

# Ball State University



Division of Online and Distance Education

Letterman Building Room 131

## **DUAL CREDIT PROGRAM**

**HIGH SCHOOL STUDENT AND  
PARENT HANDBOOK**

**OCTOBER 2020**



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 765-285-1581.

Sincerely,

A handwritten signature in cursive script that reads "James Hendrix". The signature is written in black ink and is positioned below the word "Sincerely,".

James C. Hendrix, Ph.D.  
Assistant Director of High School and Statewide Initiatives

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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:

- Allows students to receive high school and college credit simultaneously
- Minimizes duplication of course content taken in high school and in college
- Permits high school students to accumulate credits before entering college so they can graduate from college early or on time
- Provides high school students with a wider range of courses, thus giving them an opportunity to complete general education courses required at most colleges
- Allows students to explore different fields before declaring a major
- Facilitates a seamless transition from high school to college. Students can get a taste of what college is like without feeling overwhelmed by a new environment. They can see how their high school classes compare to college courses and how college professors differ from high school teachers
- Can engage high school juniors and seniors with rigorous coursework throughout their last two years of high school
- Lowers the cost of a post-secondary education

## **Student Codes of Conduct**

### **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 Conduct (<https://www.bsu.edu/about/administrativeoffices/student-conduct>).

### **Title IX Policy**

Ball State University is committed to establishing and maintaining an effective, safe, and nondiscriminatory educational environment in which all individuals are treated with respect and dignity. For information about Ball State University's Interim Title IX Policy and Procedures, please visit our [website](#). Please note that the University's policy and procedures have undergone significant revisions for the 2020-21 school year and ongoing.

Consistent with the University's Notice of Nondiscrimination and in accordance with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), Ball State University prohibits sexual harassment that occurs within its education programs and activities. This prohibition extends to all applicants for admission or employment and to all students (any status) and all employees (any status). An individual who is found to have committed sexual harassment in violation of this policy is subject to the full range of University discipline, up to and including termination of employment or expulsion. The University will provide persons who have experienced sexual harassment with ongoing remedies as reasonably necessary to restore or preserve access to the University's education program and activities.

Inquiries concerning the specific application of Title IX at Ball State should be directed to Ms. Katie Slabaugh, Associate Dean of Students/Title IX Coordinator in the Frank A. Bracken Administration Building, room 238, 765-285-1545, [kslabaugh@bsu.edu](mailto:kslabaugh@bsu.edu). Persons can also contact the U.S. Department of Education Office for Civil Rights, Washington, D.C. 20202-1328, 1-800-421-3481, [ocr@ed.gov](mailto:ocr@ed.gov).

## **Student Academic Ethics Policy**

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 (<http://www.bsu.edu/associateprovost/academicethics>).

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

## **Admission to the Dual Credit Program**

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

## **High School Dual Credit Admission Guidelines**

Any high school junior or senior 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:

- Student is on track toward fulfilling the basic academic preparation for admission to a four-year college or university;
- Student ranks in the upper third of the high school class;
- Student has 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);
- **[Best practice – but not required]** Student has a combined SAT score at, or above, the state average (typically a composite score of 1630 or an ACT composite score of 22 or higher);
- Student has appropriate high school endorsements from teachers and guidance counselors.

## **Important Considerations before Attempting Dual Credit Courses**

Please consider the following information before registering for dual credit courses.

- Even good students may receive a lower grade in their first college course than they usually earn in a high school course. If you are taking courses that also count toward requirements for high school graduation, a low grade can negatively impact your high school GPA or your ability to graduate.
- Some students do not take their dual credit courses seriously and receive a low grade as a result. This grade becomes part of your permanent high school and college transcript and could lower your college GPA once you begin your post-secondary education.
- A few colleges will not accept dual credit classes. Be sure to check the transfer policy at each college you are considering for your post-secondary education.
- Withdrawals (W) from dual credit courses may impact a student's future ability to receive financial aid.

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.

## **Admission and Registration Process Overview**

Ball State University's Dual Credit Program has two processes that students must complete, an application for admission and a registration process. *Failure to complete Ball State Dual Credit's entire admission and registration process may result in the student not receiving college credit for their dual credit courses.*

1. **Admission Process Overview** – Students will be required to complete an online application for admission through Slate, the University’s online application system. This will prepare students for the college admissions process, as this is the same program that Ball State utilizes for all undergraduate and graduate students. Students will be required to apply for admission to the dual credit program each academic year. The [High School Parent/School Permissions form](#) will be required and is a paper form that needs signed and uploaded in to Slate. It can be uploaded by the student, the school counselor or emailed to [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu).
2. **Registration Process Overview** – Students will be required to register, once admitted, through our online registration system called [Self-Service Banner](#). This registration system is used by all University students, which is a great learning experience for students who plan on pursuing a college career after high school. Students will be required to register for their dual credit courses each semester, during the designated registration period.

Step-by-step instructions for the admission and registration process can be found in the appendix.

***Note: Admission into the Dual Credit Program does not guarantee admission to Ball State University (BSU) as an on-campus student. Dual Credit students will have a permanent record at Ball State University.***

### **High School/Parent Permission Form Requirement**

Students are required to submit the High School and Parent Permission Form as part of the admissions process. The form can be uploaded by the student in to the Slate application portal, uploaded by the counselor in to the Slate application portal or emailed to [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu).

1. [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.

### **Registration Time Tickets**

A time ticket is assigned by the Registrar’s office for each student that has been admitted to the University. You cannot register for your classes until your time ticket has been assigned. Your time ticket will have a start time, meaning this is the earliest date you can register for your class(es). See instructions in the appendix on how to see if your time ticket has been issued.

### **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](http://www.bsu.edu/webmail). Click “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 and/or our learning management system, Canvas. Your personal email account, also called your “Lifeline” can be used as a backup email account in case you forget your username or password.

If you cannot remember your password, you will need to reset it. Instructions can be found in the appendix.

### **Two-Factor Authentication**

In order to provide an additional layer of security when logging in to Ball State networks and applications, we use [Duo Security](#) as the second level of online security. The Duo application confirms your identity by using a smartphone or token to provide a second verification, which is why it’s called “two-factor” authentication.

[Read the set-up instructions.](#)



Download the Mobile App:

- [Apple](#)
- [Android](#)

If you need to re-activate your smartphone to use Duo, you purchased a new phone and need to set it up for Duo two-factor authentication, or have general questions about using Duo, check out these [HelpDesk articles](#).

### **Communication Center**

As a BSU student, you will be sent on-campus information. To manage your subscriptions, go to the [Communication Center webpage](#) and scroll down to 'Manage Subscriptions'.

### **Ball State University Identification Card**

Your Ball State ID card is an official form of identification while you are at Ball State. It has your full name, role (student, employee, vendor, etc.), and your photo. You will use it for many important services such as building access, athletic events, and much more. Students that are frequently on campus are encouraged to have a Ball State ID card. Your initial Ball State University identification card will be provided at no charge but replacement cards have a fee associated with them. **All on-campus Ball State ID card services are located in the ID Card Office, located in Bracken Library, Room BL001.**

You may obtain your Ball State ID Card in the mail by providing us with some information and [an acceptable photo](#). Once you have an acceptable photo available, send an email with the photo attached to [idphoto@bsu.edu](mailto:idphoto@bsu.edu) and include the following information:

- Subject Line containing your "full name - class level" (Example: Joe Smith – Dual Credit Student)
- Message Text containing:
  - Your Ball State ID Number
  - Your mailing address
  - A telephone number where you can be reached if we need to contact you
- Attach your photo (follow the [Ball State ID Card Photo Requirements](#) to take your photo)

We will verify that you have registered for classes, review your identification email, and mail your Ball State ID Card to the address you provided.

### **Ball State University ID Number**

A Ball State username and password is required to be able to view your Ball State University identification number. This is a unique identification number generated for your privacy protection. For instructions on how to view your BSU ID number, see the appendix.

### **Auditing Courses**

All dual-credit courses taken must be credit bearing. High school students are not permitted to audit dual-credit courses; these courses must be graded and earn college credit.

### **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 - F GRADES				
A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = 0.667	

If a letter grade of C- or below is earned in a course, certain major programs may not accept the grade for their area of study at BSU. **Some courses, i.e. ENG 103, require a letter grade of “C” or higher to be able to register for the next course in sequence, ENG 104.**

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 for online courses are available for viewing five days after the Ball State term end date at <https://my.bsu.edu>. Spring term grades are viewable by mid-June. Instructions for viewing final grades can be found in the appendix.

### Ball State Scholastic Standards

Please be aware of Ball State University’s Scholastic Standards, which encourages satisfactory progress toward meeting the minimum requirements for graduation and/or entering into professional and graduate fields of study.

- **Academic Probation** – Students are placed on academic probation when their cumulative grade point averages are less than 2.0. The Office of the Registrar will notify students who are on academic probation of their status; including any requirements the university establishes to help improve their academic performance.
- **Academic Dismissal** – To avoid academic dismissal, a student on academic probation must meet the following conditions in their next term of attendance:
  - A student with fewer than 30 earned credits (including transfer credit and other credit granted) is required to earn a 2.0 term GPA at the end of the probation term and each following term until the cumulative average reaches 2.0 or above.
  - A student with 30 or more earned credits (including transfer credit and other credit granted) is required to earn a 2.1 term GPA at the end of the probation term and each following term until the cumulative average reaches 2.0 or above.

