

Ball State University Veteran Resources Guide



**BALL STATE
UNIVERSITY**

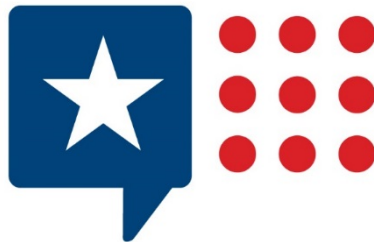
W E F L Y

**OFFICE OF VETERANS AFFAIRS
AND
VETERANS BENEFITS
BALL STATE UNIVERSITY
Vol. 1 2016 (Jun 2016)**

Introduction:

The resource guide is designed for Student Veterans and family members to inform them about the numerous student resources on campus and other related topics to help student veteran be successful in their college careers.

Veterans Crisis Line



1-800-273-8255
PRESS 1

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[Student Veterans Organization](#)

Student Veteran Organization (SVO)

The Ball State University Student Veteran's Organization is a community for all past, active duty, and future veterans that will have the maximum opportunity for academic and personal growth. We welcome all veterans and their families and friends and support a network for communication and relaxation.

svo@bsu.edu

www.facebook.com/bsu.svo

[Office of Veterans Affairs and Veterans Benefits](#)

Office of Veterans Affairs and Veterans Benefits

The Office of Veterans Affairs and Veterans Benefits at Ball State University is dedicated to providing the best service and resources for all Veterans and family members.

Office Phone: 765-285-5736

Vetbenefits@bsu.edu

Bursar's Office

Paying your Tuition Bill/Office of the Bursar

The Office of Bursar and Loan Administration is responsible for the billing, collecting and depositing of all money owed to and/or collected by Ball State University. This office also determines residency status, setup and maintain Cardinal Cash accounts, and preparation of federal tax form 1098-T. Make sure to handle all matters with the Bursar's office to avoid HOLDS being place on your records so you will able to register for classes.

Lucina Hall B31

765-285-1643

Link to Office of Bursar: <http://cms.bsu.edu/About/AdministrativeOffices/Bursar.aspx>

Financial Aid

FAFSA- Free Application for Federal Student Aid

Your Free Application for Federal Student Aid, commonly referred to as the FAFSA, is the key to determining whether you are eligible for federal, state, institutional, and private financial aid such as grants, scholarships, work-study, and loans.

Even if you think you may not qualify for federal aid, the information you provide on the FAFSA is often the basis for determining non-need based aid eligibility.

Financial Aid and Scholarships

Lucina Room 245

765-285-5600

<http://cms.bsu.edu/AdmissionsLanding/ScholarshipsandFinancialAid/HowtoApply/FAFSA.aspx>

Website for FAFSA : www.fafsa.ed.gov

Registration

Registering for Courses Using the Course Shopping Cart/Adding a Course

- When Course Registration and Add/Drop sessions start, go to Ball State's main website, www.bsu.edu.
- Click on "Current Students" at the top left corner of the page.
- Scroll down to "My Courses," and select "Course Shopping Cart."
- At the "Course Shopping Cart" screen, select the Discipline/Department, Course Number, Year, and School Term to find the course you are wanting to add into your schedule.
- Then click "Find Course."
- At the course screen, you will see a list of classes that are available. (Note: Some classes require prerequisites and others have restrictions. Pay attention to the RESTRC and COREQ under each class listing)
- When you find the class you want, select "Add Course" to the shopping cart.
- When you have picked all your classes, return to the "Current Students" page and click on "Course Request."
- At the "Course Request" screen, you will see the list of all your selected classes at the bottom of the page.
- Check all of the classes you want, and click "Add Checked Courses" to add them to your schedule. (Note: The course request period is NOT first come, first serve. Schedules are processed based on the number of credit hours earned. You may not get all of the classes or times your request.)
- Submit your schedule, and when prompted (normally 2--3 weeks), you can check "See My Schedule" at the "Current Students" page to see what classes have been added.

