Orientation 2021
STUDENT HANDBOOK
WE FLY

BALL STATE UNIVERSITY
Welcome to Ball State University!

Thank you for choosing to join our University community. I am delighted you are taking the next steps to becoming a Cardinal.

Orientation is the first milestone on your journey to a fulfilling career and meaningful life. It is a great time to explore diverse opportunities, ask questions, examine your options, and connect with other students as you prepare for your first year at Ball State. You will make new friends and learn about all the ways we will challenge, support, and empower you to “fly” from day one.

Please refer to this helpful handbook for the schedule, locations, and descriptions of the various sessions you will attend today covering academics, campus life, finances, and more. After you return home, use it as your guide to our University’s many amazing resources for students.

On the next page you will find the Beneficence Pledge, which articulates our commitment to the enduring values of excellence, innovation, courage, integrity, inclusiveness, social responsibility, and gratitude. These values are intrinsic to Ball State’s culture and define what it means to be a Cardinal.

Talented and resourceful students like you are at the heart of everything we do. Our University is committed to your success. As you embark on your journey of lifelong learning, we will help you find your passion and purpose.

You have a promising future. And I am grateful that Ball State is part of it.

Sincerely,

Geoffrey S. Mearns
President

Join Orientation on Instagram

Ask questions about Orientation, Move-In, and Welcome Week, connect with your new classmates, and show off your Cardinal pride online. Our community is your community at instagram.com/bsuorientation. Scan this QR code with your phone to join us!
BENEFICENCE PLEDGE

Members of the Ball State Community:

Pledge to maintain high standards of scholarship and excellence
To work with students, faculty, and staff to strengthen teaching and learning on campus.

Pledge to practice academic honesty
To model and uphold academic integrity, to honor their peers and earn trust and respect from all members of the community.

Pledge to act in a socially responsible way
To treat each person in the Ball State community with civility, courtesy, compassion, and dignity; to respect the property and environment of the campus.

Pledge to value the intrinsic worth of every member of the community
To respect and learn from differences in people, ideas, and opinions.

Find the Beneficence Pledge at bsu.edu/pledge and the Ball State Code of Student Rights and Responsibilities at bsu.edu/studentcode.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Staff and Leaders</td>
<td>3</td>
</tr>
<tr>
<td>Student Orientation Schedule, Sessions</td>
<td>4</td>
</tr>
<tr>
<td>Campus Offices and Resources</td>
<td>8</td>
</tr>
<tr>
<td>Communications on Campus</td>
<td>19</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>20</td>
</tr>
<tr>
<td>Statement on the Importance of Diversity and Inclusion</td>
<td>20</td>
</tr>
<tr>
<td>2021–22 Academic Calendar</td>
<td>21</td>
</tr>
<tr>
<td>Welcome Week Schedule</td>
<td>21</td>
</tr>
<tr>
<td>Contact Information</td>
<td>22</td>
</tr>
<tr>
<td><strong>Financial Playbook</strong></td>
<td>23</td>
</tr>
<tr>
<td>2020–21 Academic Year Estimated Costs</td>
<td>24</td>
</tr>
<tr>
<td>Student Financial Services, FAQs.</td>
<td>24</td>
</tr>
<tr>
<td>Financial Aid and Scholarships, FAQs</td>
<td>28</td>
</tr>
<tr>
<td>Financial Playbook Checklist</td>
<td>30</td>
</tr>
<tr>
<td>Providing Access to Your Student Information</td>
<td>31</td>
</tr>
<tr>
<td>Campus Map</td>
<td>33</td>
</tr>
</tbody>
</table>

The information presented here, correct at the time of publication, is subject to change.

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.

Ball State wants its programs and services to be accessible to all people. For information about access and accommodations, please call the Office of Disability Services at 765-285-5293; go through Relay Indiana for deaf or hard-of-hearing individuals (relayindiana.com or 877-446-8722); or visit bsu.edu/disabilityservices. 1089064-21 mc
ORIENTATION STAFF

Samantha Ray  
Associate Director of Admissions: Orientation and New Student Programming

Nalini McCargar  
Assistant Director of Admissions and Orientation

Donna Perry  
Administrative Coordinator of Orientation

Tori Watkins  
Orientation Graduate Assistant

Contact the Orientation Office at 765-285-8290 or orientation@bsu.edu

ORIENTATION LEADERS

STUDENT LEADERS

Sunnie Berning  
Junior, Art (Visual Communication)

Sabrina Fullenkamp  
Junior, Mathematics Teaching

Larry Garner  
Sophomore, Business Administration

Graham Harding  
Sophomore, Telecommunications (Video Production)

Hannah Hill  
Senior, Communication Studies

Vishalli Lawrence  
Junior, Psychology

Mackenzie Lyseng  
Junior, Animation

Molly Mangels  
Junior, English/Language Arts Teaching

Sara McCann  
Junior, Telecommunications (Video Production)

Jacob Newlin  
Sophomore, Telecommunications

Alexis Quirk  
Sophomore, Dietetics

Payten Romig  
Sophomore, Theatre (Directing)

Jocelyn Sadowski  
Sophomore, Social Work

Richaun Stewart  
Junior, Theatre (Musical Theatre)

Eli Wolfson  
Senior, Theatre (Stage Management)

FAMILY LEADERS

Jordan Hensley  
Junior, Psychology

Elaina Kobitz  
Senior, Social Work

Grace Wallace  
Sophomore, Public Relations (Media Analytics and Emerging Media)

MEDIA COORDINATOR

Ameliah Kolp  
Senior, Telecommunications (Digital Production)

ORIENTATION COORDINATOR

Emma Trent  
Senior, Telecommunications and Spanish

CORONAVIRUS PRECAUTIONS

To mitigate the spread of COVID-19, Ball State’s health and safety protocols require that Orientation participants wear a face mask and maintain physical distancing on our campus this Summer. Learn more about our coronavirus response at bsu.edu/coronavirus.