It is the student’s responsibility to adhere to the university scholastic standards and seek assistance if needed.

## **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 college 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 different methods of course delivery.

#### **1. On-Site (Live) Dual Credit Courses Taught in High School**

Instructors are your own high school teachers approved as Ball State adjunct instructors by Ball State's respective academic departments. These courses meet both your high school requirements and provide additional instruction to satisfy collegiate standards.

#### **2. Online Dual Credit Courses**

Instructors are Ball State professors. Schools do not need to do anything because all course work and examinations are completely online. Textbooks are required. Some courses have digital textbooks and the fee is charged automatically to the student's account.

The online dual credit classes are 16 weeks in duration for fall and spring and 10 weeks in summer with a structured format requiring assignments each week. The students may take more than one course at a time and they work at their own speed during the week. There is no minimum number of students required for these classes.

### **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**" chart. (See below) These are classroom taught classes only.

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

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

#### **Online Dual Credit Courses - \$350 per course + textbooks**

Some textbooks are digital and the cost is automatically charged to the student's bill, i.e. MATH 125 and SOC 100.

**Note:** Tuition is waived for students on free or reduced-priced lunch. Students on free or reduced lunch will still be responsible for textbook charges. 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 21<sup>st</sup> Century Scholarship students.

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

**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 Communication (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	Pre-Calculus Algebra (3 credit hours)
MATH 112	Pre-Calculus Trigonometry (3 credit hours)
MATH 125	Quantitative Reasoning (3 credit hours)
MATH 132	Brief Calculus 1 (3 credit hours)
MATH 165	Calculus 1 (4 credit hours) ( <i>classroom taught</i> )
MATH 166	Calculus 2 (4 credit hours) ( <i>classroom taught</i> )
PHYC 100	Conceptual Physics (4 credit hours)

**Science and Humanities**

ANAT 201	Fundamentals of Human Anatomy (3 credit hours)
BIO 100	Biology for a Modern Society (3 credit hours)
HIST 201	American History, 1492-1876 (3 credit hours)
HIST 202	US History, 1877 to Present (3 credit hours)
KINE 240	Athletic Safety and Injury Prevent (3 credit hours)
NUR 101	Terminology for Health Care Professionals and Consumers (2 credit hours)
PHYS 215	Human Physiology (5 credit hours)
PSYS 100	Introduction to Psychological Science (3 credits)

## **Graphic Arts**

GCM 180	Graphics: Intro to Printing Processes (3 credit hours)
GCM 184	Graphics: Computer Applications (3 credit hours)
GCM 286	Graphics: Fundamentals of Photography (3 credit hours)

## **Student Expectations**

### **Rigor of coursework**

Whether dual-credit courses are taught online or onsite (in the high school), all students should expect these courses to be academically rigorous. The content is no less rigorous for high school students, so students should expect to participate in college-level content and discussion appropriate for college students.

### **Course Syllabus**

On the first day class, instructors will provide each dual-credit student with a copy of the course syllabus. It is important to read and refer to the syllabus carefully as it will provide important information needed to be successful in the course. The course syllabus is considered to be a type of contract between the instructor and the student. In addition to reflecting the individual instructor's teaching methods and strategies, the syllabus includes:

- Course number and title
- Instructor's name, office phone number, college/high school e-mail address, office hours
- Prerequisites and level of preparation expected to succeed in the course
- Description of how the course is going to be conducted (this is typically a proposed schedule of instruction)
- Student responsibilities, including required textbooks and other instructional materials, assignments and other requirements of the course
- Statement of how grades will be determined
- Attendance policy
- Additional information
- Disability accommodations
- Additional academic student resources

We recommend that students keep a copy of the syllabus of each course taken as it may play a role when colleges are deciding whether to transfer credit into their degree programs.

### **Evaluations**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) certification requires the following evaluations/assessments. The Office of Information and Technology Services (ITS) will conduct the evaluations on behalf of the Dual Credit Program in November and April for current students and June for one and four year-out students. All evaluations will be sent to the student's personal email address.

*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 one-year-out from high school graduation. 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.

## **Payment Information**

### **Ebill**

A bill is sent to the home address 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. Payment can be made using the eBill option through the student's Self-Service Banner access. For instructions, please see the appendix.

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

- **Online**
  - **ECHECK** – Use the account and routing numbers for a valid checking or savings account. There is no fee to pay with your checking or savings account.
  - **CREDIT CARD** – Log into eBill and pay your bill using credit card payment. We only accept card payments online, not in person. The payment will include an additional 2.75 percent convenience fee.
- **Mail** – Mail a check to the following address: Ball State University, Office of Bursar and Loan Administration, Lucina Hall, Room B32, Muncie, IN 47306. Please be sure to include the student ID number.
- **In person** – You may pay your bill in person with any of the following: cash, check, money order, or cashier's check. Please bring your payment to: Lucina Hall, Room B32.

If you have scholarship funds that will pay for your Dual Credit classes, please contact the Office of Financial Aid and Scholarships at 765-285-5600.

### **Installment Payments**

In addition, Ball State University accepts installment payments for tuition. 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 record.
- Students will not be permitted to register for any subsequent terms until the hold is removed.
- Students' 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.

For payment questions, please contact the Dual Credit office at [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu).

### **Parent Payment Options**

You may also set up an [Authorized Payer](#) such as a family member, to have online access to your account. Authorized Payers will need a unique login for each student. Authorized Payers also receive email notices when the eBill is available.

If you would rather, a Guest Payer option allows the guest to pay on your account but they will not be able to see the bill or balance. A guest payer can access your account with the student's last name and the student's Ball State ID number.

To add an authorized payer, or for guest payer instructions, please follow the steps located in the appendix.

### **Administrative Holds**

A hold from the Office of Bursar and Loan Administration means that a financial obligation (i.e. library fees, tuition, parking fees, etc.) has not been met. Check your eBill for the amount you need to pay. Until your past due balance is paid in full, the hold will prevent you from registering for classes, obtaining a transcript or

diploma, making a change to a schedule or processing an application for admission. If a bill remains unpaid it will be sent to collections.

### **Dropping or Withdrawing**

To drop or withdraw from a course, please email Nancy Day at [nday@bsu.edu](mailto:nday@bsu.edu). Drops occur only during the first week of the Fall and Spring terms. Withdrawals are considered for week two through week ten. Any withdrawal requests received after week ten will only be considered with documented extenuating circumstance.

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.

Talk with your parent/guardian/teacher, or guidance counselor, if you are considering a drop or withdrawal 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); though it may impact Satisfactory Academic Performance (SAP). You may still be responsible for a portion of the tuition cost, based on the Refund Schedule referenced below.

### **Refunds**

Refunds depend on the first day of contact requesting to withdraw or drop from a course. Below is a table of refund eligibility based on the week the student chooses to drop/withdraw from a course.

Dropping the course within the first week of the Ball State term will qualify for a 100% refund (Fall and spring terms 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 10<sup>th</sup> week of Ball State's term. There will be no refund after the ninth week of the Ball State term for withdrawals. Onsite high school courses lasting the full high school year will follow the fall refund schedule.

<b>Refund Schedule for Complete Withdrawal of Dual Credit Courses</b>		
<b>Week</b>	<b>Refund</b>	<b>Transcript Entry</b>
1	100%	Class will be dropped from the student'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
10	0%	A "W" for withdrawal will appear on BSU's transcript

### **Financial Aid Student Eligibility Impact Satisfactory Academic Progress (SAP)**

The U.S. 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. The programs at Ball State University affected by the satisfactory academic progress policy include:

- Federal Pell Grant
- Teacher Education Assistance for College and Higher Education Grant (TEACH)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Indiana Frank O'Bannon Grant
- Indiana Evan Bayh 21st Century Scholars Award
- Indiana Adult Student Grant
- Indiana National Guard Supplement
- Indiana Child of Veteran and Public Safety Officer Supplemental Grant (CVO)
- State of Indiana scholarship programs
- Fees Assistance Grant
- Ball State Grant
- Federal Perkins Loan
- Federal Direct Stafford Loan
- Federal Direct Parent PLUS Loan
- Federal Direct Graduate PLUS Loan

Graduate or undergraduate students receiving aid from or intending to apply for aid from any of these programs must demonstrate satisfactory academic progress or face denial of aid from these sources.

Continuing or returning students applying for aid from these programs for the first time must have demonstrated earlier progress in order to receive aid. Satisfactory academic progress is checked each semester. No financial assistance, including Stafford Loans and PLUS Loans, will be reinstated for prior terms in which the student was not in compliance with this policy. Academic clemency does not apply to financial aid.

Satisfactory academic progress for financial aid is defined as:

- maintaining a GPA consistent with university graduation requirements
  - staying on pace to graduate
  - completing a degree within a maximum time frame
- Failing to maintain any one of the three progress measures means you cannot receive aid from financial aid programs subject to Satisfactory Academic Progress.

