Dear Student and Parents,

Preparing early for your college experience becomes ever more critical these days. Ball State University’s Dual Credit Program, 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 Ball State University academic departments, teach the on-site courses, while the online courses are taught by the Ball State 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,

[Signature]

James C. Hendrix, Ph.D.
Director
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Benefits of Ball State Dual Credit

We at Ball State would like to thank you for your interest in our Dual Credit program. There are multiple benefits for students who participate:

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

If you would like to learn more about dual credit, please visit https://www.accreditedschoolsonline.org for general information and http://ecs.force.com for Indiana specific information surrounding dual credit. If you decide that you are interested in participating or want to learn more about the Ball State Dual Credit program, the following is a guide to answer any questions you may have.
Admissions & Codes of Conduct

When signing up for Dual Credit through your high school, the registration and admission process is twofold. The first is being admitted through the high school. The second includes being admitted through Ball State itself.

High School Dual Credit 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 students who are eligible for college preparation courses based on the following guidelines:

- On track to fulfill 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 of 1250;
- Principal, teacher or counselor recommendation

Please consult with your guidance counselor about taking dual credit courses. You cannot exceed 15 semester hours of concurrent enrollment courses unless an exception is established by the Division of Online and Strategic Learning at Ball State University.

Required Forms for Dual Credit

When applying for a Dual Credit course, two forms are required:

1. **Student Verification Form and FERPA (Digital)**: The Student Verification Form is used to create, update, or reactivate your record. In addition, in compliance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the university is prohibited from providing certain information 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. Please click the link above to continue to fill this form out.

2. **High School/Parent Permission Form (Physical)**: 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.

**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.
Ball State 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.

When any of the following documents are submitted to Ball State, a temporary record is created:

- Transcript or test scores
- Pending admission or admitted to Ball State
- Have a common name
- Attended a previous term and have a username and password already

Returning Students: Any student with a Ball State username and password is considered a returning student, even if they have not taken a class. If your 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 Student instructions.

New Student: If you are completely 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. In about five days, you will receive your Ball State username and password.

Ball State Email Account

Once you are admitted to Ball State and have received your Ball State username and password, you will have access to your 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 with your instructor will be through your Ball State email account. Your personal email account can be used as a backup email account in case you forget your username or password.

Communication Center: As a BSU student, you will be sent on-campus information. To manage your subscriptions, go to www.bsu.edu/communication and click on “Communication Center”. From there, continue to “Manage My Subscription”. Unmark any areas from which you do not wish to receive any information.

Resetting Password: To reset your password, go to www.bsu.edu/password. Click on “Forgot Password” in the top right hand corner. You will need to know your Ball State username to continue. Your information will be sent to your personal email address listed on your student records. You will receive two emails from “No Reply@BSU.edu”. The first email will contain a URL as well as a key code. To continue, select the URL and enter the key code on the page. Afterwards, you will receive a second email with your Ball State username and password.
If you have problems regarding your username and password, please contact your Guidance Counselor and they can contact the Ball State Helpdesk (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 username, password, or your email address at [www.bsu.edu/password](http://www.bsu.edu/password).

**Ball State University Identification Card**

Ball State University’s official identification card is available to all Ball State students. Everyone receives their first BSU ID at no charge. If lost or damaged, a replacement card is available for a fee. The card will be issued after you have registered for classes and will be sent to your school’s point of contact, counselor or instructor. If you need to replace your ID card, please contact the Registrar’s Office. This fee will be placed on your Ball State Bursar’s bill.

**Ball State University’s ID Number**

A Ball State username and password is required to be able to view your Ball State University identification number. It can be viewed by signing into [https://my.bsu.edu](https://my.bsu.edu). After this, follow the button that reads “Self-Service (SSB)” then “Personal Information”. This is a unique identification number generated for your privacy protection.

**Ball State University 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.

Keep track of your college credit grades. If you are unable to maintain a C or above, talk with your parents, counselor, and instructor. If needed, request to withdraw from the course by emailing [nday@bsu.edu](mailto:nday@bsu.edu). Grades could impact any main campus admission verification status.

