



**BALL STATE
UNIVERSITY**



**DUAL CREDIT PROGRAM
STUDENT AND PARENT HANDBOOK**

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 dark ink and is positioned above the printed name and title.

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

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About Ball State

Ball State University is a public research university in Muncie, Indiana. Ball State's 102-year tradition of innovation and distinction began with the generosity of the five Ball brothers, local industrialists who produced the famous Ball canning jars. To help fill Indiana's need for more and better teachers, they bought the property of a defunct school in Muncie and gave it to the state. What was founded as a small teacher training college in 1918 is now a comprehensive, world-class university. We embrace the Ball family's legacy symbolized by the iconic Beneficence statue on our campus— the enduring values of excellence, innovation, courage, integrity, inclusiveness, social responsibility, and gratitude. These values are the watchwords for our next century.

Our seven academic colleges provide innovative programs that will give students access to professional experiences and advanced technology from day one, and a student's degree will be valued by employers. Our university offers about 120 undergraduate majors and 130 minor areas of study and more than 100 master's, doctoral, certificate, and specialist degrees.

Ball State Mission Statement

We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

Program Overview

Ball State's Dual Credit Program (DCP)

The primary goal of our program is to provide opportunities to earn college credit and gain experience while preparing students to attend college. Juniors and seniors with a strong academic background and desire to attend college are good candidates for the program.



Ball State's DCP was awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole accrediting body for concurrent partnerships, which sets standards to ensure dual credit program quality, rigor and excellence.

We offer classes onsite, taught by high school instructors at various Indiana high schools, and online, taught by Ball State University Faculty. We serve approximately 1,000 students per academic term and over 60 high schools per academic year.

Ball State's DCP works closely with partner high schools to provide a superior level of service in the areas of faculty mentoring, student admission, registration and transcript processing. Faculty mentors take great pride in developing collaborative relationships with high school dual credit instructors. Eligible high school students engage in college-level courses that encourage them to persist in taking rigorous coursework throughout their high school and college careers.

Ball State DCP Responsibilities

Ball State's DCP is committed to serving our high schools students with the utmost integrity by providing quality postsecondary educational opportunities.

Ball State will:

- Communicate all dual credit requirements.
- Provide exceptional customer support for day-to-day occurrences.
- Register high school students for transcribed college credit.
- Communicate and respond in a timely manner to all correspondence.
- Make onsite high school visits (when requested) to meet with students, parents, instructors and/or administrators.

- Adhere to NACEP standards and maintain programmatic accreditation.

Course Delivery Methods

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 the student's high school requirements and provide additional instruction to satisfy collegiate standards.

2. Online Dual Credit Courses

Instructors are Ball State professors. Your school does not need to do anything because all course work and examinations are done completely online by you. 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.

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 Prerequisites

Some dual credit courses require prerequisites (a course or a proficiency test that is required before taking an advanced course). Students are responsible for checking the course prerequisites before signing up for classes. A student's high school guidance counselor or school principal signs the permission form acknowledging eligibility and verification that the student(s) has met any prerequisites.

Textbook Information for Online Dual Credit Classes

Textbook information can be found on the syllabus of each class or on the Ball State Bookstore [website](#). Students will need their course prefix, course number, and section number (i.e. ENG 103, 930) to look up required materials for the course. You are expected to have your textbook on the first day of class.

Once on the bookstore's website, use the option labeled "course materials & textbooks" beneath the Ball State logo. Then choose "find course materials". Using the drop-down options on the find course materials page, select the following: Term – Fall 2021, Department – (e.g.SOC), Course – (e.g.,100), Section (e.g., 90J). If taking more than one class, the student can add each class before clicking "Find Material." Please note some items will be labeled 'required' while others are 'optional'.

Some textbooks will be digital as well. Courses that use digital textbooks can only be ordered through the BSU Bookstore.

If you rent or buy your textbook from another retailer, be certain to buy the textbook with the **correct ISBN number**, as there are often multiple editions.

Cost of Courses

There are three different costs of dual credit classes, based on the type of class it is.

Non-Priority – Onsite (classroom taught) classes cost \$250 per class.

Priority – The Onsite (classroom taught) classes cost \$25 per credit hour and are listed on the “**Priority Dual Credit Liberal Arts Courses**” or on the “**Dual Credit Career and Technical Crosswalk**” chart below. These are classroom taught courses only.

Online – Online dual credit classes cost \$350 per class plus textbooks. Some textbooks charges are automatically charged to the student’s bill (i.e. MATH 125 and SOC 100).

Tuition is waived for free or reduced lunch students, but textbook charges will be the responsibility of the student. School official needs to notify Ball State in writing if the student qualifies for free or reduced-price lunch participation.

Tuition is not waived for 21st Century Scholarship students.

Installment payments are allowed.

“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 1 (3 credit hours)
FR 202	Intermediate French 2 (3 credit hours)
GER 101	Beginning German 1 (4 credit hours)
GER 102	Beginning German 2 (4 credit hours)
GER 201	Intermediate German 1 (3 credit hours)
GER 202	Intermediate German 2 (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 1 (3 credit hours)
SP 202	Intermediate Spanish 2 (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 credit hours)

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 Information

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.

Program Requirements

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 high school identifies and approves the academically strong student(s) who are on track for college preparation courses based on the following criteria:

- 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);

- Student has appropriate high school endorsements from teachers and guidance counselors.

Students cannot exceed 15 credit hours of concurrent enrollment courses unless an exception is established by the Division of Online and Strategic Learning at BSU. The Dual Credit office makes approval decisions for students who wish to exceed 15 credit hours.

Students must be admitted to the Dual Credit Program in order to receive college credit. Failure to complete the Dual Credit Program's admission and registration process may result in the student not receiving college credit.

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.

Courses

A list of onsite and online dual credit courses offered are available on the [Ball State Dual Credit website](#).

Admission/Registration General Information

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.*

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.

Admission Process

Students will be required to complete an online application for admission through Slate, the University's online application system. We recommend the student use a personal email address for this step and not their school email. Many schools block emails from outside, which will prevent your student from receiving pertinent information.

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. It will also create a near paperless system, which is more secure for all. Students will be required to apply for admission to the dual credit program each academic year. Additional admission information can be found on the [Ball State Dual Credit website](#).

The [High School Parent/School Permissions form](#) will be required and is a paper form that needs signed and uploaded into Slate. It can be uploaded by the student, the school counselor or emailed to dualcredit@bsu.edu.

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

Required Forms

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.

- **High School /Parent/Guardian Permission Form**

The [High School/Parent Permission Form](#) is required with signatures to satisfy the approval requirements. The form has a spot for the school to approve the student taking dual credit classes and that they have met the prerequisites. It will also allow the school to verify if the student is on the Free and Reduced Lunch program. The parent/guardian signature acknowledges the financial obligations.

Registration Process

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 registration process can be found in the appendix.

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 Username and Password/Email Account

Students have two-email accounts, their Ball State email account and the personal email account used to apply for admission.

- The Ball State email address is also the student's Ball State username and will end in @bsu.edu. It is assigned to the student from the University, once admitted. Students can access their BSU email at www.bsu.edu/webmail. All communication with your online dual credit instructors will be through your Ball State email account and/or our learning management system, Canvas.
- The student's personal email account is also called their Lifeline. It can be used as a backup email account in case you forget your username or password.

With the Lifeline, students are able to reset their own password by going to www.bsu.edu/password - click on "Forgot Password" (top right of the page) and type in their Ball State username. An email is sent to their Lifeline. It contains a Key Code and a URL. Click on the URL, enter the Key Code, and submit. A second email is sent to the Lifeline with the new Ball State password. A token is sent to students so they may create their own password. If the student does not receive the email with the key code and URL in their personal email account they will need to contact the Technology HelpDesk at 765-285-1517. The student must provide their name and let the HelpDesk know they are a dual credit student.

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.](#)

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](#).

Payment and Financial Information

Billing/Payment Methods

A bill is sent to the home address with a due date of the first of the following month. Payment can be made using the eBill option through the student's Self-Service Banner access (<https://my.bsu.edu>). Students should sign in with their Ball State username and password, click "Self-Service Banner" - "Student" and "eBill" tabs.

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

- **Online** - Log into eBill and pay your bill using either of the following options.
 - **ECHECK** – Use the account and routing numbers for a valid checking or savings account. No fee is charged to use this option.
 - **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 Student Financial Services, 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.

Free and Reduced Lunch Tuition Waiver

Academically qualified students who are also eligible for free or reduced lunch may enroll in Ball State dual credit courses at no cost. The Ball State Dual Credit Office will verify with the local school district. Once verified, tuition will be waived. If eligibility is not verified by the school district, students will be billed the full cost of the class. If a student is on free/reduced lunch and receives a bill, they should contact the Ball State Dual Credit Office.

Textbook costs are not waived for those on free and reduced lunch.

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.

Parent Payment Options

Students may also set up an [Authorized Payer](#) such as a family member, to have online access to their 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

It is the policy and procedure of Ball State University to allow a department to place a hold on the education record of a student. A hold from the Office of Student Financial Services (formerly called the Bursar's office) 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.

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](#).

Grades

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 (see section titled Dropping or Withdrawing). Grades could impact a student's 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. 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.

Transcript and Other Course Policies

Transcripts

When you take dual credit classes through Ball State, you start your college GPA and transcript. The grade earned in a student's dual credit course(s) will be reported on your permanent, official college transcript from Ball State, and can be seen by every university to which you apply. **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 course(s).**

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

If a student needs further assistance requesting a transcript, they should contact the Registrar and Enrollment Services Office at 765-285-1970.

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.

Dropping or Withdrawing

Enrolling in a college course is a significant academic and financial commitment. Students and parents should seriously consider student obligations prior to enrollment.

The grade earned in the student's dual credit course will be recorded on an official Ball State University transcript, regardless of what it is, unless timely action is taken to drop or withdraw from the course.

The following are guidelines surrounding the drop/withdrawal policy:

1. Student should email Nancy Day at nday@bsu.edu to request a drop/withdraw from their class.
 - a. Dropping/withdrawing from the class at the high school does not complete the request with the Ball State Dual Credit office. If the student does not email Nancy Day, as instructed, they risk earning a failing grade as they will still have a BSU grade recorded since they failed to contact the BSU Dual Credit office.
2. Drops occur only during the first week of Ball State fall and spring terms. A drop removes the class from the student's schedule and eBill. It will not appear on a Ball State transcript.
3. Withdrawals start the second week of Ball State fall and spring terms and run through week ten. Withdrawals during this time will be documented on a Ball State transcript with a "W" letter grade. A portion of the class cost will be owed, based on the week the withdrawal is requested.
4. Withdrawals are not official until the Dual Credit Office is notified (the student will continue to be billed and liable for any additional fees that may be charged).
5. Charges may still be associated with the class due to the refund percentage timeframe (see section titled "Refunds" below).
6. Upon processing of the drop/withdrawal request, the student, instructor and counselor will be notified.
7. The transcript will show a "W" for a withdrawal, but it will not affect the student's grade point average, (it may, however, affect their Student Academic Progress).