TOBACCO-FREE CAMPUS

During Orientation, please observe Ball State University’s smoke-free campus policy—which prohibits smoking in all buildings and outdoor areas. For more information about the tobacco-free campus policy and resources available for those who want to quit, please visit bsu.edu/tobaccofree.
<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
</table>
| 7:30–8:30 a.m.| Registration, Community Tables, and Continental Breakfast  
Emens Lobby                                                   |
| 8:30–8:45 a.m.| Welcome  
Emens Auditorium                                           |
| 8:45–9:00 a.m.| Ball State Traditions and Values  
Emens Auditorium                                          |
| 9:00–10:00 a.m.| Academic Planning—Curriculum/Purchasing Textbooks  
Emens Auditorium                                      |
|               | The Honors College Experience and Academic Planning/Purchasing Textbooks  
Pruis Hall                                          |
| 10:00–10:30 a.m.| Break  
Emens Lobby                                                |
| 10:30–11:00 a.m.| Making Yourself at Home on Campus  
Emens Auditorium                                      |
|               | Commuter Connections  
Pruis Hall                                                |
| 11:00–11:30 a.m.| Straight Talk About Money: Handling Your Finances at Ball State  
Emens Auditorium                                      |
| 11:30–11:45 a.m.| Announcements and Introduction of Orientation Leaders  
Emens Auditorium                                        |
| 11:45 a.m.–12:00 p.m.| Travel to Lunch  
Department of Theatre and Dance Majors and Minors Meeting  
Strother Theatre                                    |
|               | Miller Scholarship Recipients and Business Honors Participants Meeting  
Whitinger Business Building, Room 147                     |
| 12:00–12:45 p.m.| School of Art Admitted Majors Meeting  
Art and Journalism Building, Room 225 (students only)  |
|               | School of Music Majors and Minors Meeting  
Hargreaves Music Building, Room 309                        |
| 12:00–1:30 p.m.| Lunch  
Woodworth Dining (Woodworth Complex)                     |
| 1:30–4:00 p.m.| Campus Resource Presentations and Class Scheduling  
Various Locations                                          |
| 4:00–4:30 p.m.| Break  
Emens Lobby                                                |
|               | Honors College Open House  
Edmund F. and Virginia B. Ball Honors House                 |
| 4:30–4:45 p.m.| Bridging the Gap—Making Your Transition Through Summer Programs  
Emens Auditorium                                          |
| 4:45–5:00 p.m.| Closing Celebration and Important Next Steps  
Emens Auditorium                                          |

See detailed descriptions of all events on pages 5–7.

Looking to grab dinner before leaving Muncie? Visit one of our many local restaurants listed on the Muncie Visitors Bureau website at visitmuncie.org/what-to-eat.
STUDENT ORIENTATION SESSIONS

7:30–8:30 a.m., Community Tables
Emens Lobby
Get information about and meet members of the Ball State and Muncie communities. Find out about local attractions from the Muncie Visitors Bureau. Sign up for Ball State’s debit card, Cardinal Cash, and find out how to register your vehicle with Parking Services. Learn more about Ball State from the Ball State Bookstore, University Dining, Emens Auditorium, Student Health Center, Information Technology, Intercollegiate Athletics, Military Science, School of Music ensembles, Student Affairs offices, Retention and Graduation, University Libraries, University Police, and Ball State Financial.

8:30–8:45 a.m., Welcome
Emens Auditorium

8:45–9:00 a.m., Ball State Traditions and Values
Emens Auditorium
Learn more about the history of Ball State, discover our traditions and values, engage in our Beneficience Pledge, immerse yourself in our campus culture, and officially become a part of our Ball State community!

9:00–10:00 a.m., Academic Planning—Curriculum/Purchasing Textbooks
Emens Auditorium
Presented by the Office of Academic Advising and the Ball State Bookstore
You will meet with a representative from the Office of Academic Advising, receive the Student Advising Handbook, review curriculum requirements, and learn what it takes to graduate.

This afternoon, you’ll meet individually with an academic advisor while your family participates in special workshops on college transition topics. You need some quiet, private time for your one-on-one meeting with an advisor. Academic advising is a developmental, teaching/learning process where you begin—with the help of an academic advisor—to learn how to think and talk about your educational goals, plan for your first semester, and learn how to accept responsibility for your decisions and course schedule.

How to Purchase Textbooks
Used books, new books, rentals, e-books—Find out everything you need to know to save the most money on your required course materials and be prepared to succeed in college.

9:00–10:00 a.m., The Honors College Experience and Academic Planning/Purchasing Textbooks
Pruis Hall
Presented by the Honors College
The dean or associate dean of the Honors College will be joined by a student representative to introduce you to classroom, research, and extracurricular aspects of the Honors College program and community. You will also meet your Honors College academic advisor, who will provide general curriculum information prior to your individual honors advising meeting this afternoon. There will be ample time for your questions. A representative from the Ball State Bookstore will join us at the end of this session. Family members are encouraged to attend.

10:00–10:30 a.m., Break
Emens Lobby
Join us for refreshments!

10:30–11:00 a.m., Making Yourself at Home on Campus
Emens Auditorium
Presented by the Office of Housing and Residence Life and University Dining
Learn how to make your residence hall a “home on campus.” Ball State staff will discuss residence hall living, roommates, and dining on campus.
10:30–11:00 a.m., Commuter Connections
Pruis Hall
Presented by the Office of Retention and Graduation, University Dining, University College, and Parking Services

Learn about services and opportunities available to help commuting students succeed. Emphasis will be on campus parking, commuter dining options, and the Commuter Ambassador program.

11:00–11:30 a.m., Straight Talk About Money: Handling Your Finances at Ball State
Emens Auditorium
Presented by the Office of Financial Aid and Scholarships and Student Financial Services

Get important information about college costs, financial aid, veterans benefits, billing procedures, and payment options.

11:30–11:45 a.m., Announcements and Introduction of Orientation Leaders
Emens Auditorium

It’s time to join the Orientation leader group that you will be with for the rest of the day, including lunch, campus resource presentations, and class scheduling. Family members will be taken to lunch by their family Orientation leaders.

11:45 a.m.–12:00 p.m., Travel to Lunch

12:00–12:45 p.m., Departmental Meetings

Department of Theatre and Dance Majors and Minors (Strother Theatre)
This meeting is required for students pursuing or interested in a major or minor in theatre or dance. Receive important information about the department as well as a schedule and a permission sheet, which is needed to enroll in assigned theatre and/or dance classes. Family members are encouraged to attend with you.

Miller Scholarship Recipients and Business Honors Participants (Whitinger Business Building, Room 147)
This meeting is required for students who have been awarded the Miller Scholarship and/or have been accepted into the Miller Business Honors Program. Receive important information about the scholarship/program requirements and advice on course selection. Family members are encouraged to attend with you.

School of Art Admitted Majors (Art and Journalism Building, Room 225)
This meeting is required for students who have been admitted to the bachelor of fine arts (BFA) degree program and students planning to pursue a bachelor of arts (BA) or bachelor of science (BS) degree in art education or graphic arts management or a BA in art history or studio art. Receive important information about major requirements, course sequence, and permission needed to enroll in art courses. Due to limited space, this meeting is for students only.

School of Music Majors and Minors (Hargreaves Music Building, Room 309)
This meeting is required for students who have been admitted to the School of Music through a formal audition. Receive important information about departmental requirements, policies, advice on course selection, and a permission form for registration purposes. Family members are welcome to attend with you.

12:00–1:30 p.m., Lunch
Woodworth Dining (Woodworth Complex)
Located in the Woodworth Residence Hall Complex, Woodworth Dining features various food concepts, a convenience grocery area, and a two-story glass atrium seating area. An emphasis on custom-made items provides variety for those following vegetarian, gluten-free, and other diets.

- Dellacasa serves brick-oven pizzas, sandwiches, and other Italian entrées.
- Sushi with Gusto features Japanese cuisine such as donburi, ramen, poke bowls, and sushi.
- Comfort Zone offers down-home cooking with rotating menus that often include homestyle favorites such as mashed potatoes, green beans, and roasted turkey.
• Woody’s Grill serves up hamburgers, chicken tenders, sandwiches, fries, and more.
• The Patisserie offers many specialty coffee drinks, pastries, and desserts.
• Deli World serves custom spinning salads, wraps, sandwiches, and paninis.
• Riverside Emporium has many grab-and-go food options as well as grocery items.

