
4. Scroll down and click on your particular school and if it is not listed click on “Other School”
5. Click the small **Red** magnifying glass itself to see courses offered
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your course, instructor and meeting time matches your planned schedule.
8. If a class is not correct, click the “Remove” link and add the correct class.
9. Click “Register” button (bottom right corner) You should see a pop up box.
10. Click “**Create New Account**” Disregard the “Sign-In” box
11. Fill in all required fields including the security box, and click “Submit” If any errors, correct and resubmit.
12. The screen should read, “Welcome! Your account has been successfully created.” Click “Continue” to begin the check-out process. Skip to step 14.
13. If you receive the message “Caution – The information you have entered appears to be on file.” This means some documents were submitted to Ball State and a temporary record was created for you. Exit and close your browser. Submit the Student Verification Form to be manually processed. You will need to register once you receive your Ball State username and password.
14. Click “Confirm Registration” and then “Complete Registration” in the bottom right corner
15. On the “Payment Detail Page,” click the “Print” link for a copy of the invoice for your record.
16. Tuition bills will be sent to your home address, with a due date the first of the month.
17. Your registration is complete. For security of your personal information, sign out and close the browser.

You will receive an e-mail informing you are admitted into the Dual Credit Program. In five business days, you should receive an e-mail with your Ball State username and password information. Any question, contact Nancy Day at nday@bsu.edu or 1-765-285-3592 or, or Dr. James Hendrix at jchendrix@bsu.edu or 1-765- 285-6783.



Dual Credit Program- Dual Credit Student Registration Returning (Current) Student Instructions

Anyone with a Ball State username and password is considered a Returning (Current) student even though you may not have taken classes.

1. You will need your Ball State username and password
2. Start at <https://my.bsu.edu>- sign in with your Ball State username and password
3. Click on the following: “Self-Service Banner” - “Student” - “HS Dual Credit Registration”
4. Click on your school link, if your school is not listed, click on “Online HS Dual Credit”
5. Click the small **Red** magnifying glass itself
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your courses, instructors and meeting times match your schedule
8. If a course is wrong, click the “Remove” link to remove it from your schedule and select the correct class.
9. Ignore the “Save” button.
10. Click “Register” button if an error is received, please take a screen shot of the error message and email to Nancy Day at nday@bsu.edu. If no error message, continue with step 11.
11. “Confirm Registration” and “Complete Registration” at the bottom right corner
12. On the “Payment Detail Page,” click the “Print” button for a copy of the invoice for your record
Tuition bills will be sent mid-month to your home address, addressed to you the student with a due date of the first of the month.
13. Your registration is complete. For the security of your personal information, sign out and close your browser.

If you have a question, contact Nancy Day at nday@bsu.edu or Dr. James Hendrix, at jchendrix@bsu.edu



BSU ID _____

Dual Credit Program- Dual Credit Student Information Release Authorization – (FERPA)

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, the University is prohibited from providing information such as class schedule, final grades, billing, and other student record information from your student record to a third party. This restriction applies, but is not limited to your parents or guardian.

You may grant the Dual Credit Program permission to release information about your student record to a third party by submitting a completed Dual Credit Student Information Release Authorization Form. The specified information will be made available only if requested by the authorized third party.

Submit your completed form to your school counselor or instructor. Permission if being given for: Final Grades/GPA – registration, student ID number, Admission status, drops/withdrawals and Billing Information – holds, charges, credits and payments. Please note that your authorization to release information expires 120 days upon completion of the dual credit course; however, you may revoke authorization at any time by sending a written request to the same address. This information release authorization is intended for use only by the Dual Credit Program.

A. Student Information

NAME (Last, First, Middle Initial)

High School Name

B. Third-party Designee – Parents, Grandparents, Step Parents, Guardians, Others

1. Name (Last, First, Middle Initial)

Current Address

Relation to Student

Daytime Phone

Email Address

2. Name (Last, First, Middle Initial)

Current Address

Relation to Student

Daytime Phone

Email Address

Security question - select one:

1. What is your mother's maiden name? 2. What is the name of your pet? 3. What is your place of birth?

C. Authorization

STUDENT'S SIGNATURE

DATE



BSU ID _____

Dual Credit Program- High School - Parent/Guardian Permission Form

The student, parent/guardian and high school signatures are required in order to remain in your classes. The student's signature is for requesting course(s), parent/guardian signature approves the courses for financial obligations and high school's signature indicates the student is prepared to enroll in a college-level course. The completed form is required to remain in your classes.

STUDENT INFORMATION

Student's Legal last name first name, middle name:(Please print legibly)

Name and City of High School: _____

Course(s)/ requesting and Instructor associated with course:

	<u>HS Course Name (Ex. AP Biology 1)</u>	<u>BSU Course (Ex. ENG 103)</u>	<u>Term Taking (Ex. Fall/Spr)</u>	<u>Instructor (Ex. Dr. Smith)</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

I, the above named student, request permission to take, for college credit, the above courses at Ball State University.

Student Signature Date

PARENT/LEGAL GUARDIAN

As the parent or legal guardian, I agree to be legally bound and fully responsible without limitation for any costs, fees, expenses, or assessments levied on the student by Ball State University.

Parent/Legal Guardian Signature Email

Phone No. Date

HIGH SCHOOL GUIDANCE OR PRINCIPAL

I approve the above student is academically qualified to register for the requested university course as outlined by the *Admission Standards* in the Dual Credit Program, High School Administrators and Instructor's Handbook. The student has been verified to have met the prerequisite for the Ball State University course.

High School Principal or Guidance Counselor Signature Free/Reduced Lunch Yes ___ No ___

Title Date Email

Please return the form to your advisor. Send to Ball State University, Dual Credit Program, Nancy Day, Letterman Bldg., Rm 131, Muncie, IN 47306. Direct any questions to Nancy Day at nday@bsu.edu or 1-765-285-3592.



BSU ID _____

Dual Credit Program- Dual Credit Student Verification

Complete and return this form for processing. Once your record is created, your Ball State username and password can be generated or activated.

Legal last name, first name, middle name: _____

Home address: _____

City, State, and zip: _____

Home or primary telephone number: _____

Student's Cell Number: _____

Birth date: Month _____ Day _____ Year: _____

Email address: _____

State of Residence: _____ **U.S. Citizenship:** Yes ___ No ___ Other _____
Non-U.S. citizen: Document required: Permanent resident card or VISA or DACA

Gender: Female Male **Ethnicity:** Hispanic/Latino Not Hispanic or Latino

Race: American Indian or Alaska Native Asian Black or African American Hispanic
Native Hawaiian or Other Pacific Islander Unknown White or Caucasian

Who is your legal guardian(s), or with whom do you reside? Circle all that apply

Father Mother Steppather Stepmother Guardian Other _____

Guardian Information:

First and last name of parent or guardian: _____

Address, City, State, Zip: _____

Telephone number: _____

What high school are you attending, city and state: _____

High school graduation date: (month/year): _____

Have you ever taken Ball State classes? Yes No When _____

Student's Signature and Date _____

Please send this form to Nancy Day via email at nday@bsu.edu or fax to 1-765-285-7161 or mail to Ball State University, Attn: Nancy Day, Dual Credit Program, Letterman Building Rm 131, Muncie, IN 47306