Refunds

1. Drops – 100% refund the first week of Ball State fall and spring terms.
2. Withdrawals – start the second week with a reduced weekly percentage through the first eight weeks of the term.
3. High school courses which run the full high school term will follow the fall refund schedule.
4. The last day to withdraw from a class is the end of the 10th week.
5. Ball State's Dual Credit refund schedule can be found below.

Refund Schedule for Complete Withdrawal of Dual Credit Courses		
Week	Refund	Transcript Entry
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

Course Transferability

Credit earned under the Dual Credit Program are recorded as if the course(s) were taken on the Ball State campus; therefore, they would apply toward a degree at Ball State University or transferred to other designated colleges or universities as listed on the CTL. The Onsite and Online classes list, found on our website, shows the Ball State University courses offered through dual credit and are annotated with a (Y) if they are on the CTL.

Students need to verify transferability with their respective schools to determine if the course is accepted as part of their major or as an elective. Ultimately, the transfer value of credits earned through dual credit rests with the institution where the student wants to transfer the credit. It is each college or university's right to accept or decline credits from other institutions. Before enrolling in Ball State dual credit courses, students are strongly encouraged to investigate transferability issues with the colleges and/or universities they are interested in attending. We recommend that students retain the course syllabus and save major class assignments for every dual credit course they wish to transfer, in case someone at their intended college or university questions the equivalency of the course. Learning that a course does not transfer or will not fit into their course load does not merit a refund.

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 Institutional Research and Decision Support will conduct the end-of-term course evaluations, for current students, on behalf of the Dual Credit Program prior to finals week for onsite and online classes. These evaluations are sent to the student's BSU email address.

The Dual Credit Program administers all other evaluations through the University's institutionally-adopted survey tool and assessment instrument, called Qualtrics. These 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. This will be sent to the student's Ball State email address.

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. This will be sent to the personal email the student used for admission.

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. This will be sent to the personal email the student used for admission.

Student Policies

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 starting with 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. 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](https://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>).

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic sanctions: informal meeting, removal from dual credit course, dismissal from the university, or other appropriate consequence.

Family Educational Rights and Privacy Act (FERPA)

Students who are currently enrolled or formerly enrolled, regardless of their age, are subject to the Family Educational Right and Privacy Act (FERPA). The law, also known as the Buckley Amendment, was passed by Congress in 1974.

FERPA grants four specific rights to students:

- See the information that Ball State has concerning the student
- Seek to amend those records and, in certain cases, append a statement to the record
- Consent to disclosure of his or her records
- File a complaint with the Department of Education Compliance Office in Washington, DC

The only student information the university may release is called directory information (name, phone, address, enrollment status, etc.). If the student would like others to have access to their information regarding registration, financial aid, fee payments, etc., please refer them to the Proxy section in Self-Service Banner (SSB), available through MyBSU (my.bsu.edu).

To read the full FERPA policy, student's should visit the [Registrar's website](#).

Disability Services

If a student needs course adaptations or accommodations because of a disability, please have them contact our office as soon as possible. The [Office of Disability Services](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Diversity Statement

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our [Beneficence Pledge](#). For Bias Incident Response information, go to <http://cms.bsu.edu/campuslife/multiculturalcenter/bias-incident-reporting> or email mc2@bsu.edu.

Learning Tools and Resources for Dual Credit Students

Ball State Dual Credit Program Website

Students needing additional information are encouraged to visit our website at www.bsu.edu/dualcredit.

Ball State Email Account

As a Ball State Dual Credit student you will be assigned a Ball State username. Once they've received this information you will have access to your BSU email account, which can be accessed at www.bsu.edu/webmail. Students should check their BSU email daily.

Ball State ID Card

The Ball State ID card is an official form of identification for a student while they are at Ball State. It has their full name, role (student, employee, vendor, etc.), and photo. They will use it for many important services such as building access, athletic events, and much more. Students, faculty, staff, other affiliates, and vendors that are frequently on campus all need to have a Ball State ID card. **All on-campus Ball State ID card services are located in the ID Card Office, located in Bracken Library, Room BL001.**

Students may obtain a Ball State ID Card in the mail by providing the ID Card Office with some information and [an acceptable photo](#). Once they have an acceptable photo available, they should send an email with the photo attached to idphoto@bsu.edu and include the following information:

- Subject Line containing the student's full name and class level (Example: Joe Smith – Dual Credit Student)
- Message Text containing:
 - Their Ball State ID Number
 - Their mailing address
 - A telephone number where they can be reached if the ID Card Office needs to contact them
- Attach their photo (follow the [Ball State ID Card Photo Requirements](#) to take the photo)

The ID Card Office will verify that the student has registered for classes, review their identification email, and mail their Ball State ID Card to the address they provided.

BSU ID Number

This is unique identification number generated for the student. A Ball State username and password is required to be able to view your BSU ID number. It can be viewed through [MyBSU](#). For instructions on how to view your BSU ID number, see the appendix.

Canvas

Canvas is a learning management system (LMS) that supports Ball State online dual credit 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. To familiarize themselves with Canvas, students can view the [Canvas Student Orientation](#).

Clearpath

Clearpath is an advising tool that uses career and personality assessments to help you explore how Ball State Dual Credit courses can define your educational path. Engage, learn, and explore with this interactive tool. A link to Clearpath can be found on the Dual Credit [homepage](#).

Communication (COMM) Center

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

Computer labs

For general computer use, students may use computers in Bracken Library for computing needs such as accessing webmail or web browsing. *An ID may be required for entry in to the computer lab.*

For students without access to a computer to take a Respondus Monitor test, they may do so beginning October 12, 2022, in the new Student Technology Suites in the Ball Communications building, room BC194. Information Technology recommends students install Respondus Monitor which allows students to take a Canvas quiz/test in the location of their choice, at a time that works best for them, using their own computer.

To learn more about how to install and use the Respondus Monitor software, students should review this Technology Helpdesk Knowledge Base article to [learn how to install Respondus Monitor on your computer](#).

Counseling Services

The Counseling Practicum Clinic offers counseling services to people in Muncie and the surrounding area. Counseling and counseling psychology graduate students work with clients under the supervision of licensed psychologists and counselors.

Payment is expected at the time services are rendered. Cost is \$10 per session. No client will be denied services because of the inability to pay. To make an initial appointment, call the clinic and complete a 15-20 minute telephone interview. For more information visit the [Counseling Practicum Clinic's website](#).

Indiana Diploma Requirements

Depending on the type of diploma a student is attempting to earn, it is possible that credits earned through a dual credit program may be required. Students are encouraged to view diploma requirements on Indiana's [webpage](#).

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/>). View the [resource page](#) or the [video](#) created especially for Dual Credit students and teachers.

Students can visit the library on campus to use computer labs and access resources for their 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.*

MyBSU

Students have access to the online Ball State student portal called [MyBSU](#). The University username, provided as part of the admissions process, is required to login to MyBSU. **You will need to use MyBSU for the following:**

- To view grades at the end of the term and/or academic year.
- To pay your ebill.
- To access your unofficial transcript for course planning.
- To request your official BSU transcript to begin the process of transferring credits earned as a dual credit student.
- To access your free BSU student email account (which can be forwarded to your personal email).

Myers-Briggs Personality Assessment

Students that are unsure of which career path or major to explore as an undergraduate student, can use the Myers-Briggs Personality Assessment. This test uses scientifically-based insights to categorize personalities into 16 possible types and identifies common behaviors. The end result means that the student will understand themselves better so they can make a career choice that best fits their personality. Visit the [Myers-Briggs webpage](#) for additional information and/or to access the test. Students should choose the "free assessment" option.

Technology HelpDesk

Ball State's Technology HelpDesk provides full-service support via phone and chat for students. Staff members can help students with questions related to Canvas, Duo Authentication, username and password, and Ball State email account. The HelpDesk may be contacted at 765-285-1517 or toll-free at 866-771-3276. Additional information and the chat feature can be found on their [webpage](#).

TransferIn Home (Indiana Core Transfer Library)

Indiana developed the [Core Transfer Library \(CTL\)](http://www.transferin.net), which was created to help students transfer credit among Indiana's public institutions and some independent colleges, **assuming adequate grades**. The website www.transferin.net provides additional information about the transferability of courses. Remember that dual credit courses not included in the CTL will likely transfer to other public and many other independent institutions; the student should check with their college of choice prior to enrolling in the course though.

Tutoring Services

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. Unvaccinated students are required to wear masks and practice physical distancing in the Learning Center.

To make an appointment, students should call the Learning Center and let them know they are a Ball State Dual Credit student needing to make an appointment.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. Supplemental Instruction is available in select courses.

For more information about all of the Learning Center's programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow them on Instagram: BallStateLC.

Udemy Business

As a Ball State student, you can find thousands of free video tutorials to make your academic projects stand out. You can learn a new application or get a refresher course on basic skills that you will need as a future college student. Additional information about Udemy, including instructions on how to access it, can be found [here](#).

Undergraduate Admission Application Fee Waiver

Students who take a Ball State dual credit course are eligible for a fee waiver for their undergraduate application fee, meaning you can apply to Ball State University for free. In addition to receiving the application fee waiver, you will also receive priority admission status. This means that you will receive an admission decision within three weeks of the University receiving all the required application materials. Students can learn more about admission as an undergraduate student on the [Admission's webpage](#).

WellTrack Interactive Self-Help Therapy

WellTrack is a self-help program specifically designed for help with stress, anxiety, and depression. The program is online/mobile and self-directed. It allows students to identify goals and learn powerful strategies to improve mental health. It is FREE and available to all Ball State University students. To access WellTrack, students will need to go to <https://bsu.welltrack.com/> and sign up using their @bsu.edu email address.

Writing Center

All writers improve with practice and feedback, so as a Ball State student, you are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on your writing. To schedule a free appointment to discuss your writing, go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week; however, plan ahead because appointments book quickly!

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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 switch
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	<input type="password"/>	✗ At least one letter
New Password (again)	<input type="password"/>	✗ 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. 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.