1:30–4:00 p.m., Campus Resource Presentations and Class Scheduling
Various Locations
Your Orientation leader will take you to presentations about important campus resources and to your academic advising appointment to schedule your first-semester classes. During the campus resource presentations, you will hear from the Career Center, Counseling Center, Learning Center, Multicultural Center, Office of Student Life, Unified Technology Support, and University Libraries.

4:00–4:30 p.m., Break
Emens Lobby
Join us for refreshments!

4:00–4:30 p.m., Honors College Open House
Edmund F. and Virginia B. Ball Honors House
Presented by the Honors College
Honors College students and their families are invited to an informal open house at the historic Ball Honors House, which is located on the other side of Riverside Avenue from Emens Auditorium, next to the Music Instruction Building. Come by for a light snack and some conversation.

4:30–4:45 p.m., Bridging the Gap—Making Your Transition Through Summer Programs
Emens Auditorium
Presented by the Office of Student Life
Get your experience as a Ball State student off to a great start. Seven exciting summer programs have the goal of introducing you to college life, meeting other new freshmen, and discovering ways to get involved. From thrilling outdoor adventures to valuable academic experiences and opportunities for leadership, involvement, and service, we have a summer program for you!

4:45–5:00 p.m., Closing Celebration and Important Next Steps
Emens Auditorium
Congratulations on completing your Ball State Orientation! To wrap up your day, you will hear more about important next steps, including how to submit your Student Health Form, how to obtain your Ball State ID Card, and information about Fall 2021 Welcome Week. Don’t miss this final, essential session.

How Was Your Experience? Take Our Survey!

We are always looking to improve our Orientation programs, and we value your input. Please take a few minutes to complete our survey on your mobile device, tablet, or computer. Results will remain anonymous. We appreciate your feedback and hope you enjoyed your Orientation experience. We look forward to seeing you in August during Welcome Week. To access the survey, visit bsu.edu/orientation/survey or scan this QR code to get started.
CAMPUS OFFICES AND RESOURCES

**Academic Advising**
North Quadrangle Building, room 339, 765-285-1161, [bsu.edu/advising](http://bsu.edu/advising)

During Orientation, students meet individually with an academic advisor who assists them in selecting classes for the Fall semester. Students will then be assigned an academic advisor in the Freshman Advising Center who will provide personalized, one-on-one support throughout their first two semesters. Upon completion of 30 or more credits and one academic year, students will be assigned an upper-division academic advisor in their major area of study.

**Alumni Association**
Alumni Center, 765-285-1080, [bsu.edu/alumni](http://bsu.edu/alumni)

Don’t wait four years to connect with the Ball State Alumni Association. Scholarships, leadership, and networking are waiting for you today!

- With more than $350,000 given in scholarships each year, there is likely an award for you.
- Join one of two premier campus organizations—Homecoming Steering Committee and Student Alumni Relations Team—and plan campuswide events for your peers.
- More than 201,000 alumni worldwide are ready to help shape your future. Network, find a mentor, and explore job opportunities on Cardinals Connect. Visit [cardinalsconnect.com](http://cardinalsconnect.com) to join the community.

Check out the Alumni Association website for opportunities. Students Today, Cardinals for Life!

**Army ROTC**
Ball Gymnasium, room 111, 765-285-4674, [bsu.edu/rotc](http://bsu.edu/rotc)

Army ROTC is an elective course you can take along with your required classes at Ball State. It gives you the tools, training, and experiences that will help you succeed in any competitive environment. Along with providing great leadership training, Army ROTC can pay for your college tuition. Because it is an elective, you can participate during your freshman and sophomore years without any obligation to join the Army. You will have a normal college student experience like everyone else on campus, but when you graduate, you will be commissioned as an officer in the Army.

**Benny Link**
[bsu.edu/bennylink](http://bsu.edu/bennylink)

Benny Link is an online tool that lists all recognized Ball State student organizations, clubs, honor societies, and activities. Want mobile access? Download the Corq App for iOS and Android to access this information on the go.

**Bookstore**
Art and Journalism Building in the Atrium, 765-285-8080, [shopbsu.com](http://shopbsu.com)

The Ball State Bookstore is the only place your purchasing dollars help support our University. Whether you choose to rent or purchase used, new, or electronic books, our bookstore’s price match program assures you the best value for your money. We price match books from any local competitor as well as books sold and fulfilled by [amazon.com](http://amazon.com) and [bn.com](http://bn.com). You may reserve your books to save the most on used textbooks or order online at [shopbsu.com](http://shopbsu.com). Remember—used books are first come, first served, so early ordering is the key to saving money.

**Career Center**
Lucina Hall, room 220, 765-285-1522, [bsu.edu/careers](http://bsu.edu/careers)

The Career Center provides career exploration tools and resources such as the KEY Careers program—designed specifically for freshmen—which helps students make more informed decisions earlier about their career choice and path of study. This reduces the risk of multiple academic major changes that extend students’ time in college. It also increases the likelihood of finding meaningful employment and satisfaction in a career. In addition, the Career Center offers personal career coaching, online assessments, real-time career seminars, internship and job postings on Cardinal Career Link, and...
workshops to develop job search skills. The Career Center has the only centralized source of career information on campus. Using its many resources can help you with career preparation and improve your job search outcomes, increasing the return on your investment in your education. Visit the Career Center to:

- get information about on- or off-campus part-time jobs
- identify and research majors and career options using multiple career exploration resources
- learn to find internships and gain career-related experience
- build job search skills for securing part-time jobs, internships, and professional employment

**Communications on Campus**

Communications Center, bsu.edu/commcenter

For many students, college life brings with it new responsibilities for maintaining your own well-being. Staying safe and maximizing your experience at Ball State requires keeping informed and engaged. The University uses many different communication channels to inform students. Familiarize yourself with these channels and engage with them throughout your time here. This is important because University communications provide critical information related to classes, billing, academic progress, campus life, emergency notifications, and more. See page 19 for a quick start guide.