You can check your academic progress in [Self-Service Banner](#). Instructions can be found in the appendix.

### Criteria for SAP

- **Grade Point Average (GPA) Requirement**

Your GPA must meet or exceed the [university academic progress policy](#).

The Office of Registration and Academic Progress will notify you if you are placed on probation or denial for failing to maintain the GPA requirements.

If you're placed on probation, you have an opportunity to improve your GPA. Failure to do so in the required time frame will result in disqualification from the university.

Academically disqualified students are not eligible for financial aid. Even if you are reinstated by the Office of Registration and Academic Progress through an appeal, you are not automatically eligible for financial aid.

You can complete a separate appeal for financial aid, but there is no assurance the appeal will be approved simply because you are allowed to re-enroll.



- **Pace to Graduation Requirement**

Students are required to earn 67 percent (without rounding up) of attempted hours to stay on pace to graduate (See below for examples)

Pace is calculated by dividing earned hours by attempted hours. Pace is measured at the end of each semester.

If a student does not meet the pace requirement at the end of a semester, they will be placed on financial aid warning for the following semester. After the warning semester, the student will need to have regained pace (earning 67 percent of cumulative hours attempted) or financial aid will be denied.

Please Note: Students who receive a grade of incomplete because of studying abroad, independent learning courses, or for other reasons may fall below the 67 percent pace requirement. As a result, they may lose their financial aid eligibility until grades and hours earned have been posted for those courses.

#### **EXAMPLES**

**Example 1:** A student enrolled for 12 hours during a first semester of attendance but earned only six hours and had a GPA consistent with university graduation requirements. Although the necessary GPA has been met, pace was not maintained (six cumulative hours earned divided by 12 cumulative hours attempted equals 50 percent). This student would be placed on financial aid warning the following semester.

**Example 2:** The above student enrolled for and completed 14 hours during the warning semester with a GPA consistent with university graduation requirements. This student is now off financial aid warning because the student regained pace (20 cumulative hours earned divided by 26 cumulative hours attempted equals 76 percent).

**Example 3:** A student who just finished the warning semester has a pace of 65 percent and a GPA consistent with university graduation requirements. This student would not be eligible for financial aid because pace is not at 67 percent.

- **Maximum Timeframe Requirement**

Students pursuing a bachelor's degree or associate's degree are expected to complete degree requirements within a maximum time frame based on attempted hours (including transfer hours and advanced standing hours).

You will be ineligible for financial aid once you reach your maximum time frame or it has been determined you cannot complete your degree within this time frame. This time frame is:

- for students seeking a bachelor's degree – 180 hours
- for students seeking an associate's degree – 90 hours (Therefore, eligibility for aid from sources listed previously is limited to the same time frames.)

#### **EXCEPTIONS**

The following are limited to eight semesters for students who are working on a bachelor's degree:

- Indiana Frank O'Bannon Grant
- Indiana National Guard Supplement
- Indiana 21st Century Scholars Award

The Indiana Child of Veteran and Public Safety Officer Supplemental Grant is limited to 124 attempted hours. Graduate students need to complete their degree within the time frame specified by their academic department.

### **APPEALS**

Students enrolled in a second undergraduate degree program who have reached their maximum time frame will need to appeal. If an appeal is granted, only the hours required to earn the second degree will be used in extending the maximum time frame.

### **Other important considerations for SAP**

#### **INCOMPLETES (“I” GRADES)**

Incomplete grades will not count toward progress until such time as the grade and hours earned are posted. At that time, hours completed will count for the period of original registration. If you are denied financial aid due to not maintaining Satisfactory Academic Progress, you may not receive aid retroactively for the term(s) you are attending while finishing the incomplete. You will need to contact the Office of Financial Aid and Scholarships when the final grade is posted by the Registrar’s Office.

#### **GRADE CHANGES**

Grade changes need to be reported by the student to the Office of Financial Aid and Scholarships once the grade has been posted by the Registrar’s Office.

#### **WITHDRAWALS (“W” GRADES)**

Withdrawals will not count toward progress and, as a result, will negatively affect a student’s pace, as well as count against the maximum time frame.

#### **COURSE REPETITIONS**

Course repetitions may have a negative effect on pace and will not extend the maximum time frame established for undergraduate students.

#### **ADD/DROP HOURS**

Add/Drop hours are locked in at the end of the add/drop period for purposes of satisfactory academic progress. The add/drop period for fall, spring, and summer semesters ends the fifth day of the semester. The add/drop period for First Summer Semester and Second Summer Semester ends the third day of the semester.

#### **TRANSFER AND ADVANCED-STANDING HOURS**

Transfer and advanced-standing hours will count toward both earned and attempted hours. Attempted hours are used in calculating the maximum time frame.

#### **PERIODS OF ENROLLMENT WITH NO FINANCIAL AID**

Satisfactory Academic Progress is a measurement of a student’s academic progress regardless of whether or not aid was received in a particular enrollment period.

The full policy regarding SAP can be found on the Office of Financial Aid and Scholarship’s [website](#).

### **Transcripts and Transfers**

#### **Transcripts**

As a student enrolled a Ball State University dual-credit class, you work toward a letter grade recorded on both your high school and Ball State transcripts. Classes are graded A-F. The dual credit courses will be entered on an official Ball State transcript. A transcript bearing the grade(s) from your Ball State dual-credit course(s) can be sent to you. **It is the responsibility of the student to check their Ball State University transcript after each term to ensure proper credit was received for the completed dual credit courses.**

Transcripts will be mailed unless requested otherwise. There is a fee for electronic mailing.

#### *Student enrolled in the current Ball State's Term*

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

#### *Students enrolled in Previous or Former Ball State Term (Including full year classes)*

There is a fee for each transcript.

Instructions to order transcripts, for both student types listed above, can be found in the appendix.

If the students need further assistance regarding requesting a transcript, please contact the Registrar and Enrollment Services at 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](http://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**

#### **Canvas**

Canvas is an LMS that supports Ball State online courses. Students are able to share course materials and activities, discuss, chat, submit course content, find syllabi, and access announcements.

Students can access Canvas through their Self-Service Banner, after logging in. Canvas works best with the Chrome browser.

#### **Computer Labs**

Unified Technology Support (UTS) computer labs provide the latest technology to Ball State students, faculty and staff at prime locations across campus. We have general use labs and an accessible technology lab for students with disabilities, and more. Located on the first floor of the [Student Center \(SC\)](#), across from the Tally, the SC 118 general use computer lab has computers that feature a variety of software applications for your use, including: Microsoft Office 2019, SPSS Statistics 24, Windows 10 and Respondus Monitor. General lab use policies and additional information about computer labs can be found on the Information Technology [website](#). *An ID may be required for entry in to the computer lab.*

#### **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. *An ID card and one additional form of ID, i.e. school ID, state ID or DL, may be required for library services and to check out materials.*

### **Textbook Information**

Textbook information can be found on the Ball State Bookstore [website](#). Have your course prefix, course number, and section handy (i.e. ENG 103, 930) to look up required materials for the course. Courses that use digital textbooks can only be ordered through the BSU Bookstore.

### **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](mailto:dsd@bsu.edu). For more information, please visit [www.bsu.edu/disabilityservices](http://www.bsu.edu/disabilityservices).

### **Learning Center**

The Learning Center is part of University College, which offers student-centered programs and services that enhance students' success. The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. For more information about all of our programming, visit [www.bsu.edu/learningcenter](http://www.bsu.edu/learningcenter) or call 765-285-1006.

### **Applying to Ball State University**

As a Ball State Dual Credit student, if you apply for admission to Ball State for an undergraduate degree program, your application fee will be waived. To learn about Ball State's undergraduate majors and programs, visit the Office of Undergraduate Admission's [Majors and Special Programs webpage](#).

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## Applying for Admission via Slate

View our [Slate admission instruction video](#), if you prefer that to written instructions.

***If you have never used Slate before to apply for main campus admission, then start here at step #1.***

***If you have already set up a user ID and password for Slate, start with the instructions on step #5.***

1. Navigate to the Dual Credit Slate Application portal [here](#).
2. Click 'Create an Account'.

## Application Management

### Returning users:

**Log in** to continue an application

### First-time users:

**Create an account** to start a new application.

3. Complete the required information, shown below.

### Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

**CONTINUE**

4. Your screen will then prompt you for a pin number, which will be sent to the email address you used in the step above.

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	hurtfamilyadoption@yahoo.com	<a href="#">switch</a>
Account	Hurt TEST, Amy TEST	
Temporary PIN	<input type="text"/>	
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>	

**LOGIN**

This is a sample of the email you'll be sent.



From this email you can: *(Either way is fine!)*

1. Copy your pin and go back to the web browser screen where you left off (the screen that asks for your pin number)
2. Or you can click 'active account' and you will be taken to a browser window asking for your pin

5. Next you will set your password. *(Note: This password will only be used for Slate. You will have a different password for your registration.)*

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

SET PASSWORD

Continue to the next step now that you have established a password.