The screenshot shows a web form titled "Personal Information". On the left is a sidebar menu with links: Home, Personal Information (highlighted), School Details, Additional Info, FERPA Information, Signature, and Review. The main form area contains several sections: "Name" with fields for First (Given), Middle, Last (Family), Suffix, Preferred First, and Former last or maiden name; "Mailing Address" with fields for Country, Street Address, City, State, and Postal Code; "Email Address" with a field for Current Email; "Telephone Numbers" with fields for Primary and Mobile Phone; "Biographical Information" with fields for Legal Sex, Gender Identity, and Birthdate; and "Citizenship Information" with fields for Citizenship and Dual Citizenship. Below these is a "Race/ethnicity" section with a text box for ethnicity and a list of checkboxes for various groups. At the bottom is a red "CONTINUE" button.

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.

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

- **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

○ **Signature Screen**

Home
Personal Information
School Details
Additional Info
FERPA Information
Signature
Review

University Disclosures

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.

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 web application interface. On the left is a vertical sidebar with links: Home, Personal Information, School Details, Additional Info, FERPA Information, Signature, and Review (which is highlighted). The main content area is titled 'Review'. Below the title is a yellow box with the text: '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 main content area is a red button labeled 'SAVE FOR LATER'.

Section	Required Field or Error
FERPA Information	Missing FERPA Release Contact Details

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

This screenshot is similar to the previous one, but the yellow error box is gone. Instead, there is a message: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below this message are two buttons: a red 'SUBMIT APPLICATION' button and a grey 'SAVE FOR LATER' button. The sidebar on the left remains the same.

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 or give us a call at 765-285-1581.

Application Checklist

The screenshot shows a red box with white 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 this is a table with three columns: 'Status', 'Details', and 'Date'. The table has 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

This section shows the upload interface. It starts with the text 'Please upload required materials here.' Below this is a file selection area with a dropdown arrow, a 'Choose File' button, and the text 'No file chosen'. To the right of this is a red 'UPLOAD' button.

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!

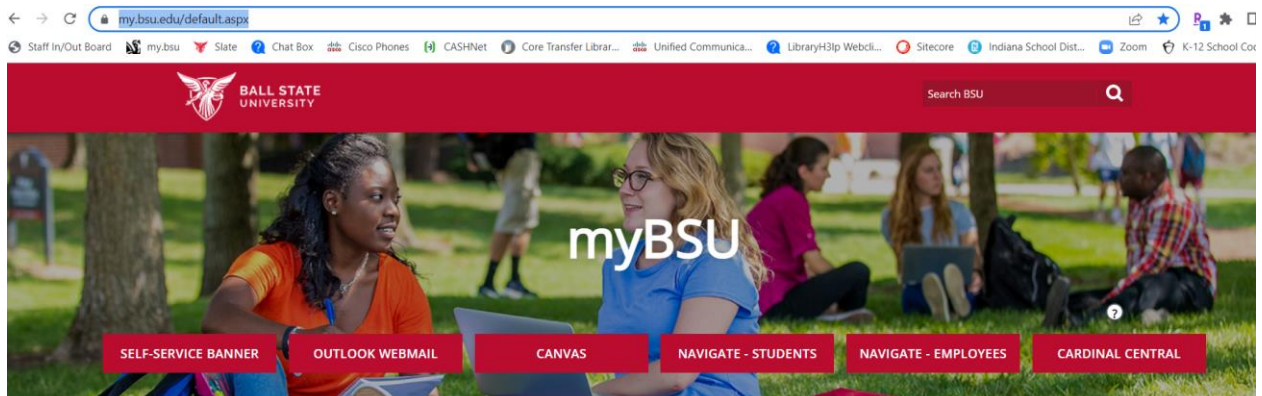
Stop! – You are not done yet! You will need to register for your class(es) but you cannot continue to the next step until you’ve received an email with your Ball State credentials. Typically, you will receive this information one business day after being admitted.

Registering for Classes

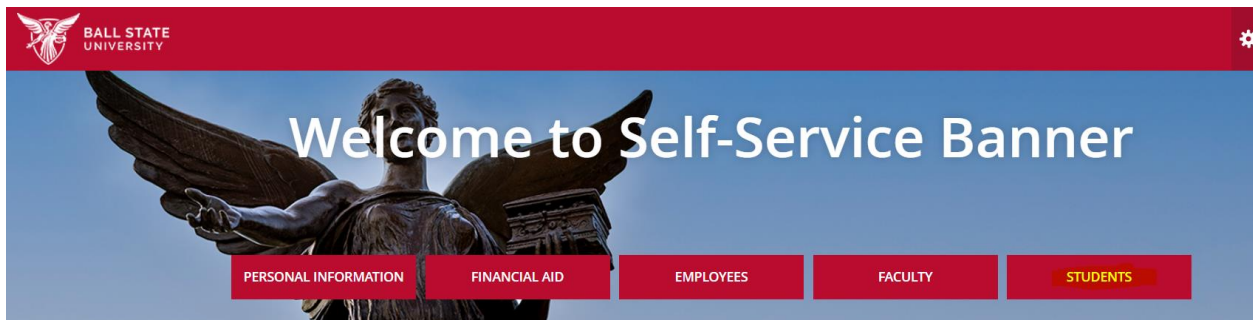
You cannot register for your classes until you have been assigned a Ball State username (ends in @bsu.edu).

At some point in the process, you may be asked to agree to the terms and conditions of registering before you can access the area where the registration system.

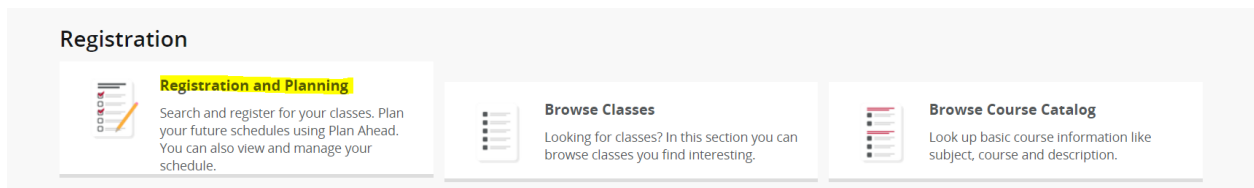
1. Navigate to [MyBSU](https://myBSU) and login with your Ball State username/email and password.



2. Click on the red 'Self-Service Banner' button (1st red button).
3. Click on the 'Students' tab.









4. Scroll down to the section labeled 'Registration.' Then click on the 'Registration and Planning' tab.



5. Click 'Register for Classes'.

What would you like to do?

 Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

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

How would you like to search? ⓘ

☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Spring 2023 ▼

Continue

7. In the section at the top, choose the tab that says 'Enter CRNs.'

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2023

CRN

[+ Add Another CRN](#) **Add to Summary**

8. Enter the CRN of the course you wish to register for in the box labeled 'CRN' and then click 'Add to Summary.' **You'll do this for each class you'd like to register for.**
 - 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. 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.

Find Classes
Enter CRNs
Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2023


CRN

+ Add Another CRN
Add to Summary

9. Once all CRN numbers are entered, look at the **Summary** box in the lower right side of your screen. This will verify the courses you are attempting to register for. You will see the word 'Pending' next to each class you are attempting to add to your registration.
 - You will see the word 'Registered' in green confirming any other courses you are already registered for in that term.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Strategies for Teaching...	EDAC 635, 8...	3	21521	Online (Asyn...	Pending	***Web Registered**
Evaluation of Educatio...	EDST 671, 800	3	21804	Online (Asyn...	Registered	None
Program Planning in C...	EDAC 638, 8...	3	42548	Online (Asyn...	Registered	None
Total Hours Registered: 6 Billing: 6 CEU: 0 Min: 0.001 Max: 15						
						Submit

10. If everything in the Summary screen is correct, you will click the 'Submit' button.
- Once you click submit the screen will show Save Successful at the top and the courses listed in your summary section will now reflect the word 'registered' in green.

 BALL STATE UNIVERSITY

Hurt, Amy L. 1

Save Successful

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2023

CRN

+ Add Another CRN Add to Summary

Schedule Schedule Details

Class Schedule for Spring 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels

Summary

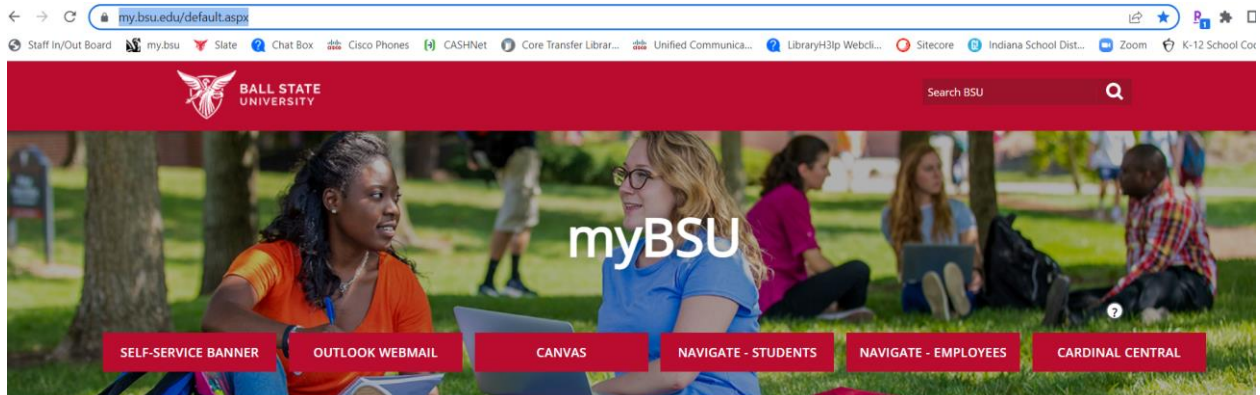
Title	Details	Hours	CRN	Schedule Type	Status	Action
Foundations of Adult a	EDAC 640, 8...	3	42545	Online (Asyn...	Registered	None
Evaluation of Educatio	EDST 671, 800	3	21804	Online (Asyn...	Registered	None
Program Planning in C	EDAC 638, 8...	3	42548	Online (Asyn...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0.001 | Max: 15

Submit

Viewing your Registration Time Ticket

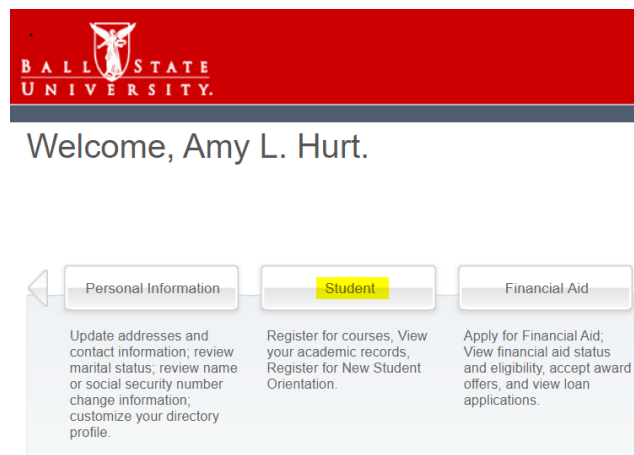
1. Navigate to [MyBSU](https://myBSU) and login with your Ball State username/email and password.