**Counseling Center**

Lucina Hall, room 320, 765-285-1736, bsu.edu/counselingcenter

The Counseling Center provides free, professional, and confidential psychological counseling for students. We are committed to connecting students to the best possible resources, both on- and off-campus. The Counseling Center offers:

- **Resource & Relaxation Room:** This drop-in, self-help room is located in Lucina Hall 310-C and has two massage chairs, which are free and available with no appointment necessary. Other resources include books on a variety of psychological topics, a light therapy box, a coloring station, aromatherapy, and a free condom shop.
- **Welltrack:** This self-help app can be accessed from your phone, tablet, or computer to help you with stress management, anxiety, and/or depression.
- **Prevention and Support Services:** A variety of virtual prevention services are available to support students' mental health and promote resilience. The Counseling Center offers psychoeducational workshops, outreach, and training on topics important to students such as managing anxiety, coping with depression, healthy relationships, stress management, and developing resiliency.
- **Online Self-Help Resources:** Self-help resources that can be accessed 24 hours a day include online behavioral health screening tools and video recordings of the Counseling Center’s most popular psychoeducational workshops.
- **Let's Talk:** This service provides easy access to a one-time, informal, confidential, and free conversation with a Counseling Center staff member, who will offer support and help you problem-solve your concerns.
- **Groups:** Groups provide students with the opportunity to learn and practice coping strategies so they can successfully persevere through stressful life events. These groups also allow students to come together to discuss concerns such as eating disorders, relationship problems, depression, anxiety, and stress.
- **Individual Therapy:** Brief therapy is offered to help students tackle specific goals and students learn ways to feel more empowered and overcome life's challenges. Therapy may range from a single session to several sessions.
- **Psychiatric Consultation:** For some concerns, medication can be a helpful adjunct to individual therapy. A full-time psychiatrist and psychiatric nurse practitioner are available through the Student Health Center.
- **Community Referral:** Students who need ongoing services beyond what the Counseling Center provides can get connected to appropriate services in the local community.

Find out more about the Counseling Center by scanning the QR code shown here.
Dining
North Dining Hall, room 201, 765-285-1967, bsu.edu/dining

Students will find an assortment of cuisines in University Dining locations across campus:

- Enjoy state-of-the-art dining with a show-stopping bakery, Old World pasta, all-day breakfast, and down-home barbecue that will have you dreaming of your next return visit to North Dining Hall.
- Find artisanal comfort food, custom salads, high-end sushi and ramen, and Ball State’s signature mac and cheese at Woodworth Dining.
- Try one of the unique chef specials at the Tally in the L.A. Pittenger Student Center or delight in its salad bar to end all salad bars—with regularly rotating fruit, soups, desserts, olives, sides, nuts, granola, and so much else to fill your plate.
- Dine in the bright and airy Atrium in the Art and Journalism Building near the center of campus and enjoy local food items and fresh produce in the Atrium Café and Convenience Store.

It’s hard to find anywhere at Ball State that doesn’t have amazing food nearby. Enjoy your favorite tastes from national chains like Starbucks, dine at popular campus locations, and discover menus developed by top-notch chefs offering an assortment of options and unique flavors.

Meal Plans
Students living in the residence halls enjoy an abundance of amazing dietary treats as all housing and dining contracts include a meal plan as part of the overall on-campus experiences. Choose the plan below that best meets your individual needs:

- 21-Meal Plan: enjoy three meals each day of the week (+ $75 Dining Plus per semester)
- Any-18 Plus Plan: choose any 18 meals each week (+ $75 Dining Plus per semester)
- Any-14 Plus Plan: choose any 14 meals each week (+ $100 Dining Plus per semester)
- Any-10 Plus Plan: choose any 10 meals each week (+ $100 Dining Plus per semester)

Off-campus commuter students may choose an optional plan from the following:

- Any-5 Meal Plan: choose any five meals each week during a semester (+$50 Dining Plus)
- Meal Block 25: enjoy any 25 meals throughout the academic year
- Meal Block 50: enjoy any 50 meals throughout the academic year
- Meal Block 75: enjoy any 75 meals throughout the academic year
- Meal Block 100: enjoy any 100 meals throughout the academic year

NetNutrition
Access NetNutrition through bsu.edu/dining/dietaryneeds to get real-time menu and nutrition information at your fingertips. View nutrition facts, calorie counts, allergens, vegetarian or vegan designations, and availability for items prepared at Ball State’s dining locations. You’ll find easily identified calorie counts as well as vegetarian, vegan, and gluten-containing items on posted menus throughout campus. If you would like assistance with an individual dietary need, call 765-285-1967 or email dining@bsu.edu to make an appointment with our wellness nutritionist.

Dining Cash
To supplement a meal plan, Dining Cash operates as a debit account you can use at dining locations across campus. While similar to Dining Plus, this account does not come with a meal plan or expire at the end of an academic year—you may purchase Dining Cash in any amount you choose and enjoy access as long as you are a student. You’re eligible for a 10% discount when you purchase in $100 increments (e.g., purchase $200 of Dining Cash for only $180, saving you $20). Please note: to get the discount, you must have or be signed up for a meal plan either for on-campus or off-campus students.

Disability Services
L.A. Pittenger Student Center, room 116, 765-285-5293, Relay Indiana: relayindiana.com or 877-446-8722, dsd@bsu.edu, bsu.edu/disabilityservices

The Office of Disability Services facilitates Ball State’s efforts to provide access and opportunity for students with disabilities. Disability Services works with students to determine and implement reasonable and appropriate accommodations. A few of the services available are priority class scheduling, letters to teachers regarding classroom and testing accommodations, making print accessible, note taking, and sign language interpreting. Disability Services also provides resources for students with disabilities and serves as a liaison with faculty and other units of the University.
Throughout the year, Emens Auditorium hosts numerous lectures, concerts, celebrity performances, and community events that serve both Ball State and the surrounding region. The annual Artist Series features the best of touring Broadway and theatrical attractions. The auditorium also serves as home to the local Muncie Symphony Orchestra, which performs a mixture of pops and classics within its season. Ball State students may receive one free ticket to each event in the Artist Series and Muncie Symphony Orchestra Series by showing their Ball State ID Card at the box office. Many other arts performances are available to students at a special $5 student price. Recent shows include Florida Georgia Line, Hunter Hayes, Jason Mraz, Jim Gaffigan, Joshua Bell, Little Big Town, Martina McBride, REO Speedwagon, Royal Winnipeg Ballet, and The Fray.

**Emergency Preparedness**
bsu.edu/prepared

Ball State has safety protocols for many emergency situations that are rare yet possible. Please take a moment to review the information on this website. Bookmark this site on your computer and smartphone browsers. This guide is your first resource in the event of an emergency.

**Escort Service (Charlie’s Charter)**
765-285-5005 or 765-760-7433 (RIDE), bsu.edu/parking/charliescharter

Charlie’s Charter provides free transportation between on-campus locations at select times during late hours. Students may call the service to be picked up by an escort driver in a University vehicle and transported to any on-campus facility. Charter service hours may vary. Please check the website for current times.

**Financial Aid and Scholarships**
Lucina Hall, room 245, 765-285-5600, 800-227-4017, bsu.edu/finaid

For detailed financial aid information on important topics such as how academic performance impacts assistance, “15 to Finish,” federal loan programs, and more, please see the Financial Playbook starting on page 23.

**GivePulse**
bsu.givepulse.com

GivePulse is Ball State's system for all community service related activities. Use the online tool to find community service opportunities and to log your service hours for service-learning course requirements. Want mobile access to this information? Download the GivePulse App for iOS and Android.

**Student Health Center**
1500 W. Neely Ave., 765-285-8431, bsu.edu/healthcenter

To receive services at the Student Health Center on campus, students must pay Ball State’s health fee each semester. This fee covers office visits and a plan of care by a doctor or nurse practitioner at both the Student Health Center and the Women’s Center. It also includes evaluation by a physical therapist and treatment. See the Student Health Center’s website for more information on available services.