Schedule

Viewing Your Schedule Online

- Go to Ball State's main website, www.bsu.edu.
- Click on "Current Students" at the top left corner of the page.
- In the right hand column, under the "My Courses" heading, click "See my Schedule."
- Log in using your Ball State username and password.
- Read through the consent material.
- Then scroll to the bottom of the screen and click "I Accept."
- Your current course schedule will then appear.
- If you want to see a different term, use the drop box below your current schedule to select another term, and then click "submit."
- The date and time of your final exam for each course is listed in the far right hand side of the screen.
- When done, you should click "logout" at the top right corner.

Registrar's Office

The registrar office, commonly called the Registrar's Office, is the central hub of your academic career at Ball State University.

At this office, you can register for classes, check grades, obtain an ID card, update personal information, request an official transcript, seek information regarding current academic status, apply for graduation, and reinstatement. Our office also maintains information on voter registration and the Family Educational Rights and Privacy Act (FERPA).

Lucina Hall B43
765-285-1722

Link to Registrar's Office: <http://cms.bsu.edu/About/AdministrativeOffices/Registrar.aspx>

Parking Services

Parking Services

While at Parking Services, customers can park in the "Parking Services Business Only" spaces located on the east side of the building in lot G9. If these spaces are full, additional parking is located on the south side of the building in the metered area of the R8 parking garage. These spaces are located on the first floor and must be paid for at the beginning of your stay.

Services Offered

Several services are offered to make parking on campus safer and more convenient. Anyone parking on campus can take advantage of these services. For more information and hours of operation, check out the links below. - Charlie's Charter provides transportation after campus shuttles stop running.

-The Motorist Assistance Program provides assistance to motorists encountering vehicle problems on campus.

-Campus Shuttle Buses provide free transportation throughout campus Monday through Friday and on Sunday.

-Emergency Phones are located across campus to enable you to call for help when you need it.

Parking Permits

All parking facilities, except parking meters and metered floors of parking garages, require a parking permit during enforcement hours. All lots have entrance signs stating the type of permit required and enforcement hours.

Avoid Parking Tickets

- The most important thing to remember when parking your vehicle is to check the lot sign, garage, or meters in the space you parked.
- When entering the space you are parking in, read the signs posted for specific times that permits are required. If it is during that time and you do not have a permit, DON'T PARK THERE!
- If it is after the specific time stated on the lot/garage/meter, then you are able to park there, but be aware of what time enforcement begins again. Many lots have early morning hours i.e. Commuter lots at 3:30 AM, or some have no overnight parking, like the parking garage by Woodworth.
- Some parking spaces on campus have a posted sign designating it a "Special 97" permit or a director's spot. These and other designated areas are 24 hour tow zones.
- Meters are also very important to pay attention to. Always remember to check how much time you have left, and if need be, add another quarter.
- There is one benefit for students' families living in the residence halls. Your parents are able to apply for a free Cardinal Pride permit, which allows them to park at the meters outside of YOUR DORM and any green (commuter) or yellow (faculty/staff) parking lots. These permits hang from the rear view mirror and are to be displayed at all times while parking in the designated spots on campus.
- Always check before you park

Office of Parking Services L.A. Pittenger Student Center Room L-1 **Hours:** 7:30 a.m - 5:00 p.m. Monday - Friday

Phone: 765-285-1208 **E-mail:** parking@bsu.edu

Paid Parking Map: <http://www.bsu.edu/map/media/pdf/visitormap1.pdf>

BSU Parking Services Website: <http://cms.bsu.edu/About/AdministrativeOffices/ParkingServices.aspx>

Counseling Services

Counseling Center

• The Counseling Center provides a broad range of services including individual counseling, group counseling, testing, emergency services, psychiatric consultation and outreach, all designed to help you reach your educational and personal goals. Services are free and are provided by psychologists and counselors who have special backgrounds and experience with young adults. Appointments can be made in person or by calling the receptionist.

Location: Lucina Hall 320

Phone: 765-285-1736

Web: www.bsu.edu/counselingcenter

Bracken Library

Bracken Library and Library Resources

The University Libraries is much more than books, articles and databases, images, movies, and course reserves. Bracken Library, the Architecture Library, and the Science-Health Science Library are full of comfortable places to hit the books, grab a cup of coffee, or work on group projects.