2. Scroll down to the section labeled **Banner** and click on the link that says 'Self-Service Banner (SSB Old)'.

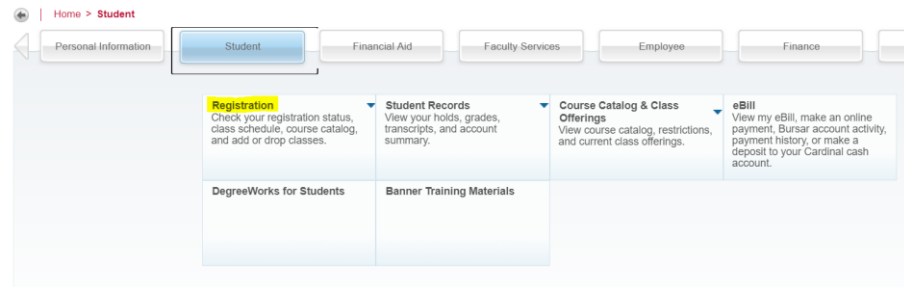
This screenshot shows the 'Important Links' section of the myBSU website. It features a dark grey header with the text 'Important Links' and a search bar. Below the header, there are several link categories: 'Links for Incoming Students' with links for checking application status, email, and technology help; 'Recommended Mobile Apps' with a link to the Tech Academy; and a 'Banner' section. The 'Banner' section contains three links: 'Self-Service Banner (SSB)', 'Self-Service Banner (SSB Old)' (which is highlighted in yellow), and 'Accessibility for Self-Service Banner (SSB Old)'. Each link has a brief description of its function.

3. Click on the 'Student' tab.

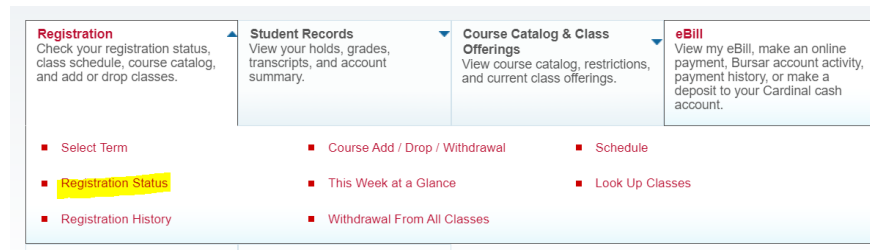


4. Click on “Registration”.

Welcome, Amy L. Hurt.

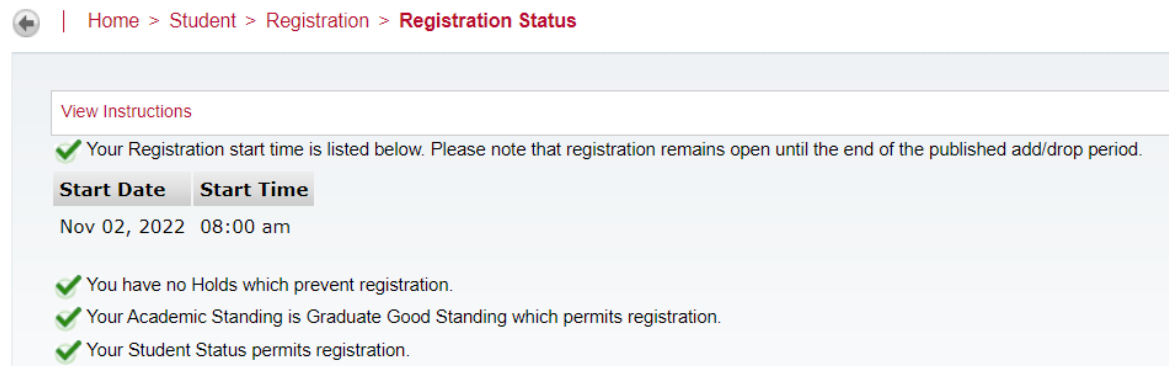


5. Click on ‘Registration Status’.



6. Select the term and click ‘Submit’.
7. You will then see your time ticket. This is the day and time you can begin registering for classes that term.

Registration Status



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](https://password.bsu.edu).
2. Click on 'Forgot Password' (top right corner).

The screenshot shows the 'Ball State Password Console' website. The navigation bar includes links for 'Register Lifeline', 'Change Password', and 'Forgot Password'. The main content area is titled 'Change Password' and contains four input fields: 'Username:', 'Current Password:', 'New Password:', and 'Verify Password:'. Below these fields is a checkbox labeled 'I agree to the Users' Privileges and Responsibilities Policy' and a red 'Submit' button. To the right of the form, there is a section titled 'Choosing A Password' with a list of password requirements and a note about special password requirements.

Change Password

Username:

Current Password:

New Password:

Verify Password:

☐ I agree to the Users' Privileges and Responsibilities Policy

Submit

Choosing A Password

In general, your password should:

- Be at least 12 characters in length
- Include at least three of the four different types of characters (uppercase, lowercase, numbers, symbols)
- Be changed at least every 12 months.
- Not contain your first name, your middle name, your username, or your last name; any name shorter than three characters is not checked.
- Not be one of the last four passwords you have used previously

Note that if your account has special password requirements which differ from these rules, you will be shown those requirements when attempting to set your password.

3. Type in your Ball State username (this is your username that ends in @bsu.edu - *contact our office if you need your username*) and click 'Submit'.

The screenshot shows the 'Ball State Password Console' website with the 'Forgot Password' page selected. The navigation bar is the same. The main content area is titled 'Forgot Password' and contains a single input field labeled 'Username:' and a red 'Submit' button. To the right, there is a section titled 'Forgot your password?' with instructions for users who have and have not registered a Lifeline email address.

Forgot Password

Username:

Submit

Forgot your password?

If you have previously registered a Lifeline email address with your BSU Computer Username then you may use this form to reset your password. Enter your username and you will be sent an email message with further instructions.

If you have not registered a Lifeline address, then you will need to bring a photo ID to the Tech Center in Bracken Library, Room 101, to have your password reset.

[Your Username](#)

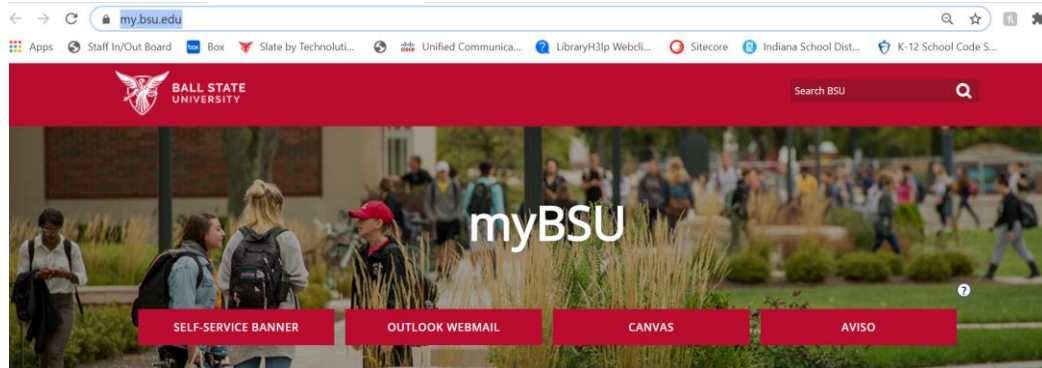
[Policy](#)

[Need Help?](#)

4. You will then be sent an email to your personal email address (the one you used to apply for admission with). Click the link in the email and reset your password.

View your BSU ID Number

1. Navigate to [MyBSU](https://my.bsu.edu) and login with your Ball State username/email and password.



2. Scroll down to the section labeled **Banner** and click on the link that says 'Self-Service Banner (SSB-Old)'.

A screenshot of the myBSU website showing the 'Banner' section. At the top, there is a row of red buttons: 'SELF-SERVICE BANNER', 'OUTLOOK WEBMAIL', 'CANVAS', 'NAVIGATE - STUDENTS', 'NAVIGATE - EMPLOYEES', and 'CARDINAL CENTRAL'. Below this is a dark grey section titled 'Important Links' with a search bar. Underneath, there are links for incoming students: 'Check My Application/ Student Status', 'Check My Ball State Email', 'Get Technology Help', 'Recommended Mobile Apps', and 'Tech Academy'. The 'Banner' section is highlighted with a red border and contains three links: 'Self-Service Banner (SSB)', 'Self-Service Banner (SSB Old)' (highlighted in yellow), and 'Accessibility for Self-Service Banner (SSB Old)'. Each link has a brief description of its function.

3. Click on the 'Personal Information' tab.

A screenshot of the myBSU website showing the 'Personal Information' tab. The tab is highlighted in yellow and is part of a navigation bar that also includes a 'Student' tab. Below the tabs, there are two columns of text. The left column, under the 'Personal Information' tab, describes the ability to update addresses, contact information, marital status, name, social security number, and customize the directory profile. The right column, under the 'Student' tab, describes the ability to register for courses, view academic records, and register for new student orientation.

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

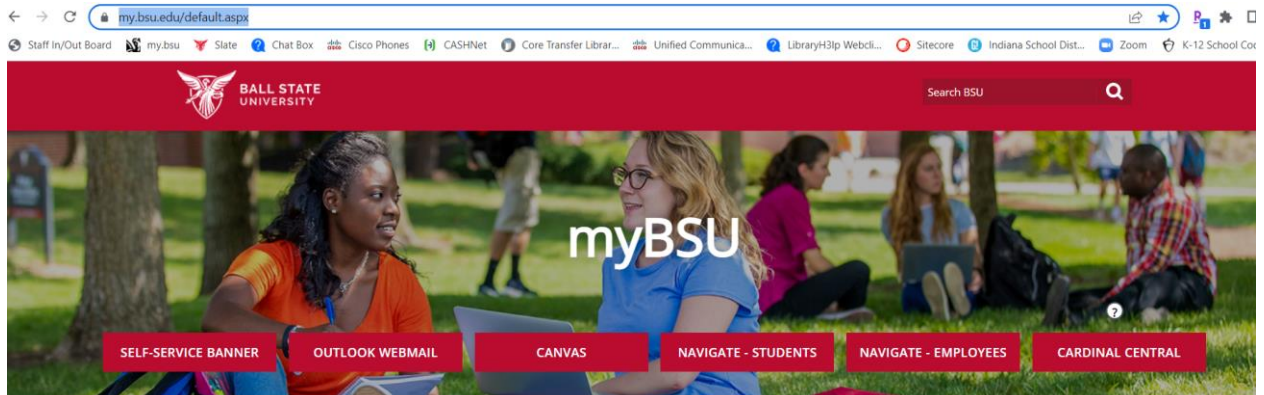
The screenshot shows a web interface with a navigation bar at the top containing links: Home > Personal Information, Student, Financial Aid, Faculty Services, Employee, Finance, and Proxy. Below the navigation bar is a grid of service links. The link 'Social Security Number Change Information & BSU ID Number' is highlighted in yellow.