A visit at the Student Health Center or Women’s Center may include out-of-pocket costs that are not covered by the health fee. These centers do not bill any insurance for services provided at the time of a visit. The cost of these services is often minimal and may even be less than the typical deductible paid to your insurance. If you want to have any services billed to insurance, you should contact your insurance company, which will be able to direct you to a local primary care provider in your insurance network that can see you as a new patient. Otherwise, the cost of services provided at the Student Health Center or Women's Center must be paid at the time of the visit, or it can be added to your Ball State account to be paid later.

See the next page for Ball State’s mandatory vaccine requirements.
Vaccine Requirements
Mandatory vaccine requirements for students include the following:

- 2 Meningitis B vaccines (Trumenba or Bexsero) if under age 24
- 1 quadrivalent (ACWY) Meningitis vaccine (between ages 16–21)
- 2 MMR (Measles, Mumps, Rubella) vaccines
- 1 Tetanus/Diphtheria vaccine within the past 10 years

Visit your health care provider to obtain these vaccines and then submit this information directly to the Student Health Center. Students who do not complete this requirement will have a hold placed on their Ball State record.

Health Promotion and Advocacy (HPA)
1500 W. Neely Ave., Student Health Center, second floor, 765-285-3775, Office of Victim Services: bsu.edu/ovs, Health Education: bsu.edu/healtheducation

HPA is the home for inclusive and competent health and well-being education, promotion, prevention, and survivor-centered support. HPA contributes to student academic success through the promotion of adopting healthier behaviors. HPA is also committed to creating a safer community by responding to the impact of gender-based violence through providing student and survivor-centered support, resources, and services. HPA's services include:

Health Promotion
- Group presentations and/or individual consultations for health and well-being topics connected to personal and academic success (e.g., substance misuse, healthy relationships, sex education, violence prevention, stress/time management, nutrition, sleep, overall wellness, and public health initiatives such as COVID-19 safety)
- Outreach programming, events, and activities
- Relaxation & Resource Room
- Safer sex resources (including The Condom Shoppe)
- Peer volunteer opportunities

Survivor Services*
- Advocacy support following situations of dating/domestic violence, stalking, or sexual assault
- 24-hour, on-call availability
- Education (e.g., Indiana victim rights and filing protective orders)
- Referral to campus and/or community resources
- Bystander intervention training
- Assistance and support with reporting to law enforcement, Title IX, Office of Student Conduct, etc. (optional)

*Note: Survivor services are confidential.

Honors College
Edmund F. and Virginia B. Ball Honors House, 765-285-1024, bsu.edu/honors

The Honors College offers distinctive academic, social, and leadership opportunities for students who show promise of academic excellence—providing a place, a program, and the resources that enable curious scholars to explore, discover, and create. Honors students receive individualized attention from dedicated faculty in a challenging, close-knit learning community.

Housing and Residence Life
North Dining Hall, second floor, 765-285-8000, 800-382-8540, bsu.edu/housing

The Office of Housing and Residence Life helps students achieve academic success and personal growth through safe, comfortable, affordable, and diverse living-learning communities on campus. This environment fosters special learning opportunities, allowing students to develop skills to become productive, contributing members of both the Ball State community and the global society.

Students with questions about their housing application should call, email, or stop by this office.
**Intercollegiate Athletics**

Health and Physical Activity Building, room 260, 765-285-1474, [ballstatesports.com](http://ballstatesports.com)

Do you love showing your school spirit? Are Cardinal Red and White your favorite colors? Is Charlie Cardinal your favorite bird? If you answered yes to any of these questions, Ball State Athletics is the right place for you. Get involved and become part of Cardinal Country. Ball State offers 19 Division I intercollegiate sports programs and is a proud member of the Mid-American Conference and Midwestern Intercollegiate Volleyball Association. Students are admitted FREE to all regular-season home events by showing their Ball State ID Card.

We hope to see you and your friends cheering on Cardinal student-athletes. Follow us on Twitter and Instagram (@ballstatesports) and like us on Facebook (BallStateSports). #ChirpChirp

**Late Nite @ Ball State**

L.A. Pittenger Student Center, room 112, 765-285-1031, [bsu.edu/latenite](http://bsu.edu/latenite)

Late Nite @ Ball State is the “Best Party on Campus,” offering a series of high-energy events that provide entertainment for Ball State students every Saturday night. Late Nite events are hosted by students for students and include great food, outrageous activities, huge prizes, live bands, game shows, comedians, and so much more. Activities are held in the L.A. Pittenger Student Center from 9 p.m. to 1 a.m. each Saturday during the academic year. The best part is that it’s completely FREE with your Ball State ID Card. Guests 16 and older are welcome to attend, for a small fee, when accompanied by a Ball State student, staff, or faculty member.

Like entertainment? Interested in event planning and programming? Want to have fun while building your résumé? There are many ways to get involved in Late Nite. If you are interested in a fun, exciting, and entertaining on-campus job, apply to be a member of the Late Nite event staff. Additionally, the Late Nite Advisory Board offers the opportunity to create, plan, and implement Late Nite events and other aspects of the program. This leadership role helps students learn the behind-the-scenes aspects of the entertainment industry through event planning, contract negotiation, and staff supervision.

**Learning Center**

North Quadrangle Building, room 350, 765-285-1006, [bsu.edu/learningcenter](http://bsu.edu/learningcenter)

The Learning Center offers many programs to support student retention and graduation through peer academic success services. These include appointment-based tutoring (over 130 courses as well as writing and study skills), satellite drop-in tutoring (math and chemistry), Supplemental Instruction (SI leaders are placed in historically difficult courses), and Academic Coaching (peer coaching for time management, organization, goal-setting, and study strategies). Testing accommodations for students with disabilities are also available in the Learning Center.

The Learning Center conducts over 31,000 visits per year and serves an average of 26% of Ball State’s undergraduate student population. Peer tutoring, SI, Academic Coaching, and all programs are free for Ball State students.

**McKinley Avenue Agency**

Art and Journalism Building, room 246, 765-285-8256, [mckinleyavenue.com](http://mckinleyavenue.com)

The McKinley Avenue Agency is a student-run, full-service strategic communications and media sales agency. Through a variety of creative, innovative, and strategic tactics, the agency provides clients with inventive solutions for their advertising, public relations, and promotional needs. The McKinley Avenue Agency brings in revenue to support all student media, including *Ball State Daily*, *The Daily News*, *Ball Bearings Magazine*, *Byte*, and *NewsLink Indiana*. Students at the agency hold paid positions that enhance skills specific to their fields of study. Being a member provides students the opportunity to gain real-world experience and continue their learning outside of the classroom.