→ **Start here if you have a user id and password for the Slate system. You will see this screen after logging in.**

6. You will start your application on the next screen, by clicking 'Start New Application'

### Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)



7. Next choose the term you are applying for, i.e. Fall 2020 would be the 2020 application cycle

- In the drop down box below '2020 application cycle', choose 'Dual Credit Application', then click 'Create Application'

**Start New Application** ×

Select an application type:

2020 Application Cycle ▾

Dual Credit Application ▾

CREATE APPLICATION

CANCEL

8. You will then be required to fill out several pieces of information on various screens

- **Personal Information Screen**

- Make note that some fields are required. Those are marked with an \*. The social security number is NOT a required field.

[Home](#)  
**[Personal Information](#)**  
[School Details](#)  
[Additional Info](#)  
[FERPA Information](#)  
[Signature](#)  
[Review](#)

## Personal Information

\* required field

**Name**

\* First (Given)

Middle

\* Last (family)

Suffix

Preferred First

Former last or maiden name

**\* Mailing Address**

**Mailing Address** Delete

Country

Street Address

City

State

Postal Code

**Email Address**

Current Email  Change

**Telephone Numbers (include +country code)**

\* Primary Phone

Mobile Phone

**Biographical Information**

We are required by United States Federal guidelines to report the legal sex of each applicant as male or female. Typically, this is the sex indicated on the birth certificate or other documentation issued to you.

\* Legal Sex

Gender Identity

Birthdate

**Citizenship Information**

\* Citizenship

Dual Citizenship

Race/Ethnicity

Ethnicity is requested in order to fulfill reporting obligations to the federal government. Ball State is committed to fostering a diverse campus community in which people from a wide variety of backgrounds, cultures, and perspectives respect and learn from one another. Our equal opportunity and affirmative action policy is available at [www.bsu.edu/legal](http://www.bsu.edu/legal).

Are you Hispanic or Latino?

☐ Yes

☐ No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific

☐ White

CONTINUE

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Page 20

- **School Details Screen**

- Choose 'Add New' to add your current high school information

Home  
Personal Information  
**School Details**  
Additional Info  
FERPA Information  
Signature  
Review

## Dual Credit School Details

Current School Information

Name	City	State
------	------	-------

[Add New](#)

**CONTINUE**

- Start filling in your home school information
  - If your school appears in the list be sure to select it, as it will pre-fill the country, city, and state of the school. Search by the full school name, if you do not see the name search again by city and state. If the school is not listed please complete all required fields.

**School Widget** ×

If your school appears in the list be sure to select it as it will pre-fill the country, city, and state of the school. Search by the full school name, if you do not see the name search again by city and state. If the school is not listed please complete all required fields.

If you are home schooled type "Home School" as the institution and fill in the additional details.

School Name

City

State

Anticipated Graduation

Level of Study

Degree

**SAVE** **CANCEL**

- Once your school information has been saved click 'continue'

○ Additional Information Screen

[Home](#)  
[Personal Information](#)  
[School Details](#)  
**[Additional Info](#)**  
[FERPA Information](#)  
[Signature](#)  
[Review](#)

## Dual Credit Additional Information

\* required field

**Application Term**

**Term Definitions**  
Fall - Classes begin in August  
Spring - Classes begin in January  
Summer - Classes begin in May

\* Dual Credit Application Term  
▼

**Ball State Information**

\* Have you ever taken Ball State classes?  
☐ Yes  
☐ No

**Legal Residence**

\* State of Legal Residence  
▼

**Legal Guardian Information**

\* Who is your legal guardian(s), or with whom do you reside? **Select all that apply.**  
☐ Mother  
☐ Father  
☐ Step-Mother  
☐ Step-Father  
☐ Legal Guardian  
☐ Independent  
☐ Other

**Emergency Contact/Guardian Information**

\* Relation to student  
▼

\* Emergency First Name  
\_\_\_\_\_

\* Emergency Last Name  
\_\_\_\_\_

\* Emergency Contact Email  
\_\_\_\_\_

\* Emergency Contact Phone  
\_\_\_\_\_

**Emergency Contact Address Information**

\* Country  
United States ▼

\* Street  
\_\_\_\_\_

\* City  
\_\_\_\_\_

\* State  
\_\_\_\_\_ ▼

\* Zip Code  
\_\_\_\_\_

**CONTINUE**

○ FERPA Authorization Screen

[Home](#)  
[Personal Information](#)  
[School Details](#)  
[Additional Info](#)  
**FERPA Information**  
[Signature](#)  
[Review](#)

## Student Information Release Authorization

Student Information Release Authorization

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 the designee information below. Permission is being given for:

- **Final Grades/GPA** - registration, student ID number, admission status, drops/withdrawals
- **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. The release authorization is intended for use only by the Dual Credit Program.

Third-party Designee - Parents, Grandparents, Step Parents, Guardians, Other.

Designee Information 1

Relation to Student  

▼

First Name

Last Name

Phone Number

Email

Address  
Country  

United States ▼

Street

City

State  

Select State ▼

Postal Code

Do you confirm the authorization of this designee?  

Yes ▼

Add Another

CONTINUE

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○ **Signature Screen**

Home  
Personal Information  
School Details  
Additional Info  
FERPA Information  
**Signature**  
Review

## University Disclosures

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### Campus Security Report/Crime Statistics [668.46]

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092), Ball State University provides the required information to all faculty, staff, and students [on our website](#). The Annual Security Report contains crime statistics for the three most recent calendar years and campus policy regarding reporting of on- and off-campus criminal activity; facility safety and access; law enforcement; and the sale, possession, and use of alcohol and illegal drugs, including sanctions. It also includes information regarding availability of drug and alcohol education programs, safety and crime prevention programs, and sexual assault prevention programs and procedures to follow when sex offenses occur. The Campus Security Report is available in printed form upon request. Call the Office of the Vice President for Student Affairs at (800) 382-8540, selection 6 and then selection 1, or (765) 285-5343.

### Report on Athletic Program Participation Rates and Financial Support Data [668.47]

The Equity in Athletics Disclosure Act Report provides data on athletic participation rates and data on financial support for athletic teams. Call Intercollegiate Athletics at (765) 285-1671.

More federally required disclosures for Ball State University may be found [on our website](#).

## Certification

---

I certify to the best of my knowledge that the information given in this application is complete and accurate. I understand that any falsification or omission is grounds for immediate disqualification from further consideration for admission, withdrawal of any offer of admission, or dismissal from Ball State University. I understand that all credentials submitted in support of this application become the property of the university and will not be returned.

Further, I accept responsibility for requesting that official transcripts from all other schools I have attended be forwarded to the Office of Admissions. I also understand that admission to the university does not guarantee admission to a particular academic program or major.

By submitting this application, I give Ball State permission to use my Ball State email account to provide any required notifications and disclosures about financial aid or other important financial notifications. If I do not agree, I will notify the Director of Financial Aid and Scholarships in writing at [jmcphers@bsu.edu](mailto:jmcphers@bsu.edu).

By signing below, I accept the terms of this agreement and wish for my application to be considered for admission. I also agree to comply with Ball State's [Code of Student Rights and Responsibilities](#) and the [Financial Responsibility and Promissory Note Agreement](#).

In place of your signature, please type your full legal name:

**CONFIRM**

- **Review Screen**

- If you have any areas where you are missing information, it will appear here.

The screenshot shows a 'Review' page with a sidebar on the left containing links: Home, Personal Information, School Details, Additional Info, FERPA Information, Signature, and Review (highlighted). The main content area has a title 'Review' and a yellow alert box stating: 'We have detected the following errors with your application. These errors must be corrected before submission.' Below this is a table with two columns: 'Section' and 'Required Field or Error'. The table contains one row: 'FERPA Information' and 'Missing FERPA Release Contact Details'. At the bottom of the table is a red button labeled 'SAVE FOR LATER'.

Section	Required Field or Error
<a href="#">FERPA Information</a>	Missing FERPA Release Contact Details

- If all information has been entered, you can then submit your application.

This screenshot shows the 'Review' page with the same sidebar. The main content area has the title 'Review' and a message: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below the message are two buttons: a red 'SUBMIT APPLICATION' button and a grey 'SAVE FOR LATER' button.

Once your application has been submitted you will see the following screen. You will need to upload your High School/Parent Permission form on this screen.

*Note: If you do not have your permission form signed you will be able to upload it later but your application will not be processed until we have received the uploaded form.*

## Welcome, Amy TEST!

We are excited that you have applied for Dual Credit Courses at Ball State University. You will use this portal to upload required materials for application review, receive your decision, and keep track of next steps before you enroll in classes!

If you have any questions, please let us know. Send us an email [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu) or give us a call at 765-285-1581.

## Application Checklist

The screenshot shows the 'Application Checklist' section. It features a red alert box with the text: 'Please note that the checklist below takes several minutes to refresh after submitting your application or additional materials. Refresh your status page after 15 minutes to see an updated list of your received and awaiting application materials.' Below the alert box is a table with three columns: 'Status', 'Details', and 'Date'. The table contains one row: 'Awaiting' (with a red 'X' icon) and 'Dual Credit Parent/Guardian/School Permission Form'. Below the table is a red button labeled 'DOWNLOAD PERMISSION FORM'.