Update Addresses and Phones	Directory Profile	View Emergency Contacts	Update Emergency Contacts
Name Change Information Name changes cannot be made via Self-Service Banner.	Social Security Number Change Information & BSU ID Number	View Preferred Name	Update Preferred Name
Banner Training Materials	eBill View my eBill, make an online payment, Bursar account activity, payment history, or make a deposit to your Cardinal cash account.	Veteran's Classifications	Disability Status

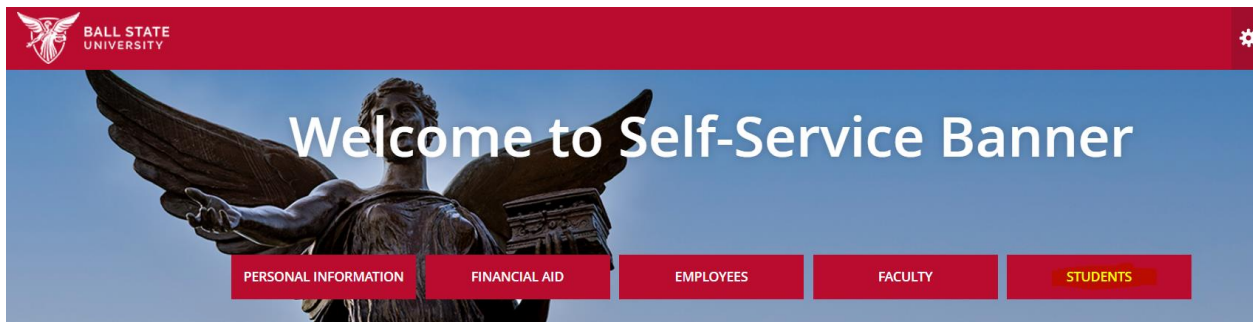
- Your BSU ID number will appear in the middle of the page that displays.

View Final Grades

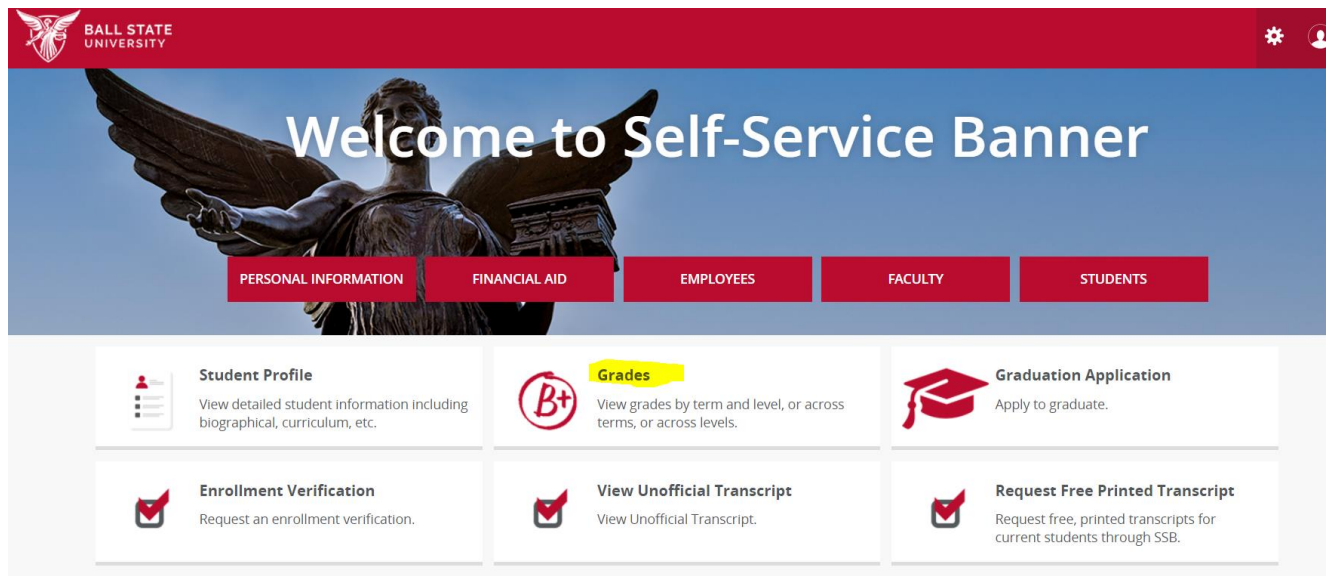
1. Navigate to [MyBSU](https://my.bsu.edu) and login with your Ball State username/email and password.



2. Click on the red 'Self-Service Banner' button (1st red button).
3. Click on the 'Students' tab.



4. Click on 'Grades'.



5. Enter the term in the drop-down box.



Select a Term ▼

Select a Course Level ▼

6. Select the appropriate course level in the drop-down box.



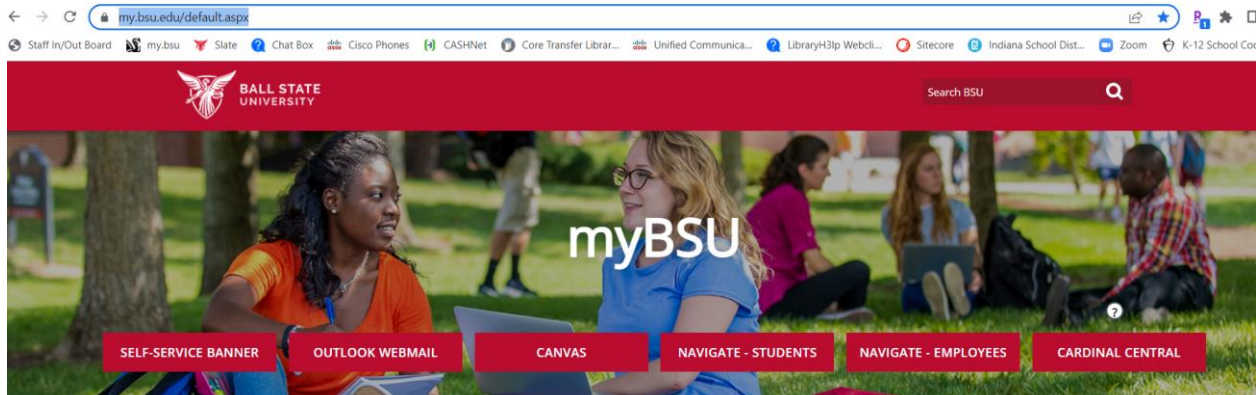
Fall 2022 ▼

Select a Course Level ▼

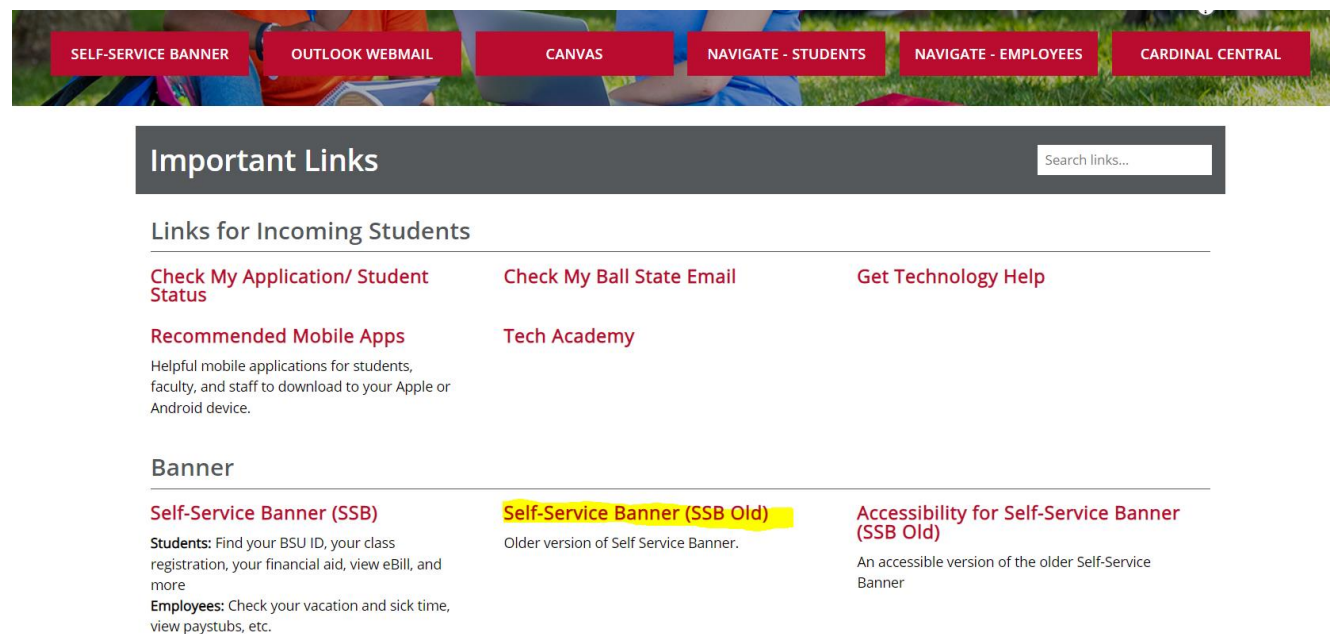
7. Once the page loads you will see your **GPA Summary** at the top and **Course Work** at the bottom. Under **Course Work** you will see the class(es) you registered for during that term. If the final grade has been published it will be listed under the column labeled 'Final Grade'.

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

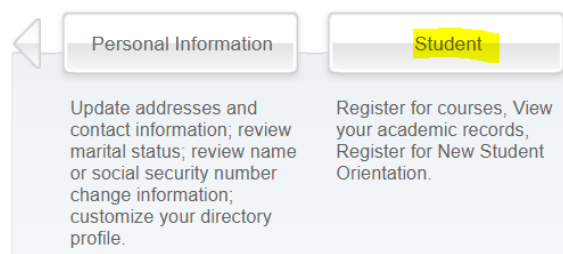
1. Navigate to [MyBSU](https://myBSU) and login with your Ball State username/email and password.



