

ADVISING PLANNING WORKSHEET

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.

Academic Advisor: _____

2. Advising Appointment

To schedule a remote 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: WebEx (video conference)

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: _____

Have you been awarded the **21st Century Scholarship** or **O'Bannon Higher Education Grant**, which require you to earn 30 credits by the end of your first academic year?

_____ Yes

_____ No

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 36–49) 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 apcentral.collegeboard.org (AP) and/or ibo.org (IB) for more information.

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.