Status	Details	Date
✗ Awaiting	Dual Credit Parent/Guardian/School Permission Form	

## Upload Materials

The screenshot shows the 'Upload Materials' section. It has the text 'Please upload required materials here.' followed by a file upload interface. This includes a dropdown menu, a 'Choose File' button, and the text 'No file chosen'. To the right of this is a red button labeled 'UPLOAD'.

You will use this portal to upload required materials for application review, receive your decision, and keep track of next steps before you enroll in classes! It is extremely important that you know the email address you used and password in order to log in to this later!

**Stop! – You are not done yet! You will need to register for your class(es) but you cannot continue to the next step until you’ve received an email with your Ball State credentials. Typically, you will receive this information one business day after being admitted.**

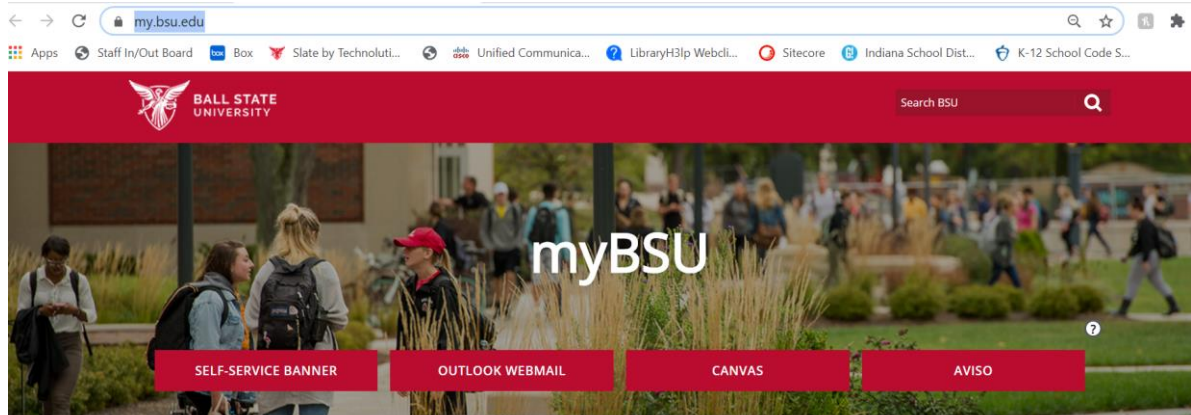


## Registering for Classes

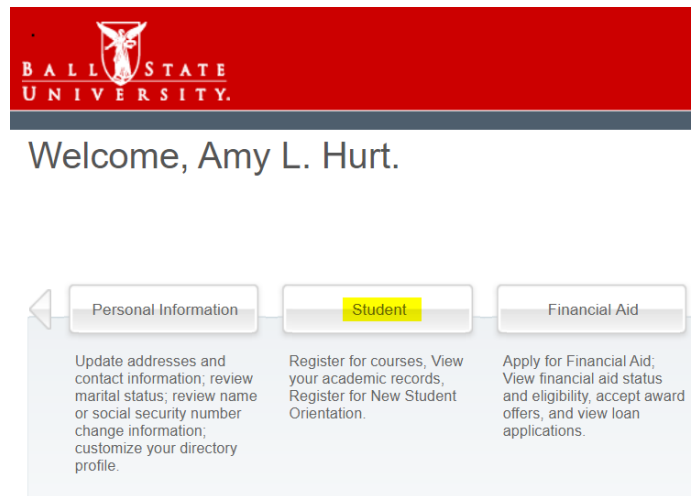
***You cannot register for your classes until you have received an email that contains your Ball State credentials.***

View our [registration instruction video](#), if you prefer that to written instructions

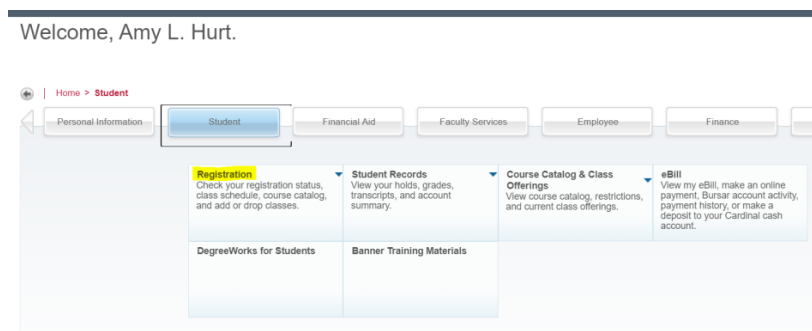
1. Navigate to [MyBSU](#).



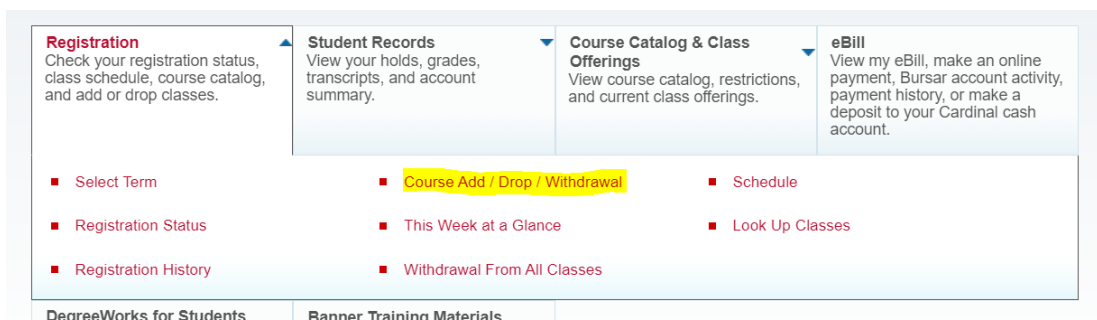
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on the 'Registration' tab.

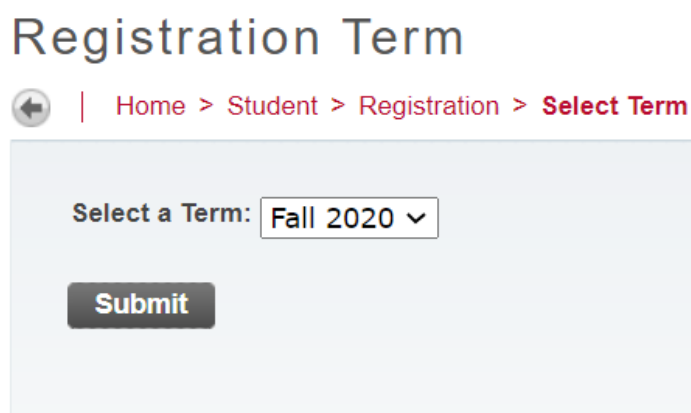


5. Click 'Course Add/Drop/Withdrawal'.



The screenshot shows a navigation menu with four main categories: Registration, Student Records, Course Catalog & Class Offerings, and eBill. Under the Course Catalog & Class Offerings category, the 'Course Add / Drop / Withdrawal' link is highlighted in yellow. Other links visible include 'Select Term', 'Registration Status', 'Registration History', 'This Week at a Glance', 'Withdrawal From All Classes', 'Schedule', and 'Look Up Classes'.

6. In the drop down menu, choose the term you are registering for, then click 'Submit'.

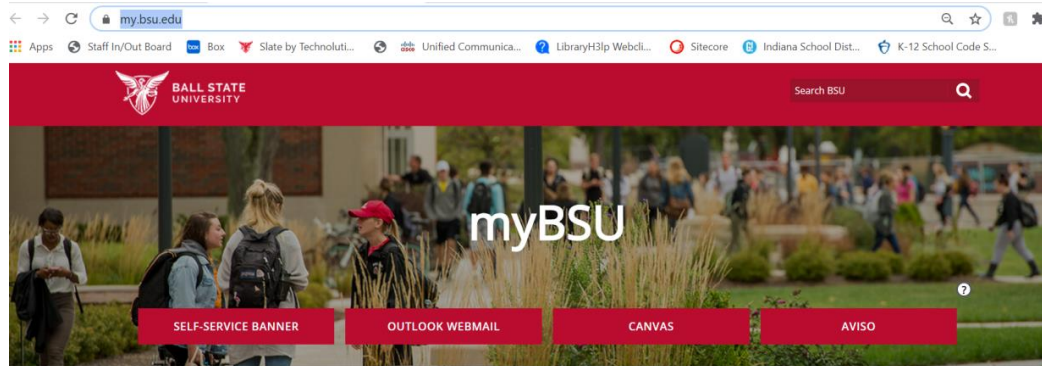


The screenshot shows the 'Registration Term' page. It features a breadcrumb trail: Home > Student > Registration > Select Term. Below this, there is a label 'Select a Term:' followed by a dropdown menu currently showing 'Fall 2020'. A 'Submit' button is located below the dropdown menu.