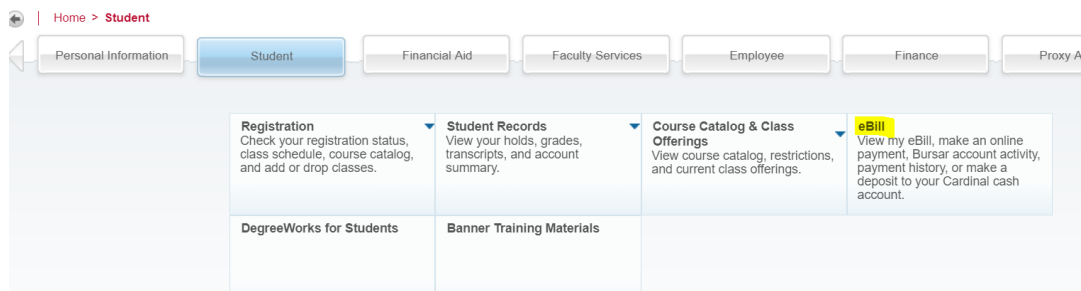
2. Scroll down to the section labeled **Banner** and click on the link that says 'Self-Service Banner (SSB-Old)'.



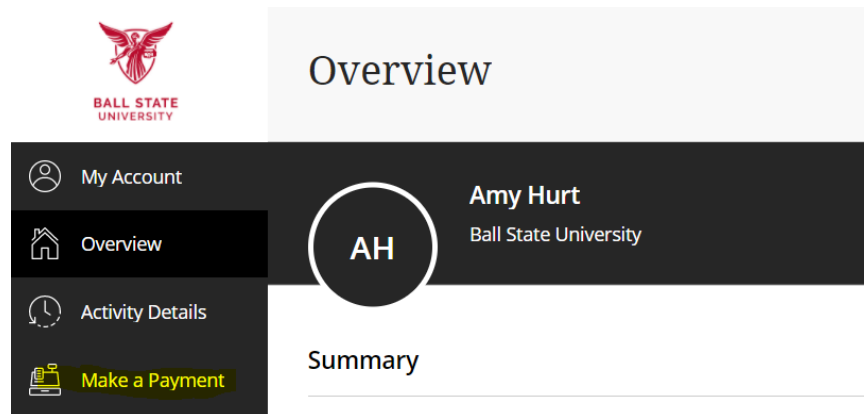
3. Click on the 'Student' tab.



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.



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

1. Navigate to the Student Financial Services' eBill [webpage](#).
2. Type in the **Student ID** and **Last name** of the account holder (as they appear on the bottom of your statement/invoice) and click the 'Sign in' button.
3. Click on the 'View Details' link in the Payment on Account box.

The screenshot shows the 'Make a Payment' interface. At the top, there's a Ball State University logo and the title 'Make a Payment'. Below this, a dark navigation bar contains 'Make a Payment' and 'Sign Out' links. The main content area shows 'Available items' with two boxes: 'Apartment Rent Payment' and 'Payment on Account'. Each box has a 'View details' link. The 'View details' link for 'Payment on Account' is highlighted with a red box. At the bottom right, there is a 'Continue' button.

4. Type in the amount you wish to pay, then click the **Add to payment** button at the bottom. (Remember that under this option there is no way to view the account balance due.)

The screenshot shows the 'Item details' modal for 'Payment on Account'. The modal displays the amount '\$125.00' and a text box where the amount can be entered. The 'Add to payment' button is highlighted with a red box. The background shows the 'Make a Payment' page with the 'Apartment Rent Payment' item visible.

5. You will see your payment added to the **Selected Items** section. Scroll down to the bottom of the page and click the **Continue** button.

The screenshot shows the 'Make a Payment' interface for Ball State University. On the left is a dark sidebar with the university logo and 'Sign Out' link. The main area has a header '1 item \$125' and a 'Selected items' section. A card in this section shows 'Payment on Account' with '\$125.00' highlighted by a red box, and links for 'Edit details' and 'Remove'. Below this is a question 'Would you like to pay for something else?' followed by 'Available items' which includes 'Apartment Rent Payment' and 'Payment on Account', each with a 'View details' link. At the bottom right, a 'Continue' button is highlighted with a red box. A small note '* Indicates required field' is visible near the bottom.

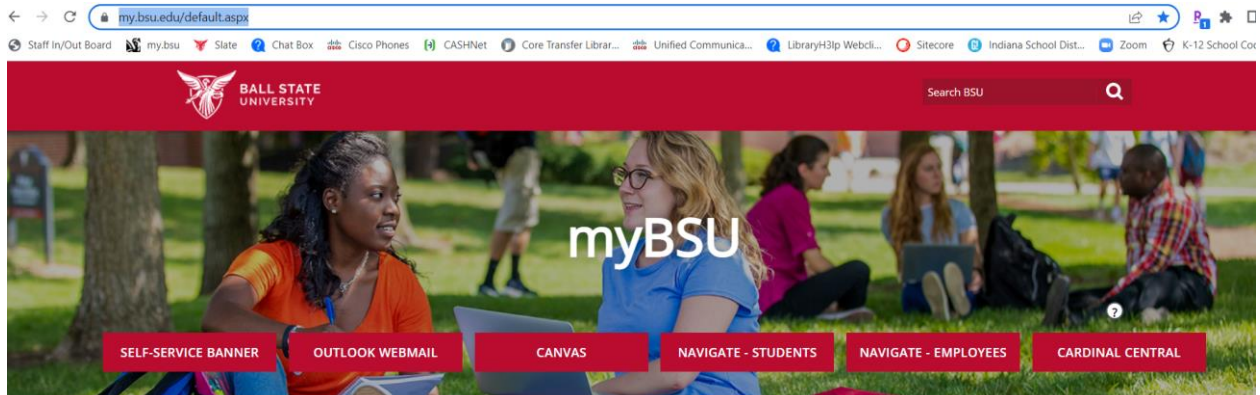
6. Select your preferred payment method from the drop-down list.

This screenshot shows the 'Make a Payment' screen at the 'Payment method' step. The sidebar is consistent with the previous screen. The main area has a header 'Make a Payment' and a sub-header 'Payment method'. Below this, it asks 'How would you like to pay?'. The 'Payment amount' is listed as '\$125'. A dropdown menu for '* Payment method' is open, showing three options: 'Credit or debit card', 'Bank account', and 'Foreign currency'. This dropdown menu is highlighted with a red box. At the bottom, there is a 'Secure encrypted payment' icon and text, and two buttons: 'Cancel' and 'Continue'.

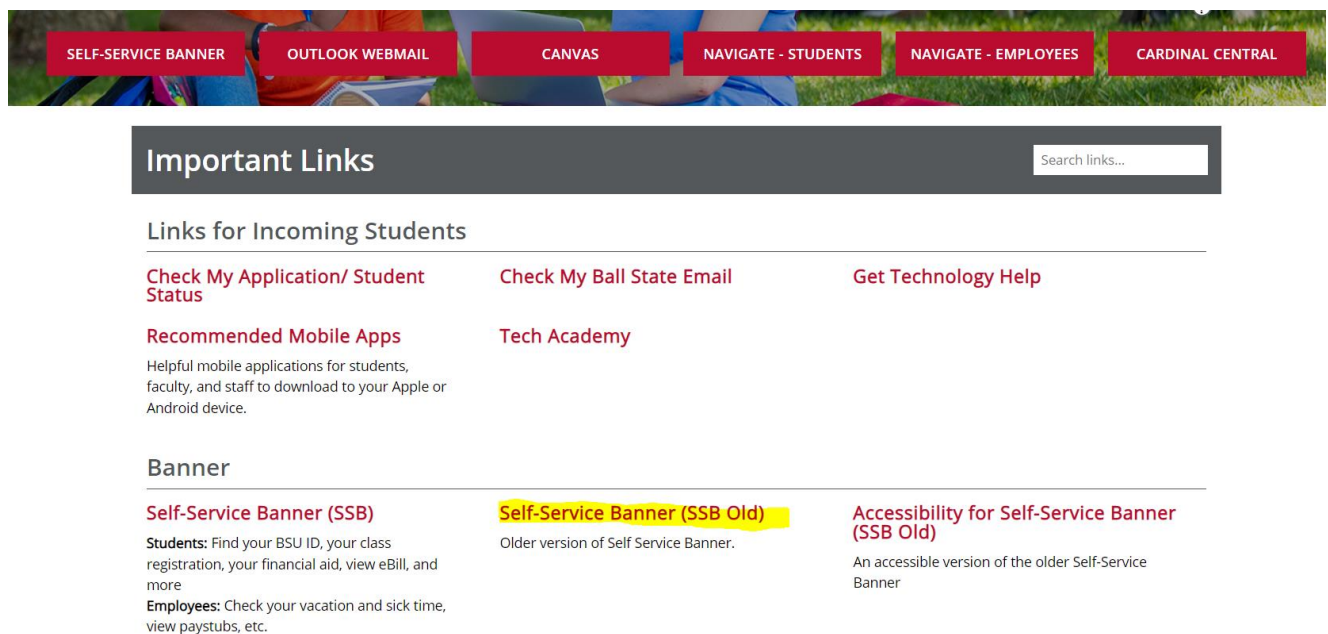
7. Fill out the corresponding form, then click the Continue button to go to the next screen and complete your payment.

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

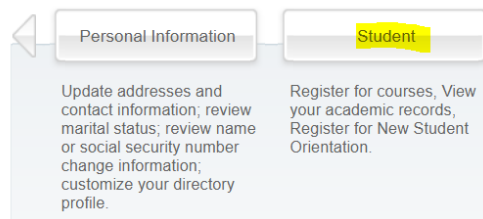
1. Navigate to [MyBSU](https://myBSU) and login with your Ball State username/email and password.



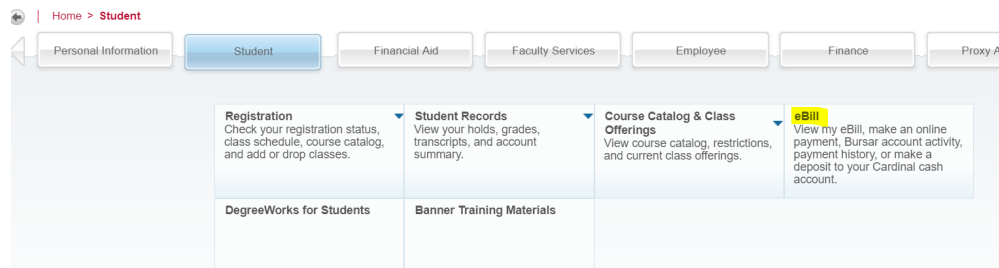
2. Scroll down to the section labeled **Banner** and click on the link that says 'Self-Service Banner (SSB-Old)'.