Located at the center of campus, Bracken is open as late as 3 a.m. so students have plenty of time to study and research. But the library is always open online: check out CardCat, the online catalog, get your questions answered using Ask a Librarian, and explore our site to get started!

Link to Bracken Library: www.bsu.edu/library

Link to Ask a Librarian: <http://www.bsu.edu/libraries/askalibrarian/>

Disabled Services

Office of Disabled Student Development

• The office of Disabled Student Development (DSD) demonstrates the commitment of Ball State to offer equal opportunity in higher education to qualified students with disabilities including students with cognitive disabilities. Integration into the mainstream of campus life is one of the top priorities of DSD. The following considerations are available to all students with the following disabilities:

Academic and testing accommodations

o Adapted physical education and recreation/sports programs

o Short-term loan of specialized equipment

o User-friendly adaptive computer lab

o Accessible shuttle bus services

o Braille and large print maps of campus

o Provisions for notetakers, interpreters and readers, made on an individual basis

o Disabled Students in Action, a campus organization designed to enhance to improve leadership skills and enhance personal growth and development

Location: SC 116

Phone: 765-285-5293

Web: www.bsu.edu/dsd

Learning Center

Learning Center

Looking for help with core classes or to develop your study skills? Then look no further than the Learning Center. Located in North Quad, the center offers free tutoring in mathematics, writing, and many of the other courses that are part of the University Core Curriculum. You'll also find workshops and other group learning experiences that will help you achieve academic success. Each year, thousands of undergraduate and graduate students use our services. These students earn higher grade point averages and report being highly satisfied with the assistance they receive.

The Learning Center offers four different tutoring areas, each one suited to meet specific needs:

- Core Curriculum Tutoring
- Math, Physics, Accounting, and Economics Tutoring
- Study Strategies Tutoring
- Writing Tutoring

Supplemental Instruction

The Learning Center offers free supplemental instruction (SI) in various core curriculum classes. SI is an academic support program designed for large lecture classes and/or classes with a high failure and withdrawal rate. An SI leader—a student who has already taken the class and has been trained in academic assistance—will attend your class with you, take notes, and read the material again.

Military Science

Reserve Officer Training Corps (ROTC)

Reserve Officer Training Corps prepares college students to be leaders in both military and civilian careers. Upon graduation, individuals seeking commissions in the United States Army will begin their military career as Second-Lieutenants.

ROTC has many benefits including financial assistance for college, monthly stipends, and eligibility for other military benefits.

Department of Military Science

Ball State University

Ball Gym, Room 111

Muncie, IN 47306

Phone: 765-285-8341

Career Services

Career Center Services

- Go to www.bsu.edu/careers to get started.
- Here you will find everything you need to know about picking a major/minor, mapping out your career path, finding an on/off campus job, internship, Federal Work Study Program, and so much more.
- Feel free to explore the site and see all of the opportunities offered. If you have specific questions you can talk with a Career Center Advisor.

Cardinal Career Link

- Career Link is a web site of the Career Center that allows students to upload their resume and send it to potential employers. It enables students to apply for on campus interviews.
- Cardinal Career Link also offers resume books for employers.
- Note: A resume book is a file of resumes that Ball State provides employers with when they are looking for students with certain majors and interests. Students are allowed to submit their resume into multiple resume books.
- To sign up for Cardinal Career Link go to www.bsu.edu/careers. On the right hand side of the page, there will be a link that says “Cardinal Career Link.” Once you click on that, you will have the option of “For Students” or “For Students & Alumni.”
- Click on the “Students & Alumni” link. Scroll to the bottom of the page, and click on “Cardinal Career Link.”
- Follow the directions on the top of this page, and you will be on your way to getting an internship or a job

Blackboard

Using Blackboard

Blackboard is a Web-based course-management system used by Ball State University to enhance the learning experiences of students. It provides a means for faculty to deliver course content to students. Blackboard also includes collaboration tools that allow students and faculty members to interact online.