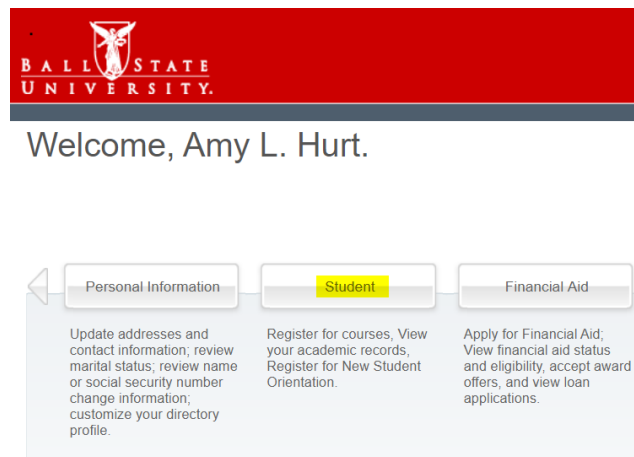
7. Click 'Course Add/Drop/Withdrawal' again.
8. You may be asked to agree to the terms and conditions of registering before you can access the area where you enter the course reference numbers.
9. Scroll towards the bottom of the page and you will find empty boxes above the submit button. Enter the course reference numbers (CRN) that corresponds to the courses you are taking. (each box represents a single course)
  - If you do not know the CRN for the course you are taking, work with your teacher, or you may send a message to Ball State's Dual Credit email address at [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu). In your message, provide the name of your school, what class(es) you want to take, the meeting times for these classes, and the teacher's name.
10. Click 'Submit' once all CRN numbers are entered.
  - If you registered successfully, you will see the screen refresh and in the middle of the screen you'll see the course(s) you registered for listed.

## Viewing your Registration Time Ticket

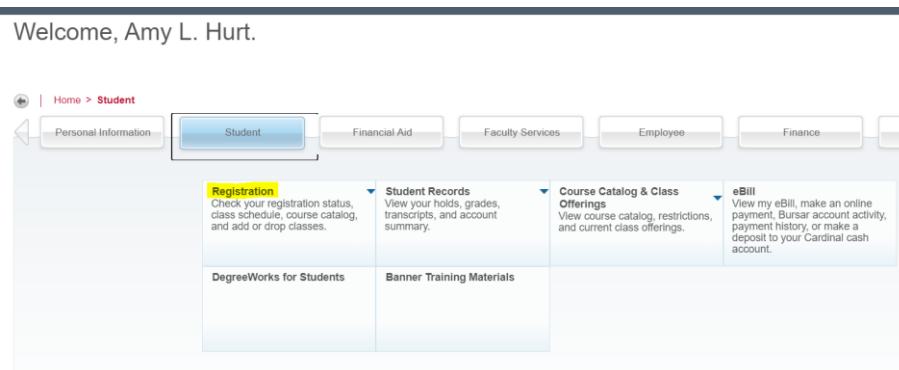
1. Navigate to [MyBSU](https://my.bsu.edu).



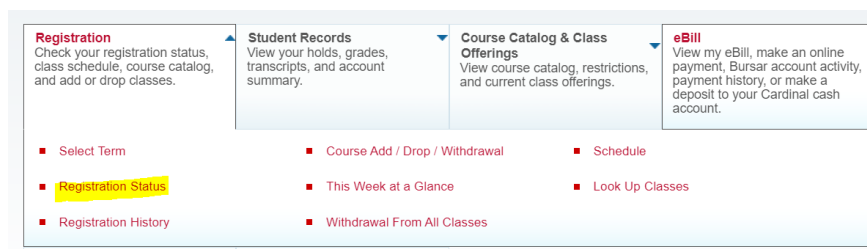
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on "Registration".



5. Click on 'Registration Status'.



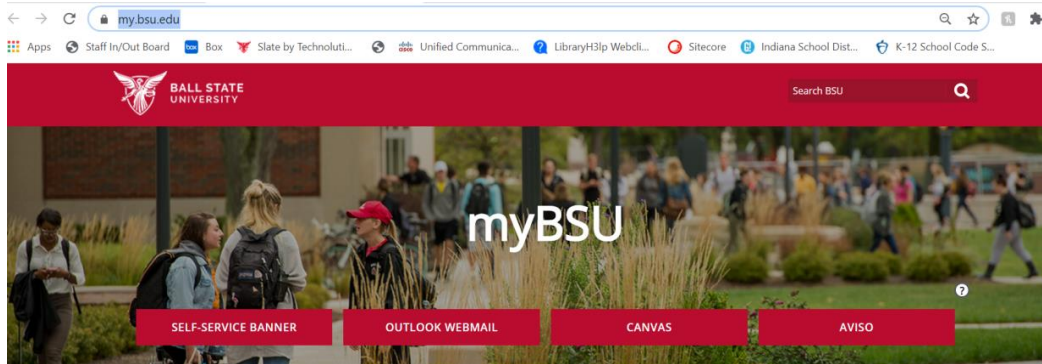
6. Select the term and click 'Submit'.
7. You will see your time ticket. This is the day and time you can begin registering for classes that term.
8. This screen also tells you if you have any holds that will prevent you from registering, your academic standing, and your student status. If all of the bullet points show green check marks, you will be ready to register for classes when your time ticket opens. If not, please resolve the issue(s) prior to registration.

## Resetting your BSU Password

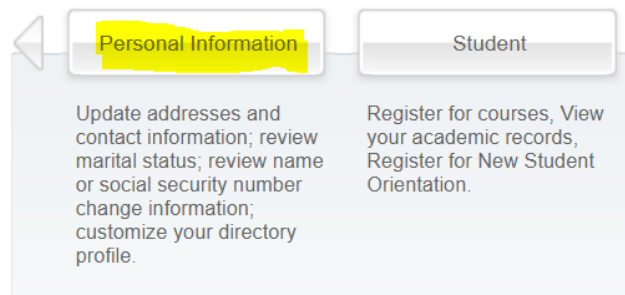
1. Navigate to the [Ball State Password Console webpage](#).
2. Click on 'Forgot Password' (top right corner).
3. Type in your username (contact our office if you need your username) and click 'Submit'.
4. You will then be sent two emails. The first email will have a URL and a key code. Click on the URL and type in the key code, then click 'Submit'.
5. The second email will contain a token for you to create your password.

## View your BSU ID Number

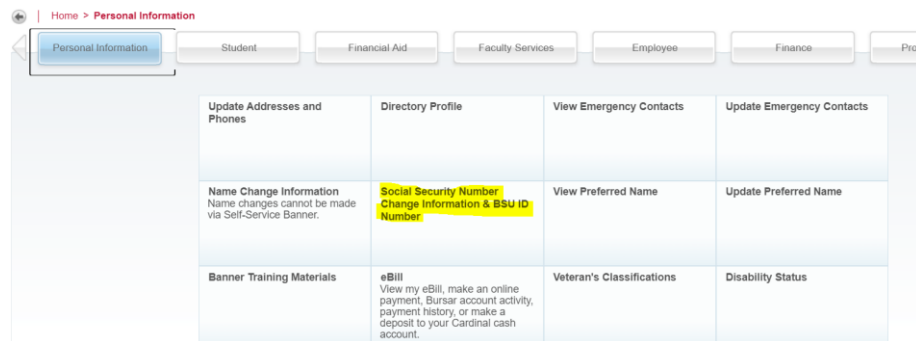
1. Navigate to [MyBSU](#).



2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Personal Information' tab.



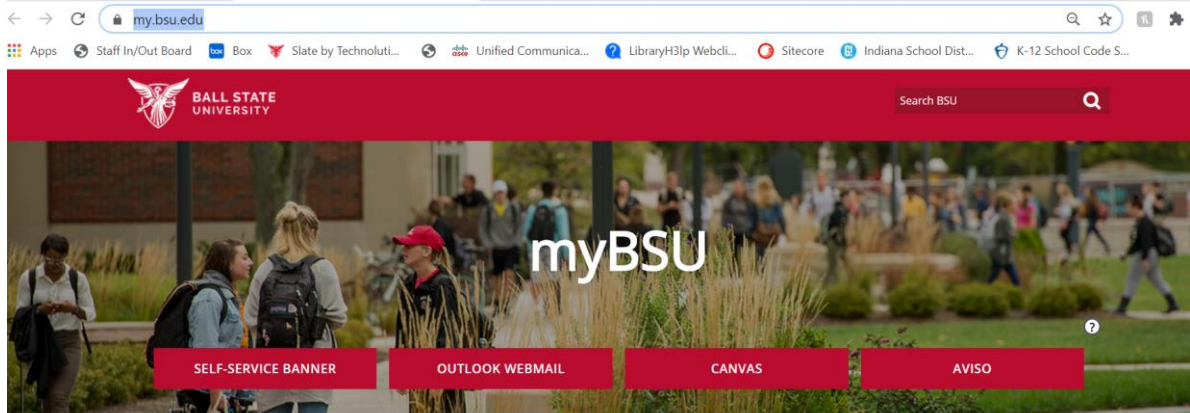
4. Click on 'Social Security Number Change Information & BSU ID Number'.



