Dual Credit Admission and Registration

The latest Flash Player is required if using Chrome.

All Dual Credit Students start at the webpage bsu.edu/dualcredit then Admissions and Registration.

Select “For New Dual Credit Students” (a new student has not sent any test scores, transcripts or applied to Ball State University or “For Returning Dual Credit Students” (a returning student is anyone with a Ball State username and password, whether they have taken any courses or not.)

New Students

Step 1.

- Complete the Dual Credit Program Student Verification and Information Release Authorization (FERPA) form online
- Either print the Parent/School Permission form or request a form from your teacher or counselor

Step 2.

Return the completed permission form to your teacher or counselor

Step 3.

Click on List of Dual Credit High Schools and select your school

- Click on the small red magnifying glass
- Select your course and drag under Schedule (right side of the page)
- Verify your class, meeting times, and instructor
- Click the Register button (bottom right corner)
- Click on Create a New Account – (Ignore Sign-In)
- Enter the requested information
- Submit
- Should read “Welcome! Your account has been successfully created.
- Click Continue
- Click, Confirm, Registration, Complete Registration, Payment Detail page, Print Invoice
- Close your Browser – you are officially registered for your course.

Returning Students – Any student with a Ball State username and password even if you haven’t taken any classes.

Step 1.

- Complete the Dual Credit Program Student Verification and Information Release Authorization (FERPA) form online
• Either print the Parent/School Permission form or request a form from your teacher or counselor

Step 2.

Return the completed permission form to your teacher or counselor

Step 3.

Go to my.bsu.edu and sign in with your Ball State username and password. See “forgotten password” information below.

• Select Self-Service SSB
• Click Student
• Click HS Dual Credit Registration
• Select your school
• Click on the small red Magnifying glass
• Select your course and drag under Schedule (right side of the page)
• Verify your class, meeting times, and instructor
• Click Register, Confirm Registration, Complete Registration, Print

Forgotten Password – to reset

• Go to www.bsu.edu/password - you will need to know your username. If unknown, email dualcredit@bsu.edu.
• Click on Forgotten Password
• Type in your username
• Submit
• You will receive two emails. The first email will contain a URL and a key code. The second email will contain your new information.
• Click on the URL in the first email and type in the key code, submit.

You can now register for your classes starting at Step 3.

You will receive an email informing you are admitted into the Dual Credit Program. Watch your email for your Ball State username and password usually sent in five working days. If you do not find it, look in your junk, deleted or SPAM folders.

If there are any questions, please contact us at 765 285-3592 or dualcredit@bsu.edu.