**Motorist Assistance Program (MAP)**

Department of Public Safety, 765-285-1111, [bsu.edu/parking/assistance](http://bsu.edu/parking/assistance)

MAP provides free assistance at select times and during late hours for those on campus who need a jump-start, air in a tire, vehicle unlocked because of keys locked inside, transportation to purchase a gallon of gas, or lock de-icer or abrasives for ice/snow. Assistance is available 8 a.m.–3 a.m. Monday–Thursday; 8 a.m.–7 p.m. Friday; and 6 p.m.–3 a.m. Sunday.
Multicultural Center
1120 N. McKinley Ave., 765-285-1344, bsu.edu/multiculturalcenter

The Multicultural Center supports and advances Ball State's commitment to diversity and inclusion. Its programs and services address the cocurricular needs of all students by promoting multicultural understanding, sustaining an inclusive environment for a diverse student population, and celebrating the historical contributions of diverse groups. The center also serves as a resource for students of color and LGBTQ students and coordinates the EXCEL and REACH mentoring programs for incoming first-year students. Learn more about the center’s programs and resources on its website.

On-Campus Employment
Cardinal Career Link, bsu.edu/careers/careerlink

Many Ball State students work on campus. An on-campus job provides an opportunity to earn extra money, meet people, develop transferrable job skills, learn time-management skills, gain experience, and get more involved on campus. Studies indicate that students who are active on campus perform better in the classroom and have greater success in post-undergraduate endeavors. Cardinal Career Link lists hundreds of employment opportunities online, including “On-Campus Student Employment” job postings.

David Owsley Museum of Art (DOMA)
Fine Arts Building, 765-285-5242, bsu.edu/DOMA

DOMA houses a world art collection of encyclopedic scope with more than 11,000 works from Africa, Asia, the Pacific Islands, Europe, and the Americas. The museum balances exciting global contemporary and historical art exhibitions with engaging displays of the permanent collection in an educational environment that serves both Ball State and the east central Indiana region. Hours are 9 a.m.–4:30 p.m. Tuesday–Friday and 1:30–4:30 p.m. Saturday (closed Sunday and Monday). Admission is free and open to the public.

Parking Services
L.A. Pittenger Student Center, room L-1, 765-285-1208, bsu.edu/parking

To park a vehicle at Ball State, students must purchase a campus parking permit from the Office of Parking Services. Rates for 2021–22 academic year permits were anticipated to be set in June 2021, with permits available for purchase in late June or early July. With a permit, freshmen can park in lots near Scheumann Stadium and ride the free Ball State shuttle to other areas of the campus. Commuter students may park in designated lots on the north and south sides of the campus.

Public Safety
200 N. McKinley Ave., 765-285-1111, bsu.edu/publicsafety

The Department of Public Safety's two components, University Police and Office of Parking Services, are responsible for the safety and security of students, faculty, staff, and guests at Ball State. They also regulate parking on campus. The department provides programs and services for the Ball State community as well as full law enforcement services.

Recreation Services
Jo Ann Gora Student Recreation and Wellness Center, room 201A, 765-285-1753, bsu.edu/recreation

Recreation Services provides comprehensive recreation programs and facilities for all members of the Ball State community. Offerings include competitive intramural sports, 29 different club sports, drop-in-and-play use of recreation facilities (Ball Gym Fitness Center, Jo Ann Gora Student Recreation and Wellness Center, Field Sports Building, Indoor Turf Building, racquetball courts, functional fitness gym, Lucina Tennis Courts, Lewellen Pool, and Ball Gym Pool), fitness and wellness activities, instructional programs, group exercise classes, safety certification classes, Outdoor Pursuits programming (including gear rental, adventure trips and workshops, climbing wall, and outdoor resource center), and other related services. As one of the largest employers of Ball State students, Recreation Services hires more than 150 students annually.
Registrar
Lucina Hall, room B43, 765-285-1722, bsu.edu/registrar

The Registrar's Office maintains the educational record of each Ball State student, including course registration, posting of final grades, and awarding of degrees. Other services and assistance provided by this office include course withdrawal, change of address, residency determination, enrollment verification, Proxy assistance, transcripts, and information on record privacy restrictions. Students are encouraged to explore services related to their educational record by visiting the Registrar's Office website and accessing their student portal at my.bsu.edu.

Retention and Graduation
L.A. Pittenger Student Center, room L20, 765-285-3312, bsu.edu/retention

The Office of Retention and Graduation strives to identify and remove barriers for students at risk of not returning to Ball State or students not on track to graduate in four years. This work involves providing students with the resources and support they need to ensure their academic success. This office also offers special outreach programs and services for 21st Century Scholars and commuter students.

Rinker Center for International Programs
L.A. Pittenger Student Center, room 102, 765-285-5422, bsu.edu/rinkercenter

The Rinker Center is Ball State's resource for international study and activities. With the support and engagement of faculty, students, and the local community, this center is at the heart of Ball State's commitment to international teaching and learning.

Student Advising Handbook
Academic Advising, bsu.edu/advising

This handbook is a valuable resource for Ball State students as they register for classes and plan for the future. All students will receive a copy. It is also available on the Academic Advising website.

Student Affairs
Administration Building, room 238, 765-285-3734, bsu.edu/studentaffairs

The Division of Student Affairs is dedicated to enhancing the matriculation process, the educational experience, and cocurricular opportunities at Ball State to help students discover their passion and prepare for success after graduation. Through meaningful involvement on campus, students develop transferable skills, multicultural competencies, and leadership qualities. At the same time, these experiences set forth expectations for personal responsibility, academic integrity, and respect for self and others so that our learning environment remains a positive one.

Essential student services and engaging campus programs are offered by the following departments: Career Center; Counseling Center; Dean of Students; Disability Services; Health Promotion and Advocacy; Student Health Center; Housing and Residence Life; Multicultural Center; Public Safety; Student Center and Programs; Student Conduct; Student Legal Services; Student Life; and Title IX. Student Affairs also provides opportunities for parents and families to be engaged in supporting student success through the Parents Advisory Council (PAC).

L.A. Pittenger Student Center
765-285-1926, bsu.edu/studentcenter

Ball State's Student Center has a wonderful array of offerings to meet the needs of the campus. The Tally Food Court features Taco Bell, Starbucks, a chef's station, and grab-and-go items. The Campus Information Center, 765-285-5000, is also located in the lobby to answer questions about Ball State. In addition, the Student Center includes a Ball State Financial branch, ATM, phone charging station, computer lab, post office, Hot Heads on Campus hair salon, Cardinal Lanes (with cosmic bowling, billiards, games, and a concession stand), 23 meeting rooms, and the Ball State University Hotel for family and guests.

Several offices in this building serve students’ daily needs, including Parking Services, Student Legal Services, Student Life, Disability Services, Retention and Graduation, and the Rinker Center for International Programs. Student organizations such as the Student Government Association, University Program Board, Late Nite @ Ball State, Black Student Association, Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council also call the Student Center home.
Student Financial Services
Lucina Hall, room B34, bsu.edu/sfs (formerly Office of Bursar and Loan Administration)

For detailed information on such important topics as eBill/tuition payment options, Cardinal Cash, 529 Plans, and providing access to your student information through Proxy and Authorized Payer, please see the Financial Playbook starting on page 23.

Student Government Association (SGA)
L.A. Pittenger Student Center, room 112, bsu.edu/sga

SGA serves as the collective voice for student concerns, provides valuable services for Ball State students, and invites all students to get involved in campus governance.