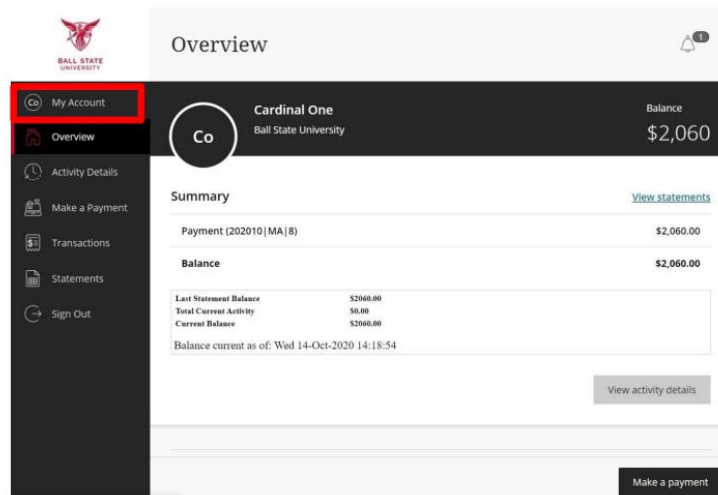
3. Click on the 'Student' tab.



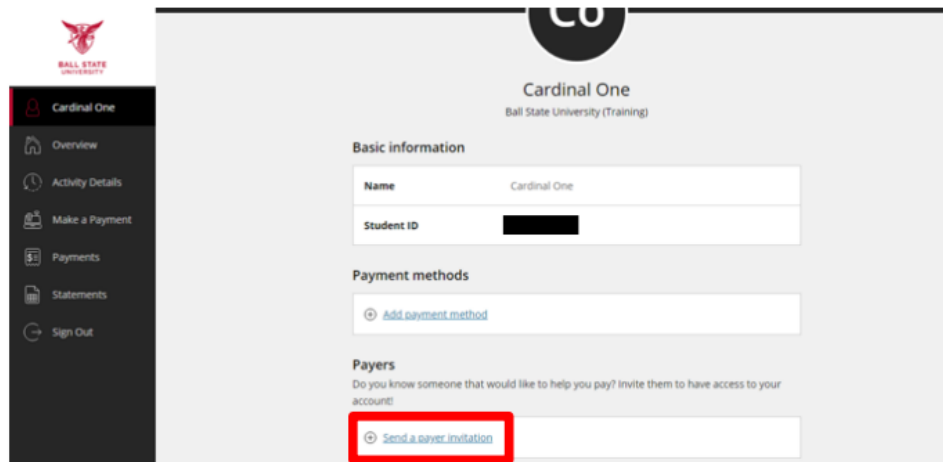
- Click on 'eBill'.



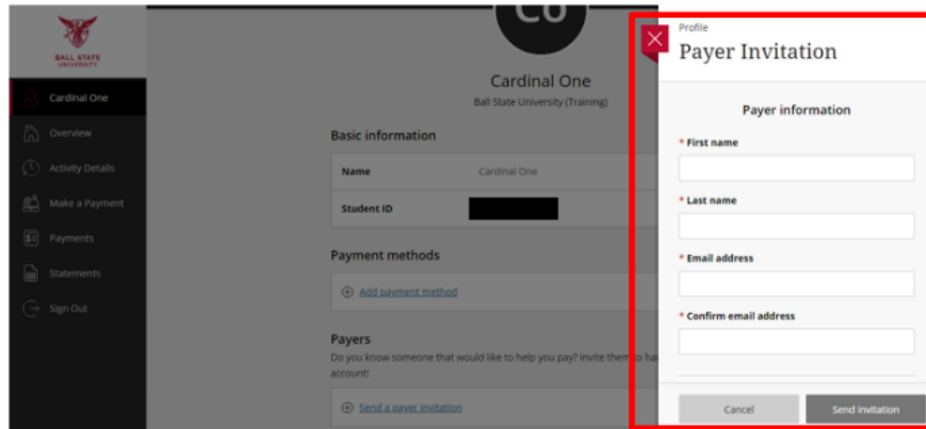
- Click the **My Account** link on the left-side of the screen. If you are using a cell phone, click the three horizontal lines in the top-left corner to reveal the navigation page. *(Note: Someone can be an authorized payer on more than one account, but their user name must be unique for each student.)*



- Click the **Send a payer invitation** link.



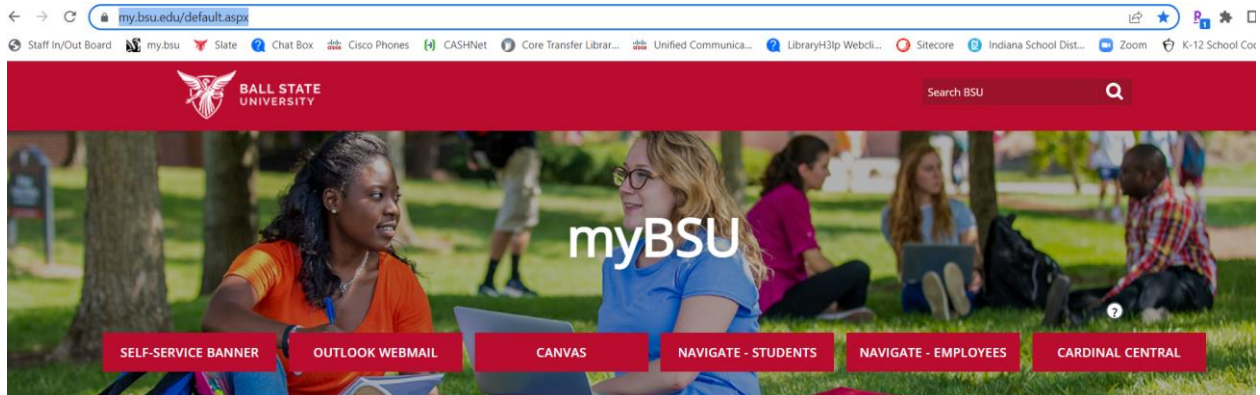
7. Fill out the payer invitation and click the **Send Invitation** button at the bottom.

The image shows a web application interface for 'Cardinal One' at Ball State University. A modal window titled 'Payer Invitation' is open, highlighted with a red border. The modal contains a 'Payer information' section with four required fields: 'First name', 'Last name', 'Email address', and 'Confirm email address'. Each field has a small asterisk icon indicating it is required. At the bottom of the modal are two buttons: 'Cancel' and 'Send Invitation'. The background of the application shows a sidebar with navigation links like 'Overview', 'Activity Details', 'Make a Payment', 'Payments', 'Statements', and 'Sign Out'. The main content area displays 'Basic information' for 'Cardinal One' with fields for 'Name' and 'Student ID', and a 'Payment methods' section with an 'Add payment method' link. There is also a 'Payers' section with a 'Send a payer invitation' link.

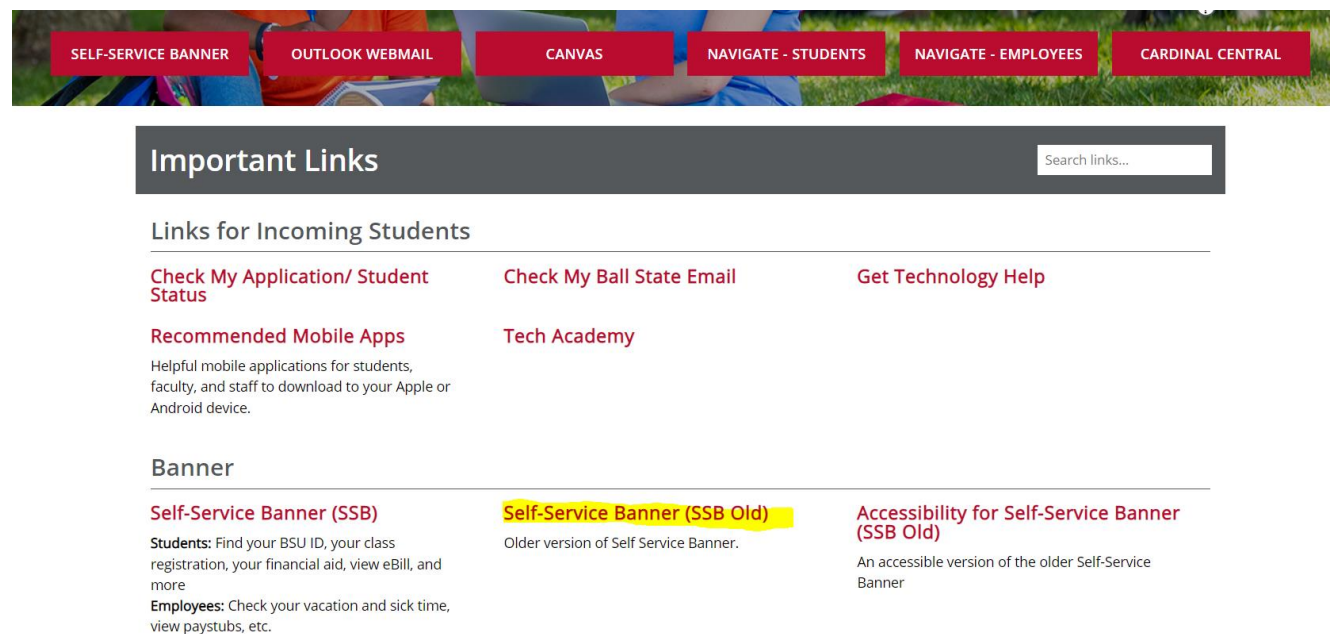
8. An email will be sent to the authorized payer with a temporary password. If your authorized payer does not receive an email from sfs@bsu.edu within a few minutes, ask them to check their junk/spam folder.
- The system will automatically assign a username and temporary password. The first time they login, they will be forced to change the password to something of their choosing.
 - Authorized payers can change their password at any time by clicking the **Forgot password** link at the bottom of the login screen. A new temporary password will be sent to their email address.