High school official grades are posted when the classes are completed. A high school year-long class grade is posted with an “I” for incomplete at the end of the BSU fall term. A Change of Grade form is processed posting the final grade at the end of your school year. Grades are available for viewing five days after the Ball State term end date at [https://my.bsu.edu](https://my.bsu.edu). Sign-in with your Ball State username and password. Click on
the “Self Service (SSB)” link. Afterwards, click on the “Student” and “Student Records” links. Finally, click the “View Final Grades” button.

**Ball State University Scholastic Standards**

Please be aware of the following Ball State University scholastic standards:

- **Academic Probation** occurs when your university's cumulative grade point average is below 2.000
- **Dismissed from the University** occurs when 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.

**View Grades**

Students can view their grades online at [https://my.bsu.edu](https://my.bsu.edu). In order to view them, the students must sign in with their BSU username and password. Afterwards, they must click on “Self-Service Banner,” “Student,” “Student Record,” and finally “View Final Grades.” Grades will available five days after Ball State’s term end date.

**Code of Student Rights and Responsibilities**

The Ball State Code of Student Rights and Responsibilities is published online at [http://www.bsu.edu/studentcode](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. The Code of Students Rights and Responsibilities is provided by the Office of Student Rights and Community Standards [http://www.bsu.edu/studentrights](http://www.bsu.edu/studentrights).

**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. Academic Dishonesty may result in an informal meeting, removal from the dual credit course, dismissal from the university, or other appropriate consequence.

**Technological Problems**

If you experience any technical difficulties during registration for Dual Credit, Ball State, or courses, please contact us at:

**Dual Credit Program**
Ball State University
Division of Online and Strategic Learning
David Letterman Communication and Media Building, Room 131
N. McKinley Avenue
Muncie, IN  47306
765-285-1581
Email: dualcredit@bsu.edu
Course Selection and Offerings

Course Expectations

Dual credit courses are college level and essentially parallel the university’s requirements. Teachers 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 in all dual credit courses.

Course Delivery

There are two methods of delivery in regards to dual credit:

<table>
<thead>
<tr>
<th>On-Site Dual Credit Courses</th>
<th>Online Dual Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>In these courses, instructors are high school 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 collegiate standards.</td>
<td>Online dual credit courses are taught by Ball State instructors. They run the Ball State term and 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.</td>
</tr>
</tbody>
</table>

Course Prerequisites

Some dual credit courses require prerequisites. This refers to the notion of receiving a minimum passing grade before progressing to the next class sequence (i.e. ENG 103 requires a “C” before taking ENG 104) or passing a specific exam required. Students are responsible for checking the course prerequisites before signing up for classes. Your high school’s guidance counselor must sign the permission form acknowledging eligibility and verification that prerequisites have been met.

Cost of Courses

There are three different costs of dual credit courses:

**Priority On-site Courses - $25 per credit hour**

The State of Indiana has identified these courses as priority and listed them on the “Priority Dual Credit Liberal Arts Courses” or on the “Dual Credit Career and Technical Crosswalk” charts. (See below)

**Non-priority On-site Courses - $250 per course**

These courses include any other course that is not present on following list.

**Online Distance Education Courses - $350 per course + textbooks**

Some textbooks are digital and the cost is automatically charged to the student’s bill.

**Note:** Tuition is waived for students on free or reduced-priced lunch. School official needs to notify Ball State in writing if a student qualifies for free or reduced-price lunch. Tuition is not waived for the 21st Century Scholarship students.
Courses listed below are priority courses, and will fall under the priority pricing above.

