Dual Credit Program - Dual Credit Student Registration
Current Student Instructions

Anyone with a Ball State username and password is considered a current student, even though you may not have taken classes.

1. You will need your Ball State username and password.
2. Start at my.bsu.edu sign in with your Ball State username and password
3. Click on the “Self-Service SSB” - “Student” - “HS Dual Credit Registration”
4. Click on your school link, if your school is not listed, click on “Online HS Dual Credit”
5. Click the small red magnifying glass itself
6. Click on your class and drag to the right side of the page under “Schedule”
   a. Verify your courses, instructors and meeting times match your schedule
   b. If a course is wrong, click the “Remove” link to remove it from your schedule
   **c. Ignore the “Save” button**
7. Click the “Register” button,” if an error is received, please take a snap shot of the error message and email to Nancy Day at nday@bsu.edu.
8. Click the following buttons: “Confirm Registration” “Complete Registration”
9. “Payment Detail Page,” click the “Print” button for a copy of the invoice for your record.
   If no printer is available, students have taken a snap shot of the page with their phones.
   
   *Tuition bills will be sent mid-month to your home address, addressed to you, the student with a due date of the first of the month.*
10. Your registration is complete.
11. Click on the Sign-On link at the top right side of the page beside your name. click “Yes” and then close your browser for security of your personal information, sign out and close your browser.

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