<http://cms.bsu.edu/About/AdministrativeOffices/HelpDesk/TechClips/AcademicToolsforClasses/Blackboard.aspx>

Legal Services

Student Legal Services

Student Legal Services (SLS) can help you with...

- criminal law
- all areas of civil law, including landlord/tenant, contracts, consumer, employment, tort, debtor/creditor, probate, real estate, traffic tickets, and family matters
- legal reference materials and fill-in-the blank forms for leases, subleases, housing inspection forms, and roommates' agreements. We also prepare some contracts and other legal documents.

Your conference with a practicing attorney at SLS is strictly confidential. The SLS staff may not reveal any information regarding you or your legal matter to any person without your consent.

Phone: 765-285-1888

Address: Student Center- L17

Link to BSU Student Legal Services:

<http://cms.bsu.edu/CampusLife/StudentLife/LegalServices.as>

Health

BSU Health Center

The Ball State University Student Health Center, located in the Amelia T. Wood building, provides ambulatory health care for currently enrolled sick and injured students. The health center is comprised of a walk-in clinic and pharmacy on the first floor, Women's Center and Health Education on the second floor, and a physical therapy unit on the lower level. The QuickClinic, located on the lower level, provides health services to university employees.

Address: 1500 Neely Avenue Phone: 765-285-1103

Link to BSU Health Center: <http://cms.bsu.edu/CampusLife/HealthCenter.aspx>

Indiana Health Network Ball Memorial Hospital

Indiana University Health Ball Memorial Hospital serves as a destination health facility for the residents of East Central Indiana, and is home to medical specialties including the Cancer Center, cardiac services, orthopedic services and specialized women and children's services. IU Health Ball Memorial Hospital serves patients in a warm, healing environment designed to enhance the healing process.

<http://iuhealth.org/ball-memorial/>

Academic Advising

Navigating through your academic life may, at times, seem challenging. It definitely can be! Fortunately Ball State has prepared for your arrival in advance whether you are a freshman, upperclassman, transfer student, non-traditional student, honors student, or student athlete, and have created the tools that you need to successfully map a course that leads to your graduation.

Academic advisors at Ball State are **personal, professional, and prepared** to give you the advice you need and the resources you will use as you journey through course work, campus life, and your learning communities. Your **freshmen academic advisor** will train you in the most basic advising processes (how to make a schedule, add a class, calculate your GPA, declare a major, etc.). Your **faculty advisor** will assist you as you begin to focus on your major and minor, guide you towards internship and immersive learning experiences, and help you plan for your tier 3 University Core Curriculum (UCC) requirement. Finally, your **advising center** will serve as you are preparing for graduation "destination" as you beginning thinking about commencement and completing the requirements of your degree.

Differences in Freshman Advising and Faculty Advising

As a freshman, you will have a **freshman advisor** based in the Academic Advising Center (NQ 339) who offers personalized, one on one support in areas such as course selection, choice of major, college transition issues and referral to other support services. Upon completion of 30 credits, you will be assigned to a **faculty advisor** in the department of your declared major. If you have completed 30 credits and have not declared a major, you will continue with an advisor in University College who can help you consider options and make wise choices regarding a major.

Academic Advising North Quad (NQ), Room 339 Ball State University Muncie, IN 47306

Hours: 8 a.m-5 p.m. Monday-Friday (Summer Hours: 7:30 a.m. to 4:00 p.m.) **Phone:** 765-285-1161 **Fax:** 765-285-4049

Grades / GPA

Grades and Calculating GPA

Academic Progress can refer to hours completed, but it also includes the important area of grades and grade point average (GPA). Grades determine the difference between being in good academic standing and not, being eligible for academic honors, meeting major and extracurricular activity requirements, and can affect future endeavors after graduation. As a general policy, the minimum GPA required to maintain good academic standing is a 2.000 overall GPA, but as students think more about grades, effort can be made to achieve the highest academic goals. It is always your responsibility, as the student, to track your GPA throughout the semester and "stay on target" for a successful academic year.