### English

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103</td>
<td>English Composition: Rhetoric and Writing (3 cr)</td>
</tr>
<tr>
<td>ENG 104</td>
<td>English Composition: Composing Research (3 cr)</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 210</td>
<td>Fundamentals of Public Speaking (3 cr)</td>
</tr>
</tbody>
</table>

### Foreign Languages

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 101</td>
<td>Beginning Chinese 1 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>CH 102</td>
<td>Beginning Chinese 2 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>CH 201</td>
<td>Intermediate Chinese 1 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>CH 202</td>
<td>Intermediate Chinese 2 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>FR 101</td>
<td>Beginning French 1 (4 cr)</td>
</tr>
<tr>
<td>FR 102</td>
<td>Beginning French 2 (4 cr)</td>
</tr>
<tr>
<td>FR 201</td>
<td>Intermediate French 3 (3 cr)</td>
</tr>
<tr>
<td>FR 202</td>
<td>Intermediate French 4 (3 cr)</td>
</tr>
<tr>
<td>GER 101</td>
<td>Beginning German 1 (4 cr)</td>
</tr>
<tr>
<td>GER 102</td>
<td>Beginning German 2 (4 cr)</td>
</tr>
<tr>
<td>GER 201</td>
<td>Intermediate German 3 (3 cr)</td>
</tr>
<tr>
<td>GER 202</td>
<td>Intermediate German 4 (3 cr)</td>
</tr>
<tr>
<td>JAPA 101</td>
<td>Beginning Japanese 1 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>JAPA 102</td>
<td>Beginning Japanese 2 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>JAPA 201</td>
<td>Intermediate Japanese 1 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>JAPA 202</td>
<td>Intermediate Japanese 2 (4 cr) <strong>not on Core Transfer Library</strong></td>
</tr>
<tr>
<td>SP 101</td>
<td>Beginning Spanish 1 (4 cr)</td>
</tr>
<tr>
<td>SP 102</td>
<td>Beginning Spanish 2 (4 cr)</td>
</tr>
<tr>
<td>SP 201</td>
<td>Intermediate Spanish 3 (3 cr)</td>
</tr>
<tr>
<td>SP 202</td>
<td>Intermediate Spanish 3 (3 cr)</td>
</tr>
</tbody>
</table>

### Mathematics and Physics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 132</td>
<td>Brief Calculus (3 cr)</td>
</tr>
<tr>
<td>MATH 161</td>
<td>Applied Calculus 1 (3 cr)</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Calculus 1 (4 cr) (classroom taught)</td>
</tr>
<tr>
<td>MATH 166</td>
<td>Calculus 2 (4 cr) (classroom taught)</td>
</tr>
<tr>
<td>PHYC 100</td>
<td>Conceptual Physics (4 cr)</td>
</tr>
</tbody>
</table>

### Science and Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 201</td>
<td>Fundamentals of Human anatomy (3 cr)</td>
</tr>
<tr>
<td>AT 240</td>
<td>Prevention and Care of Injury (3 cr)</td>
</tr>
<tr>
<td>HIST 201</td>
<td>American History 1 1492 – 1876 (3 cr)</td>
</tr>
<tr>
<td>HIST 202</td>
<td>American History 2 1877 – to the present (3 cr)</td>
</tr>
<tr>
<td>NUR 101</td>
<td>Terminology for Health Care Professionals and Consumers (2 cr)</td>
</tr>
<tr>
<td>PHYS 215</td>
<td>Human Physiology (5 cr)</td>
</tr>
</tbody>
</table>
Psychological

PSY 100  Introduction to Psychology (3 credit hours)

Technology

TGRA 180  Introduction to Graphic Communication (3 credit hours)
TGRA 184  Computer Applications-Graphic Arts (3 credit hours)
TGRA 286  Digital Photography 1 (3 credit hours)

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 Strategic Learning as the requirement and to guarantee the quality of the dual credit 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.
Payment Information

Payment Methods

Payments to Ball State can be made using the following payment methods:

- **Electronic Withdrawal (eCheck):** Using this method will directly deduct the money from a checking or savings account. Using this method will have no additional charge, but will take a longer time to clear.

- **In-Person:** Payments can be completed in-person at Ball State University’s Bursar’s Office in Lucina Hall. Lucina Hall’s address is 200 W. University Avenue. The Bursar’s Office can be found in Room B-31 in the basement.

