1. Academic Advisor
To find the name of your academic advisor, login to MyBSU (my.bsu.edu) with your Ball State username and password. Click on “Self-Service (SSB)”. Click on the “Student” tab and then the link for “Student Records”. Under the link for “Current Degree and Advisor”, you will find the name of your academic advisor(s).

Academic Advisor: __________________________  __________________________

2. Advising Appointment
To schedule an advising appointment log into AdvisorTrac (my.bsu.edu) with your BSU username and password or contact the Freshman Advising Center (765-285-1161, North Quad 339) during normal business hours, 8 a.m.-5 p.m., Monday-Friday. (Appointments are not scheduled through email.)

Appointment Date: __________________________
Appointment Time: __________________________
Appointment Location: North Quad 339

3. Major/Minor
If you have selected a major and/or minor area of study, please list them below.

Major: __________________________
Minor: __________________________

4. Course Load
Determine the number of credit hours you want to take in the next semester and record that number below. Full-time enrollment is 12–18 credits. To stay on track to graduate in four years, we recommend taking 15 credits per semester. Some majors may require you to take more than 15 hours in a given semester.

Credits: ________

5. Core Courses
Review the University Core Curriculum information in the Advising Handbook (pages 18–31). Record your selections below with their credit hours.

1. __________________________ ( )
2. __________________________ ( )
3. __________________________ ( )
4. __________________________ ( )
5. __________________________ ( )
6. __________________________ ( )
7. __________________________ ( )

6. Major Courses
Review the Freshman Major Courses in the Advising Handbook (pages 36-51) and/or the online undergraduate catalog (www.bsu.edu/catalog). Your advisor will assist you in identifying necessary major courses for the next semester.

1. __________________________ ( )
2. __________________________ ( )
3. __________________________ ( )
4. __________________________ ( )
5. __________________________ ( )
6. __________________________ ( )
7. __________________________ ( )
8. __________________________ ( )

7. Advanced Credit
If you took any dual credit courses in high school, you must transfer the credit to Ball State from the college or university through which the course was offered. Have a copy of your transcripts sent through email to askus@bsu.edu or request an original copy of your transcript to be sent directly to the Office of Admissions, Ball State University, Muncie, IN 47306.

Advanced Placement (AP) and International Baccalaureate (IB) course credits should be sent to Ball State. Go to the websites apscore.org (AP) and/or ibo.org (IB) for more information.

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Be prepared to work with your advisor to establish the best possible schedule for you academically. Refer to the Ball State Catalog (www.bsu.edu/catalog), your DegreeWorks worksheet in Self-Service (my.bsu.edu) and the Advising Handbook (www.bsu.edu/advising) as you complete this handout.