Student Life
L.A. Pittenger Student Center, room 133, 765-285-2621, bsu.edu/studentlife

The Office of Student Life offers opportunities for students to make friends and make a difference on campus and in the community while developing important life and career skills.

- Join a student organization—Ball State has more than 400 to choose from.
- Realize your vision and goals by creating amazing student experiences.
- Celebrate cultural heritage and explore identity and inclusion through organizations such as the Black Student Association, Asian American Student Association, Latinx Student Union, and Spectrum.
- Make a difference in your community through service and civic engagement events with Student Voluntary Services, Dance Marathon, Alternative Breaks, and Cardinal Kitchen.
- Earn credit through the weekly Excellence in Leadership seminar series or go for a leadership minor to complement your studies.
- Find your place in Ball State’s thriving fraternity and sorority community, which represents more than 13% of undergraduate students and provides friendships, social, philanthropic, and educational activities. Learn more about joining a fraternity or sorority at bsu.edu/greeklife.

No matter what your interest, we can help you make your best life here at Ball State.

Study Abroad
L.A. Pittenger Student Center, room 102, 765-285-5422, bsu.edu/studyabroad

Did you know that Ball State has more than 150 study abroad programs? Students can earn Ball State credit while taking classes or participating in a professional internship in another country. Programs vary in length, location, and cost. Students in any major can apply, and no foreign language experience is required for most programs. Financial aid and scholarships may be applied toward study abroad costs. Visit the Study Abroad Office website for program offerings and learn more on Facebook at facebook.com/ballstatestudyabroad.

Technology Resources and Support, Unified Technology Support (UTS)
Tech Center, Bracken Library, room 101, 765-285-TECH (8324), bsu.edu/uts

Ball State provides many opportunities for students to enrich their education and enhance their academic endeavors through the use of technology. The Tech Center provides access to resources, services, and support staff that will help you address your technology needs.

Accessible Computer Technology (ACT) Lab: The ACT Lab provides a variety of resources to members of the Ball State community with disabilities. The lab provides services such as textbook digitization and accessible conversion of course materials. Call 765-285-8275, visit Robert Bell Building, room 168, or email actlab@bsu.edu.

Computer Labs: For exceptional testing needs (internet outage, faculty hardware, etc.), a designated Respondus Monitor Testing area is located in the L.A. Pittenger Student Center, room 119. Reservations are not required. For hours or other general lab information, call 765-285-5234 or visit bsu.edu/labs.

Hardware Repair: This on-campus service helps students with computer hardware issues. Technicians are certified to perform warranty and non-warranty repairs on branded computers such as Apple, Dell, and Lenovo. If you need help with a computer issue, make an appointment with TechTime, and you’ll
be guided through the service process. Loaner computers are available while your computer is being repaired. Call 765-285-8324 (TECH), visit Bracken Library, room 101, or go to bsu.edu/techtime.

Linkedin Learning: Ball State students have access to more than 250,000 free online tutorials covering technical skills, creative techniques, business strategies, and more. Students can explore and learn at their own pace from any computer, tablet, or mobile device using their Ball State username and password. Visit mybsu.edu and scroll to the technology section.

Technology HelpDesk: Get answers to your technology questions, view the latest Ball State technology alerts, get assistance with Canvas, find free software downloads, view an online technology knowledge base, and get help via online web chat. You can also submit technology support requests online at bsu.edu/helpdesk or talk with a HelpDesk support agent by calling 765-285-1517 or 866-771-3276.

Technology Store: This Ball State-operated resource is designed to help with your technology needs and provide discounts on many products. Get assistance with:

- Apple products (MacBook Air, MacBook Pro, iPads, Apple Watches, iTunes cards, and accessories)
- Dell computers and accessories
- Fitbit devices
- earbuds and headphones, including Beats and Skullcandy
- computer cases
- supplies to keep study sessions going strong
- cables, adapters, and other accessories

The Technology Store accepts Visa, MasterCard, Discover, Cardinal Cash, personal checks, and money orders. You may activate a Cardinal Cash account through Student Financial Services. To make a purchase, you must present a Ball State ID number at the point of sale. For more information, call 765-285-4104, visit Bracken Library, room 103, or go to bsu.edu/technologystore.

TechTime: Free one-on-one technical assistance is available to all students. Trained student consultants provide help with common computer problems ranging from software installation, minor hardware diagnostics, data backups, and virus scans. Go to bsu.edu/techtime, call 765-285-8324 (TECH), or visit Bracken Library, room 101.

Stay up-to-date with the Tech Center on Twitter (@bsu_techcenter), Instagram (bsu_techcenter), or Facebook (Ball State Tech Center) for valuable technology information and current events.

Testing Center
Lucina Hall, room 366, 765-285-1290, bsu.edu/testingcenter

The Testing Center provides a wide range of testing services to Ball State students and the community. This resource represents several testing agencies and administers such exams as the Core Academic Skills Assessment (CASA), Graduate Record Exam (GRE), Law School Admission Test (LSAT), and the Praxis tests, to name a few. The center also administers placement exams for incoming students, College-Level Examination Program (CLEP), and certification exams such as Cisco and Adobe. Test proctoring services are available for individuals in distance education programs.

Unified Communications
Robert Bell Building, room 237, 765-285-8111

Video Conferencing: Information Technology Services provides a solution for Ball State students to conduct online meetings with faculty, staff, and fellow students. Students can host their own meetings using Zoom or Webex. These meetings include video conferencing and screen sharing to make collaborating on projects easier. Students can sign in to Webex at ballstate.webex.com or Zoom at bsu.zoom.us to start collaborating.

Wi-Fi and Internet Access: Information Technology Services provides 802.11n/ac/ax Wi-Fi coverage and internet connectivity to all academic, administrative, and residence hall buildings at Ball State. Three Wi-Fi networks are available to the campus community:

- The bsuconnect network is the preferred option for faculty, staff, and students. It can be accessed by joining the network and entering your Ball State email address and password when prompted.
- The eduroam Wi-Fi network can also be used by faculty, staff, and students by entering your Ball State email address and password when prompted. This network also allows you to take
your device to participating universities and connect directly to their Wi-Fi with your Ball State email address and password.

• For campus visitors, Ball State offers the bsuguest network as an unencrypted option to access the internet. Visitors must accept Ball State’s Acceptable Use Policy before using the network.

**Unified Media (Student Media)**

Art and Journalism Building, room 278, bsu.edu/unifiedmedia

All Ball State students are encouraged to get involved in the student media outlets housed within the Unified Media Lab (UML). The UML is home to Ball Bearings magazine, Byte magazine (entertainment and pop culture news), The Ball State Daily News (newspaper), NewsLink Indiana (TV news broadcast), and NewsLink Indiana Weather. Students produce written, visual, and digital content as well as oversee and manage websites, operate social media accounts, and create analytics reports for student media. Their work takes them around the campus and the globe. All outlets produce media products individually and in collaboration with one another. No experience is necessary, and students from all majors are welcome to participate.