Checking your Academic Progress (SAP)

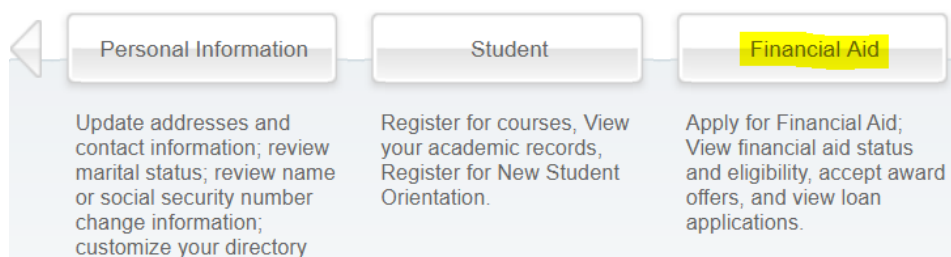
1. Navigate to [MyBSU](https://mybsu.edu) and login with your Ball State username/email and password.



2. Scroll down to the section labeled **Banner** and click on the link that says 'Self-Service Banner (SSB-Old)'.



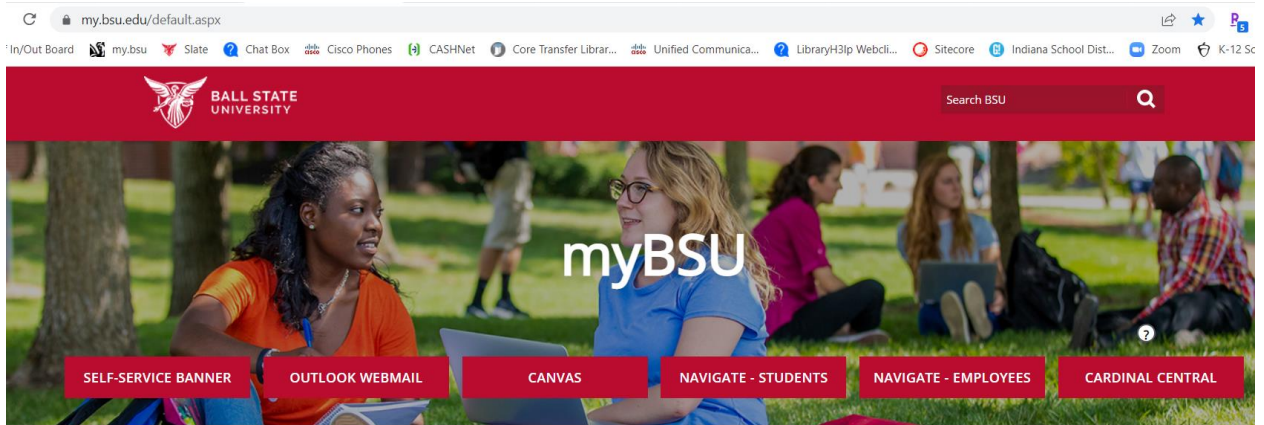
3. Click on the 'Financial Aid' tab.



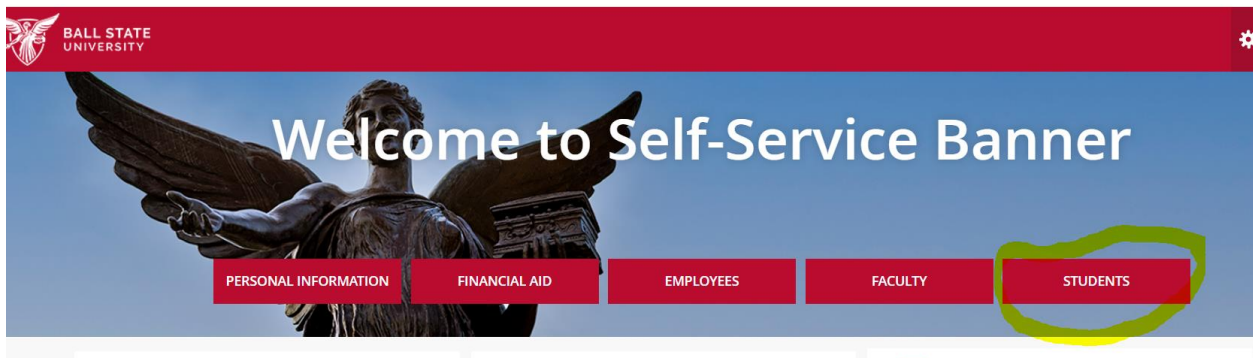
4. Select 'Eligibility'.
5. Select the 'Academic Progress' tab.

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

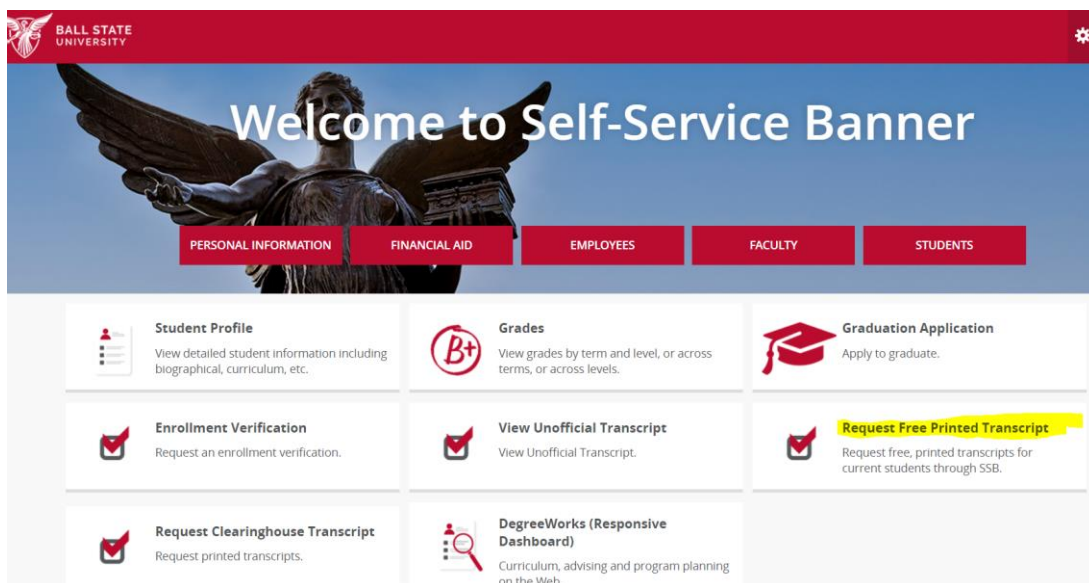
1. Log in to [MyBSU](https://my.bsu.edu) with your Ball State username/email and password.



2. Click on the red 'Self-Service Banner' button (1st red button).
3. Click on the 'Students' button.



4. Click on 'Request Free Printed Transcript'.



5. In the drop-down box for 'One of your Addresses', select your physical mailing address. Then click the 'Continue' button.

The screenshot shows the 'Transcript Request Address' page. At the top, there is a navigation bar with links: Personal Information, Student (highlighted), Financial Aid, Faculty Services, Employee, Finance, Proxy Access, and Applicant. Below the navigation bar is the page title 'Transcript Request Address' and a breadcrumb trail: Home > Student > Student Records > Request Free Printed Transcript. A message box contains information about COVID-19 and transcript requests. Below this, there are fields for 'Issue to:', 'OR --', 'One of Your Addresses:' (with a dropdown menu showing 'Mailing'), 'OR --', and 'External College Code:'. A 'Continue' button is highlighted in yellow. At the bottom, there is a link 'View Holds' and a red square icon next to 'Academic Transcript'.

6. Ensure your contact and address information is correct on this screen and then click the 'Continue' button.

Select Transcript Type

The screenshot shows the 'Select Transcript Type' page. At the top, there is a navigation bar with links: Home > Select Transcript Type. Below the navigation bar is the page title 'Select Transcript Type' and a message box: 'Please select a transcript type. If necessary, you may update or alter the address information.' Below this, there is a legend: '* indicates required field'. The form contains the following fields: 'Transcript Type: *' (dropdown menu showing 'Official Request via Web'), 'Issued To:', 'Street Line 1:', 'Street Line 2:', 'Street Line 3:', 'City:', 'State or Province:' (dropdown menu showing 'Indiana'), 'Zip or Postal Code:', 'Nation:' (dropdown menu showing 'None'), 'Area Code:', 'Phone Number:', 'Extension:', and 'International Access Number:'. A 'Continue' button is highlighted in yellow. At the bottom, there is a link 'View Holds' and a red square icon next to 'Academic Transcript'.

7. Enter the requested information.
 - a. On 'Number of Copies', you'll enter a number from 1 to 10, depending on how many you are requesting.
 - b. In the 'Print Transcript' option, leave it as is on "as soon as possible".

- c. In the 'Delivery Method' option, you can choose "US Postal Mail" and it will be mailed to your home **or** you can choose "Pickup at Registrar" and you will need to be pick it up at the Registrar's office on campus.

If no address is specified all printed official transcripts must be picked up in the Registrar's Office, LU B43 during university business hours by the end of the next business week. If not retrieved within that time, another request must be made.

Number of Copies (Up to 10 per day):

Print Transcript:

Delivery Method: *

Once the information is completed, click 'Continue'.


8. The transcript Request Summary will now be displayed. If everything is correct click 'Submit Request'.

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.

Transcript Ordering Center

Help

System Messages

Office Closing:
The Clearinghouse will be closed at the end of the year, from Monday, December 26, through Monday, January 2. Visit [MyStudentCenter.org](#) to read how holiday schedules may affect your transcript order.

School Notifications

CURRENT STUDENTS: If you are a **CURRENT STUDENT** at Ball State University, please visit <http://www.bsu.edu/transcripts> for transcript ordering options or go to self-service banner.

PROCESSING TIME: Standard electronic transcript processing time is 1-3 business days. For transcripts from prior to 1990, please allow 3-5 business days. Printed transcripts are mailed via the United States Postal service. Please allow 1-2 weeks for delivery.

Overnight delivery is available for an additional charge in the United States only. Please note that overnight delivery cannot be delivered to a P.O. Box. Overnight orders must be entered through this site by 12:00PM (noon) EST (Eastern Standard Time) in order to be processed same-day. Those orders not completed by 12:00PM will be processed on the next business day and, therefore, impact overnight delivery. The overnight delivery option does NOT include Saturday delivery.

ATTACHMENTS: Most associations that require an attachment can be sent without the attachment if you order an electronic PDF transcript. If you have additional questions about attachments, please email transcripts@bsu.edu

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
Teacher's College, Room 708
Muncie, IN 47306
Phone: (765) 285-1581
E-mail: dualcredit@bsu.edu



Dr. James Hendrix
Assistant Director of High School and Statewide Initiatives
Phone: (765) 285-6783
Email: jchendrix@bsu.edu



Nancy Day
High School and Statewide Initiatives Coordinator
Phone: (765) 285-3592
Email: nday@bsu.edu



Amy Hurt
Student Process Coordinator/Dual Credit
Phone: (765) 285-5776
Email: alhurt@bsu.edu