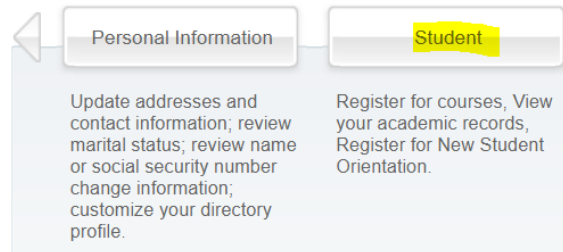
5. Your BSU ID number will appear in the middle of the page that displays.

## View Final Grades

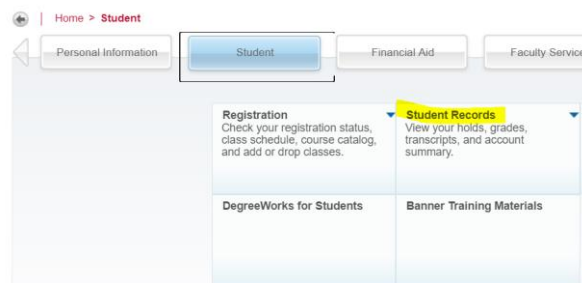
1. Navigate to [MyBSU](https://my.bsu.edu).



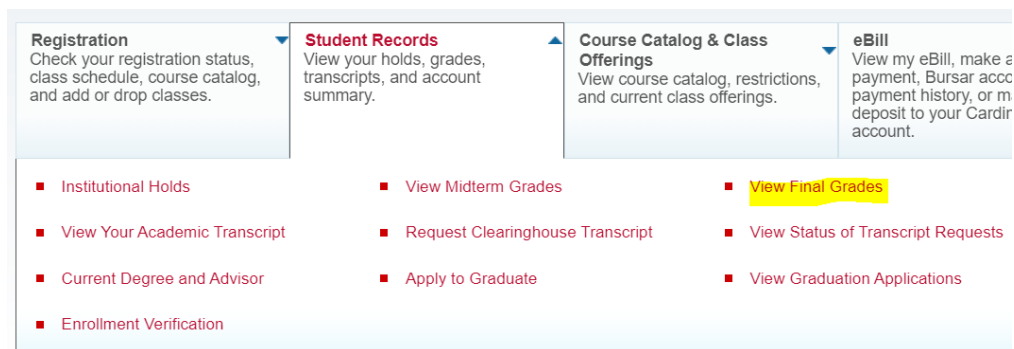
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on 'Student Records'.



5. Click on 'View Final Grades'.



6. Select the appropriate term in the drop down box and click 'Submit'.

## Final Grades



| [Home](#) > [Student](#) > [Student Records](#) > **[View Final Grades](#)**

Final grades may be reported for courses that run less than the full semester  
**grades will not be listed until the end of the term.**

Academic probation and academic dismissal action result when the cumulat

All students should be aware of minimum grade point average requirement ir

University scholastic standards may be reviewed at <https://www.bsu.edu/abo>

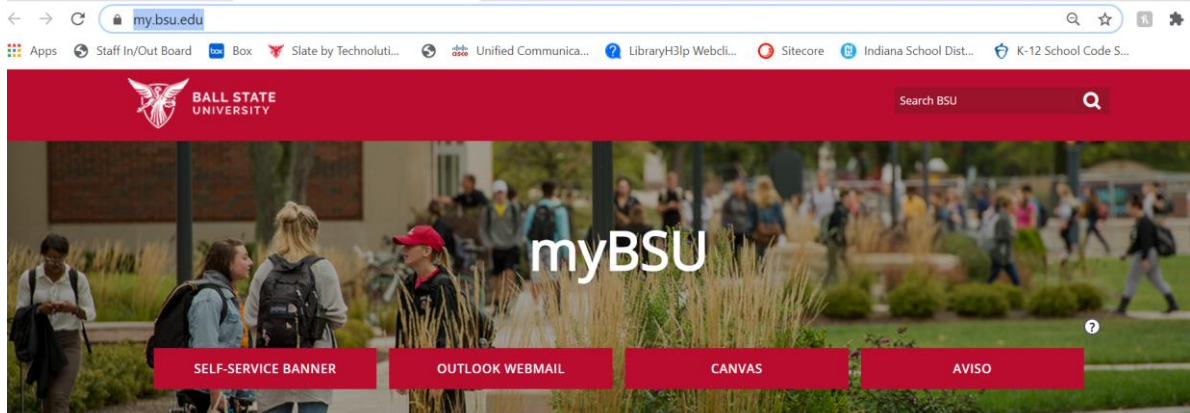
**Select a Term:**  ▼

**Submit**

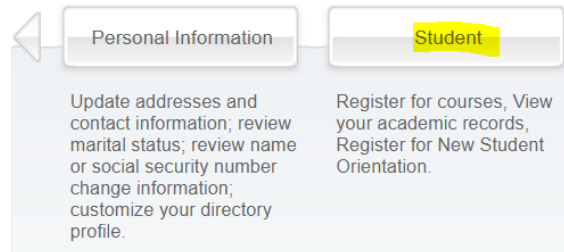


## Paying your eBill (requires student to log in to Self-Service Banner)

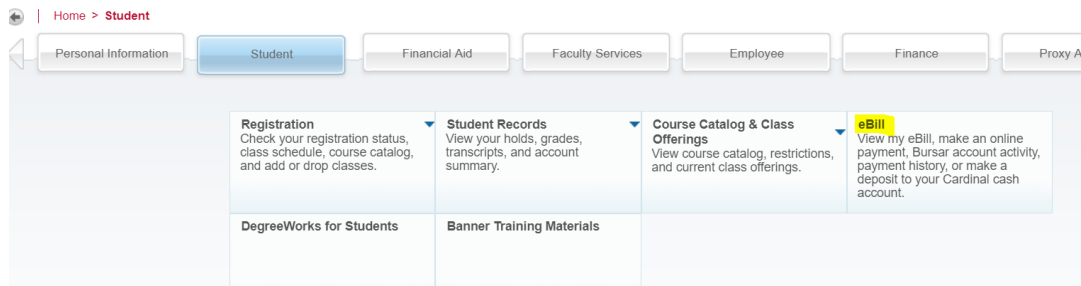
1. Navigate to [MyBSU](https://my.bsu.edu).



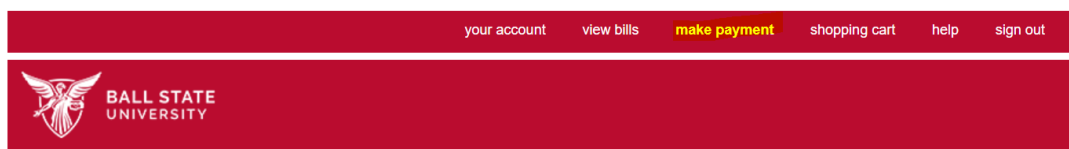
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on 'eBill'.




5. On this page, you will find your current account balance under the 'Activity Since Last Billing Statement' section. Click on 'Make a payment' to proceed with a payment.



Bursar and Loan Administration - eBill System

## Paying your eBill as a Guest Payer (requires only the student's last name and ID number)

1. Navigate to the Bursar's eBill [webpage](#)
2. Enter the student's Ball State ID number and their last name, then click 'Login'.



**BALL STATE  
UNIVERSITY**

---

Ball State ID

Last Name

[Login](#)

3. Click on 'Payment on Account' or 'View Details' in the corresponding row.

You may purchase the following items:

Description	Price	View
<a href="#">Apartment Rent Payment</a> For payment on rent ONLY - Pay all other charges through Payment on Account.		<a href="#">View Details</a>
<a href="#">Field Study/Field Trip/Study Abroad Payment</a> For payments on trip costs ONLY - Deposit payments must be delivered to Bursar with permission form.		<a href="#">View Details</a>
<a href="#">Payment on Account</a> To determine the Account Balance and Deferment option, go to "View Bills" (link above) and select "View" on the corresponding Statement. NOTE: Guest Payers do not have access to "View Bills". To gain access to View Bills, your student must add you as an Authorized Payer which will require a username and password.		<a href="#">View Details</a>

4. Enter the amount you would like to pay and then click 'Add to shopping cart'. (Remember that under this option there is no way to view the account balance due.)

### HOME

#### Payment on Account

To determine the Account Balance and Deferment option, go to "View Bills" (link above) and select "View" on the corresponding Statement. NOTE: Guest Payers do not have access to "View Bills". To gain access to View Bills, your student must add you as an Authorized Payer which will require a username and password.