Grading Scale and GPA Calculation Advising has provided a work sheet and GPA calculator on its website (<http://cms.bsu.edu/Academics/Advising/AcademicProgress/GradesGPA.aspx>) to help you understand how an overall grade point is calculated. The link is on the right side of the webpage. Use the GPA Calculation Form to see the grading scale and how numerical grade points are computed, and to estimate your GPA. Students will have both a semester GPA and an Overall, or Accumulative GPA each term grades are reported. If you are concerned about your grades and/or GPA, see your Academic Advisor to discuss available support services.

Another alternative to calculate GPA

- Go to www.back2college.com/gpa.htm
- Enter your Course, Credit Hours, and Letter Grade.
- Then click "Calculate your GPA"

Military Withdraw

Military Withdrawal

If you are a member of the National Guard or a Reserve or active member of the U.S. military and you are called to active military duty during a semester or academic term, this policy applies to you.

- If you are called to active duty during the first half of a semester or term, will be withdrawn from all classes and be granted a full refund.
- If you are called to active duty during the second half of the semester or term, you may withdraw and receive a full tuition refund (grades will be issued at the discretion of instructors) or you may request incompletes and, if granted, complete requirements when you return to your studies.
- If you are living in university housing, we will prorate rent or room and board until you terminate your contract, and we will waive cancellation charges.
- If you received financial aid, you will be subject to the refund policies of the agency sponsoring the aid.
- If you are a graduate student, we will grant an extension of time for you to complete your degree requirements equivalent to your period of active duty (but not more than four years).
- If you are a graduate or doctoral assistant eligible for fee adjustments and you are called to active duty after the first half of a semester or in the second summer term, you may count your employment period as being equivalent to a semester.
- If you are a graduate assistant called to active duty for more than 15 days, we will allow you to resume your assistantship the first full semester immediately following your return from active duty as long as you reenroll as a full-time student.

Please contact the Veterans Affairs Office prior to any withdraw! This action may impact your benefits!

Withdraw

Withdrawing from a Course

- Make sure you are fully committed before withdrawing from the course. Withdrawal from a course could impact your degree progress and have a potential impact on scholarships and financial aid as well as possible effect on family insurance coverage.
- If it is after the withdraw period at the beginning of the semester (normally the first week of classes), you will be required to inform your professor that you are planning on dropping the course before you fill out any forms. It is best to meet in person, but an e-mail is also sufficient.
- After informing your professor, visit the Office of the Registrar in the lower level of Lucina Hall (LU B43).
- At the Registrar's office, you will be given a yellow form to complete. On this form it will ask for your name, the date, your BSU I.D. number, course title, number of credits, the section number, and the reference number.
- Once you finish the form, take it to the Registrar's desk, and they will confirm the withdrawal.
- A grade of "W" will automatically appear on your transcript and does not affect your GPA.
- Midway through the semester will be a withdrawal deadline. If you desire to withdrawal from a class after this deadline, you will be required to get signatures from your professor, department chairperson, and/or college dean.
- If you find it necessary to withdrawal from all courses during a semester or term, you must report immediately to the office of the Ombudsperson (AD238, 285-1545) and complete an application for withdrawal.

Please contact the Veterans Affairs Office prior to any withdraw! This action may impact your benefits!

Student Rights

Office of Student Rights and Community Standards

Did you know that if you get into a situation where you can't pay your bills or buy books, you can get a short-term loan from the Student Rights and Community Standards office? If you have an emergency or other event that will keep you out of class for a few days, we can notify your professors. The Office of Student Rights and Community Standards handle those services and many more for you, faculty, staff, and the community. We also address several university policies and procedures. For instance, if you have questions about grade appeals or disciplinary actions you can inquire at their office. In addition to making you aware of policies, we help you respond to allegations of misconduct and violations of the Code of Student Rights and Responsibilities. If you've been a victim of a crime or witnessed a crime, we can give you valuable information on how and to whom to report it. We also post campus crime statistics and an annual security report for the entire community to view. Off-campus students can also find out what's happening on campus through our office. We publish a newsletter once a month throughout the semester just for you.