- **Mail:** Individuals can mail a check or money order to Ball State University’s Bursar’s Office, 2000 W University Ave., Muncie, IN 47306. Please include the student’s name and Ball State ID number.

- **Credit or Debit Card:** We accept MasterCard, Discover, or American Express only online or in-person. An additional 2.7% of your total bill will be charged simultaneously. This fee is passed on from the credit card companies to Ball State for processing.

In addition, Ball State University accepts installment payments for tuition. For payment questions, please contact Nancy Day at nday@bsu.edu. If payment is not received by the due date, penalties may be assessed to include a hold on the student’s record, not allowing them to register for any new classes, or receiving a transcript until the bill is resolved.

Online Payment Process

Payments can also be made online using our eBill service. The student’s Ball State username and password is required to access this, however. To pay via eBill, please go to https://my.bsu.edu and sign in. Continue to “Self Service (SSB)” and click “Student”. There, you will be presented with an “eBill” button that will lead to a “Make a Payment” option. In addition, students can also pay at https://bsu.edu/eBill by clicking Guest Payers and entering their last name and ID number.

Parent Payment Options

Your parents are guardians can also be set up payees for your tuition or can pay as a “Guest Payer”. For authorized payments or guest payers, go to www.bsu.edu/ebill and click the link under “How to Pay a Bill” that reads “authorized payer or guest payer.” From here, select the tab that represents which way you would like to pay and follow the steps on the page. For the parent to guest pay a student’s tuition bill, they need to know the student’s Ball State ID number as well as the exact amount due, as it will not be listed.

Installment Plan

Installment payments can be made in four partial payments. Tuition is always due on the first of the month. If payment is not received by the due date, the first of the month, the following steps occur:

- An administrative hold is placed on the student’s records.
- Student’s will not be permitted to register for any subsequent terms until the hold is removed.
- Student’s Transcript and/or diploma will be withheld.
- The university will assess additional fees for any collection costs, but not limited to attorney fees and court costs.
Billing

Bills are sent to the home address, addressed to the student, around mid-month with a due date of the first of the following month. Once you are registered, your parent/guardian is liable for the tuition and any other additional fees.

Dropping or Withdrawing

To drop or withdraw from a course, please email Nancy Day at nday@bsu.edu. A drop or withdrawal is not official until our office is notified. The student will continue to be billed and liable for any additional fees that may be charged. Refunds depend on the first day of contact requesting to withdraw or drop from a course. Talk with your parent/guardian/teacher or guidance counselor if considering dropping or withdrawing from a college credit course. You may still remain in the high school class. When your drop or withdrawal request has been processed, the student, instructor, and counselor will be sent an email upon completion of the request. If a student withdraws from a course, their transcript will show a “W,” which will not affect their grade point average (GPA). They will still be responsible for any portion of the tuition cost.

Refunds

Below is a table of refund eligibility based on the week the student chooses to drop a course. Dropping the course within the first week of the Ball State term will qualify for a 100% refund (Fall and spring term only). Partial withdrawals start the second week of the Ball State term, with a reduced percentage refund each week. You may withdraw from your college class until the end of the 10th week of Ball State’s term. There will be no refund after the fourth week of the Ball State term for withdrawals. Live high school courses lasting the full high school year fall under the fall refund schedule. Refunds depend on the date our office is contacted.

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund</th>
<th>Transcript Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>2</td>
<td>80%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>5</td>
<td>40%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>6</td>
<td>30%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>7</td>
<td>20%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>8</td>
<td>10%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>9</td>
<td>0%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
</tbody>
</table>
Financial Aid

Tuition is waived for students on free or reduced-priced lunch. School official needs to notify Ball State in writing if a student qualifies for free or reduced-price lunch. Tuition is not waived for the 21st Century Scholarship students.

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. A student’s Satisfactory Academic Progress (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. SAP is calculated on how a student performs (grades, courses passed, and courses withdrawn from) in dual credit coursework and may affect future financial aid eligibility. SAP is cumulative in nature and it takes into account all classes attempted, not just the previous term.

Criteria for SAP

Completion Rate Requirement: Students 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.