Amount:

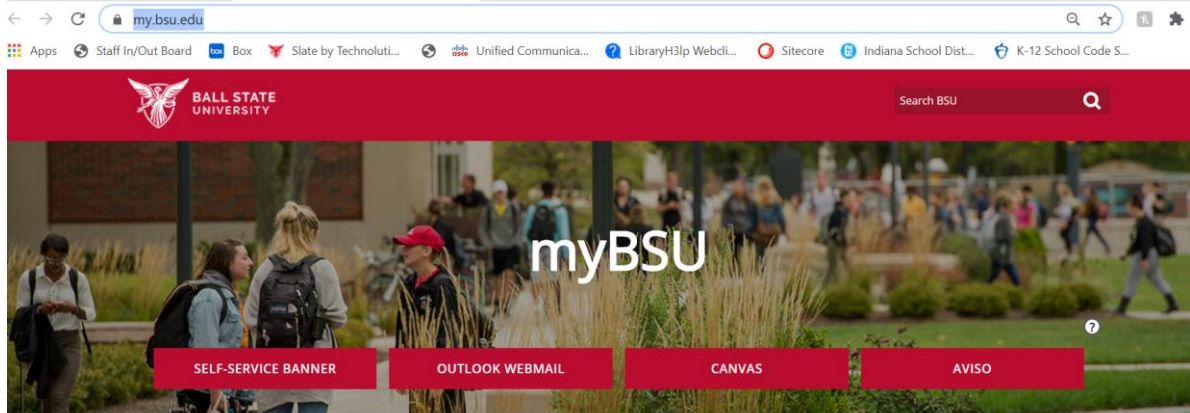
To pay for this item, click the button below.

[Add to Shopping Cart](#)

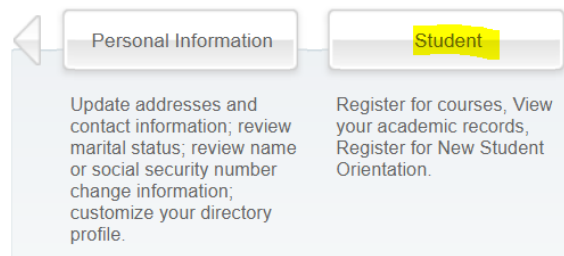
5. You will be taken to a checkout page where you'll be able to enter your payment information.

## Setting up an Authorized Payer (so your parent/guardian will be able to access your ebill)

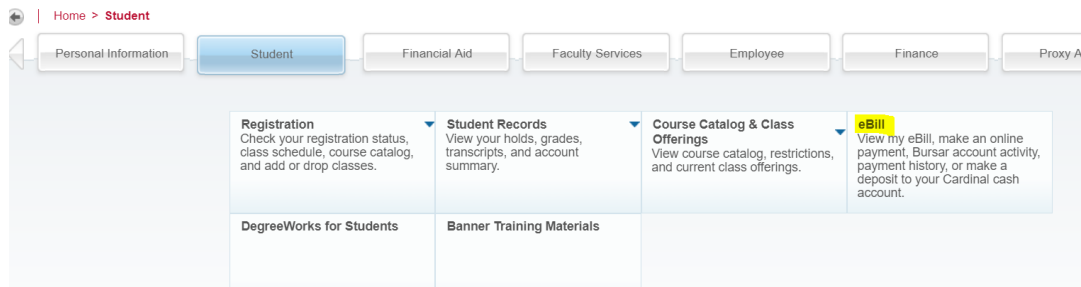
1. Log in to [MyBSU](https://my.bsu.edu).



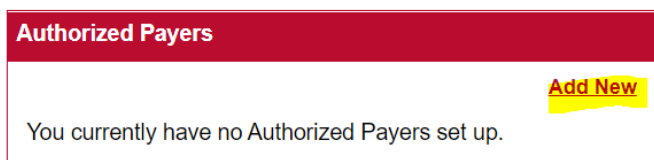
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on 'eBill'.



5. In the 'Authorized Payers' section, select 'Add New'. (Note: Someone can be an authorized payer on more than one account, but their user name must be unique for each student.)

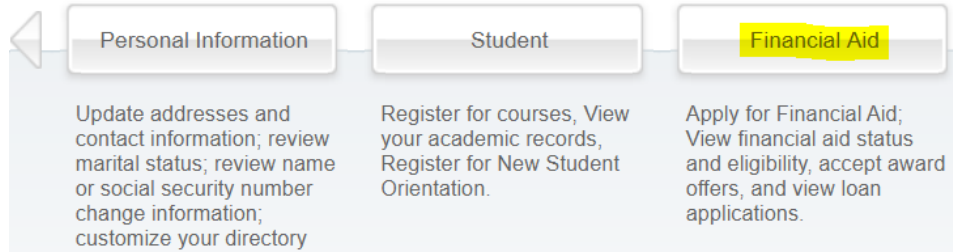


## Checking your Academic Progress (SAP)

1. Navigate to [MyBSU](https://my.bsu.edu)



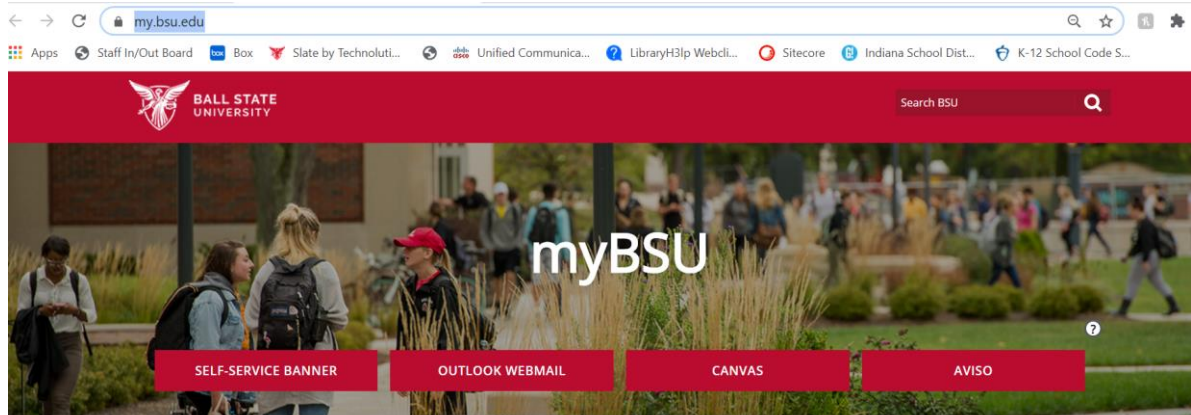
2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Financial Aid' tab.



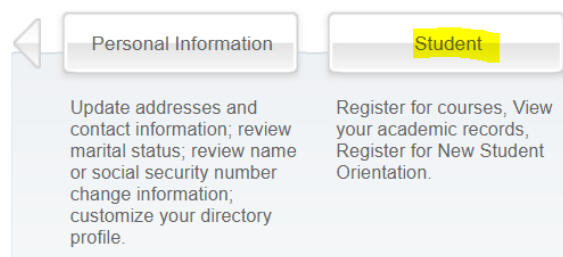
4. Select 'Eligibility'.
5. Select the 'Academic Progress' tab.

## Ordering transcripts (as an active student enrolled in the current term)

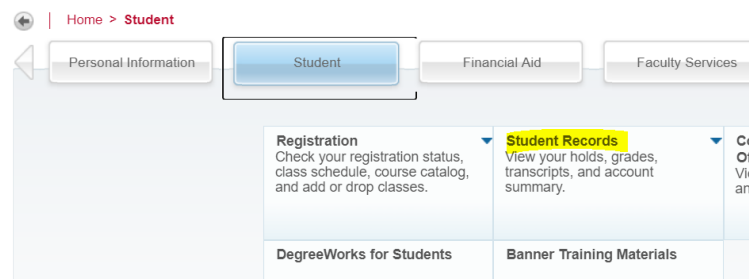
1. Log in to [MyBSU](https://my.bsu.edu).



2. Click on the red 'Self-Service Banner' button (1<sup>st</sup> red button).
3. Click on the 'Student' tab.



4. Click on 'Student Records'.



5. Select 'Request Printed Transcript'.

For in-person pickups, visit the "Transcript" window of the registrar's office in the basement of Lucina Hall, Room B-43. There are no fees for current students to pick up transcripts in person or receive them through the mail. You may request up to **10 free paper** transcripts per day for up to 60 days past the end of the Ball State term (if ordered through Banner). Electronic transcripts have fees associated with them. Fees may be found on the [Registrar's transcript webpage](#).

### **Ordering transcripts (as an inactive student who previously attended BSU)**

Former students and alumni may request copies of their transcript via the [National Student Clearinghouse](#) secure order site. You can order in one convenient online session and by using any major credit card. (Note: Do not enter your social security number, if asked. Please use your BSU ID#.) Transcripts will be mailed unless otherwise requested.

Upon making a request, users must digitally sign a consent form as part of the process or download and return a copy to the National Student Clearinghouse via fax or email. Once the form is completed, students will be able to track the progress of their order via real-time email updates or through the [National Student Clearinghouse website](#). Fees may be found on the [Registrar's transcript webpage](#).



# Connect with Us



Dual Credit Program  
Ball State University  
Letterman Building Room 131  
Muncie, IN 47306  
Phone: (765) 285-1581  
E-mail: [dualcredit@bsu.edu](mailto:dualcredit@bsu.edu)



Dr. James Hendrix  
Assistant Director of High School and Statewide Initiatives  
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Amy Hurt  
Student Process Coordinator/Dual Credit  
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Email: [alhurt@bsu.edu](mailto:alhurt@bsu.edu)