Policies and Procedures

As a member of the Ball State community, it is important that you familiarize yourself with different policies and procedures. The policies will help answer any questions you may have on grade appeals, disciplinary procedures, sexual misconduct, privacy rights, and other issues as well as provide valuable information. Guided by the Beneficence Pledge, our office is committed to making sure you have a safe, drug-free and pleasant environment as we strive to insure university policies are upheld.

Student Rights and Community Standards L.A. Pittenger Student Center, room L-4 **Hours:** M-F 8 a.m.-5 p.m. Summer hours: 7:30 a.m.-4 p.m. **Phone:** 765-285-5036 **Link to Office of Student**

Rights and Community Standards:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights.aspx>

Link to Student Code:

<https://sitecorecms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/~media/DepartmentalContent/Student%20Rights/pdfs/StudentCode0910.ashx>

Student Recreation

Student Recreation and Wellness Center

The Student Recreation and Wellness Center opened its doors on August 18, 2010 after two years of construction. The 200,000-square-foot center includes a three-level fitness room, suspended track, indoor turf field, five court gymnasium, multipurpose room, food service area, and gathering areas for patrons to meet and relax with friends. The facility also houses the Outdoor Pursuits Center, an outdoor resource center that features a 34-foot climbing wall and offers clinics, programs, and rental equipment for various outdoor activities.

Ball State University SRWC Fitness Center is approximately 13,000sq ft. This State of the Art space offers over **250 pieces of fitness equipment**. The equipment includes a wide variety of options for individuals of all fitness levels including **free weights, selectorized weight machines, over 60 pieces of cardio equipment** to meet all fitness needs.

BSU Fit offers many **trained instructors** who teach a variety of fitness classes for all levels of fitness we offer over 70 classes each week during the school year. Some of those include **Spinning, Pilates, Zumba, PIYO, strength training**. These classes are offered all year round and will challenge the fitness levels of all participants.

Recreation facilities are available to all enrolled students. Full-time and part-time students have full access to:

- Student Recreation and Wellness Center (SRWC)
- Ball Gym Fitness Room/Track
- Ball Gym Pool
- Cardinal Creek Tennis Complex
- Field Sports
- Lewellen Pool
- Racquetball Courts

Students who are enrolled in the current semester automatically obtain their SRWC membership. In the fall, students can gain access to all recreation facilities starting the Thursday before the first day of classes.

Phone: 765-285-1753

Link to BSU Recreation Services: <http://www.bsu.edu/recreation>

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Phone: 765-285-1753

Link to BSU Recreation Services: <http://www.bsu.edu/recreation>

Student Veteran Responsibilities for Benefits

While Receiving VA Education Benefits at Ball State University, I understand that:

I can be paid ONLY for those courses which are listed on my selected degree plan. If I am enrolled in any courses outside that degree plan the VA School Certifying Official (SCO) will not certify me for those particular hours. It is my responsibility to inform such and instance.

I will not be paid for courses which I have already successfully completed.

I AM RESPONSIBLE AND MUST notify the SCO IMMEDIATELY if I change my class schedule at ANY time in the semester that I am certified for. **Failure to notify the SCO can result in a delay in certification adjustments, which could cause an overpayment/debt with the VA.**

If I wish to NOT be certified by the SCO for any semester that I am enrolled, it is my responsibility to notify the SCO prior to the start of the semester beginning. I further understand that I will be automatically certified for enrollment to the VA each semester UNLESS I provide such notification.

I AM RESPONSIBLE AND MUST notify the SCO if at any time my VA Education Benefits expire.

Who we are

The Office of Veterans Affairs and Veterans Benefits at Ball State University is dedicated to providing the best service and resources for all Veterans and family members.

Contact Us

If you have any questions or comments please feel free to contact us.

2000 W. University Ave
Lucina Hall Room 237
Muncie, IN 47306

Phone: 765-285-5736
Email: vetsbenefits@bsu.edu



Office of Veterans Affairs and Veterans Benefits
2000 W. University Ave
Lucina Hall Room 237
Muncie, IN 47306