Grade Point Average (GPA) Requirement: Students are required to maintain a grade point average consistent with the university’s graduation requirements.

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 credit hours. For an associate degree, it is 90 attempted credit 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.
Transcripts and Transfers

When taking Dual Credit courses, the courses will be entered on the student’s permanent Ball State University record. Students presently enrolled in the current Ball State term can request up to 10 free transcripts per day for up to 60 days past the end of the Ball State term if ordered through Banner. To order them through banner, go to https://my.bsu.edu and sign in. Continue to “Self-Service (SSB)” and “Student.” After, go to “Student Record” and finally to “Printed Transcripts.” Follow the instructions listed.

There is a fee for students previously enrolled at Ball State to access their transcript. To find the specific costs and submit a request for your transcripts, go to www.bsu.edu/transcripts. Find the menu that reads “Order a Transcript for Former Students and Alumni.” After clicking the menu, access the “National Student Clearinghouse” link and follow the instructions on the website. Transcripts will be mailed unless otherwise requested. If you need further assistance requesting a transcript, please contact the Registrar Office at 1-765-285-1970.

Course Transferability

Designated courses are transferable to other colleges or universities through the Core Transfer Library assuming students have achieved adequate grades. The Core Transfer Library is an Indiana developed system which lists courses that transfers among all Indiana public colleges and university campuses, assuming adequate grades were achieved. The Core Transfer Library website (www.transferin.net) provides additional information about transferability of courses. The prospective school decides how the course will transfer in, as either part of the major or as an elective. To find out how the course will transfer, contact each desired school of interest directly and inquire about the school’s current transferability requirements before enrolling in the Ball State course.
Learning Tools and Disability Services

Blackboard and Canvas

Blackboard is a Learning Management System (LMS) that many students will use when participating in a Ball State Dual Credit courses. Through Blackboard, students can view posted materials, course content, syllabi, discussion forums, comment forums, and an email list of classmates and teachers.

Canvas is another LMS that supports Ball State online courses. Similar to Blackboard, students are able to share course materials and activities, discuss, chat, submit course content, find syllabi, and access announcements. In the near future, Ball State will move completely away from Blackboard and transition to Canvas for all courses.

Students can access Blackboard and Canvas by clicking a corresponding links at the top of the page at https://my.bsu.edu/ after logging in. Blackboard and Canvas works best with the Firefox web browser.

Computer Labs

Computer labs with Microsoft Office Suite and connection to the internet are available in a variety of locations on campus and are open to all students of Ball State University. They can be used for research and school work. To access these computer labs, students will be required to show BSU ID cards to individuals working the labs. More information surrounding 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. Bracken provides access to countless online articles through electronic databases found at http://bsu.edu/library/. These resources can assist with researching for class papers, potential colleges and careers, and personal interests. You may also visit the library on campus to use computer labs and resources for your classes. In addition to your BSU ID, the library requires a second photo ID, such as a driver’s license or high school identification to access resources in-person.

Textbook Information

Textbook information can be found online at the Ball State Bookstore at http://bsu.bncollege.com/. In order to find what materials students may need, have course prefix, number, and sections ready (i.e. ENG 103, 930). Some courses have digital textbooks, and the costs will automatically be charged to the student’s account (MATH 125).

Disability Services

If course adaptations or accommodations are needed due to a disability, please contact the teacher or the school’s resource services. In addition, students may choose to use Ball State’s Disability Services office. Documentation of the disability needs to be on file with Ball State before accommodations can be provided. Disability Services can be reached at 765-285-5293 or dsd@bsu.edu. For more information, please visit www.bsu.edu/disabilityservices.

Applying to Ball State University

To learn about Ball State’s undergraduate majors and programs, visit http://www.bsu.edu/admissions.
Dual Credit Program
Ball State University
Division of Online and Strategic Learning
David Letterman Communication and Media Building, Room 131
N. McKinley Avenue
Muncie, IN 47306
765-285-1581 or 1-800-872-0369
Email: dualcredit@bsu.edu
Web: www.bsu.edu/dualcredit

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