**University Libraries**

Bracken Library, 765-285-5143, bsu.edu/library

University Libraries provide a place for study, collaboration, and research as well as an online environment with easy access to robust online resources and responsive virtual support. Online and print collections connect the Ball State community to rigorous academic research resources from around the world. Students also have access to local and historic archival resources, music, media, maps, computers and scanners, and presentation and production equipment such as digital projectors, cameras, and laptops. Bracken Library, the main library, includes spaces for group collaboration and individual study. Librarians are available to help students with research for assignments and projects. The Architecture Library (Architecture Building), Health Library (Health Professions Building), and a new facility in the Foundational Sciences Building are also open to all students.

**University Program Board (UPB)**

L.A. Pittenger Student Center, room 112, 765-285-1031, bsu.edu/upb

UPB is the largest student programming board at Ball State. Students involved in UPB have the opportunity to plan exciting programs such as comedy shows, large social and cultural events, and showings of new movies for other students to enjoy. If you want to be part of planning the fun for Ball State, contact upb@bsu.edu or 765-285-1031. The UPB Committee is open to all interested students and meets from 9–10 p.m. every Tuesday in the L.A. Pittenger Student Center, room 301.

**New Student Education Module**

Ball State is committed to student success, and one of the ways we demonstrate this is through the services we provide to help students achieve their educational and personal goals for success after graduation. These services begin before students arrive on campus with our online education modules through EduRisk.

All new students are required to complete the highly interactive online harm-reduction modules that provide information about alcohol and other substance misuse, healthy relationships, sexual assault prevention, and helpful bystander intervention techniques. These online modules complement the other prevention programs offered on campus, designed to create a safer community and help students to make healthier choices.

You will receive an email invitation with a web link and instructions to access the course via your Ball State email account before the beginning of the Fall semester. You are strongly encouraged to check your Ball State email and complete these education modules as soon as you receive access. For additional information, you may email healthed@bsu.edu.
Staying safe and maximizing your experience at Ball State requires staying informed and engaged. The University uses many different communication channels to keep students informed. University communications provide critical information related to classes, billing, academic progress, campus life, emergency notifications, and more. Here’s your quick start guide.

**Email is official communication at Ball State**

Information delivered to your Ball State email account from Student Financial Services, Academic Advising, Housing and Residence Life, the University administration, or a faculty member is considered received. Students are responsible for managing and checking their Ball State email account regularly. You can manage some of what is delivered to your inbox through the Communications Center, commcenter.bsu.edu (see “Communications Center” below).

**Communication during an emergency**

Ball State’s website (bsu.edu) is the official source of information in the event of an emergency. Other official sources include University email, opt-in text messaging, and @ballstate_alert on Twitter. During an emergency, information such as safety instructions for students, faculty, and staff will be provided through these official sources. The campus sirens may emit a continuous three-minute sound warning as well.

Ball State uses these communications related to safety:
- **Emergency notifications:** Notifications are sent when immediate and specific action by students is likely to protect them from imminent danger. This system is also used when the University cancels classes or the campus is closed. These are delivered simultaneously via the Ball State website, email, mobile text messages (to students who subscribe), Twitter, and digital signage when there is an immediate threat to the campus community. Visit bsu.edu/emergencytext to subscribe to mobile text messaging.
- **Public safety notices:** These are sent when students, faculty, and staff would benefit from official information about incidents on or near our campus that might lead individuals to be more cautious or aware of their surroundings. These messages, sent via email, call for no specific action. They raise awareness and remind individuals to practice good safety habits or mitigate rumors.

**Emergency preparedness**

Ball State has safety protocols for many emergency situations that are rare yet possible. Please take a moment to review the information at bsu.edu/prepared. Bookmark this website on your computer and smartphone browsers. This guide is your first resource in the event of an emergency.

**Other official communication sources**

- **Ball State home page:** bsu.edu
- **Communications Center:** commcenter.bsu.edu. A one-stop shop for campus announcements and activities. Each weekday morning, you will receive a digest of articles published the previous business day. If you want to makes changes to your subscription settings, you can manage that on the Communications Center website. There, you can choose which categories you’re interested in and how often you receive notifications—immediately, daily, weekly, or not at all. It’s easy and takes only a minute.
- **Campus events calendar:** bsu.edu/events. Search by keywords, category, organizer, date, or location to find out what’s happening when.
- **eBill:** bsu.edu/ebill. This is Ball State’s system for electronic billing statements from Student Financial Services and payments. Learn more on page 24 of this handbook.
- **Social media:** Ball State maintains several social media accounts for official communications, including reminders about key events and academic dates throughout the year. We encourage you to follow Ball State on your social media platform of choice.

Facebook: /ballstate
Instagram: @ballstateuniversity
LinkedIn: /school/ball-state-university
Snapchat: @ourballstate
TikTok: @ballstate
Twitter: @ballstate and @ballstate_alert
YouTube: /officialballstate
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law designed to protect the privacy of students’ education records. It applies to schools that receive funds through a U.S. Department of Education program, including federal financial aid. FERPA applies to all Ball State enrolled students regardless of whether they reside outside the United States or if they receive federal financial aid. Ball State follows FERPA guidelines regarding the privacy, release, and access of students’ education record. Students can authorize electronic access to specific and designated parts of their education record, including course registration and final grades. Students must use the student information system at my.bsu.edu to designate a parent, guardian, or other individual as a Proxy and designate what information may be accessed.

STATEMENT ON THE IMPORTANCE OF DIVERSITY AND INCLUSION

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff, and student body. Ball State is committed to ensuring that all members of the campus community are welcome through our practice of valuing the varied experiences and worldviews of those we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge.

At Ball State, diversity is an integral part of our identity. Our success depends on our efforts to cultivate inclusivity within our pedagogical, scholarly, and creative pursuits. Community is an inherent and crucial aspect of such efforts at local, national and international levels. As we recruit and retain a diverse administration, faculty/staff and student body, we strive to ensure that our students are prepared to engage and succeed in increasingly diverse environments. Our recruitment efforts will continue to include historically underrepresented populations to create the cultural milieu that promotes participation by all.

We are committed to the pursuit of excellence by being inclusive of individuals without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, or age. Ball State will be a place recognized for its positive culture and climate—one where all stakeholders know that their contributions to the mission of the University are essential to our success.

To learn more about diversity and inclusion at Ball State, visit bsu.edu/inclusiveexcellence.
2021–22 ACADEMIC CALENDAR

Wednesday, August 18–Thursday, August 19
Residence halls open for Premium Plan students on Wednesday, all students on Thursday

Monday, August 23
University classes begin for the Fall semester

Monday, September 6
Labor Day—no classes

Friday, September 24–Sunday, September 26
Family Weekend

Monday, October 11–Tuesday, October 12
Fall Break—no classes

Saturday, October 23
Homecoming

Wednesday, November 24–Sunday, November 28
Thanksgiving Recess—no classes

Tuesday, December 14–Friday, December 17
Final Exam Period

Friday, December 17
End of the Fall semester; residence halls close for the semester break

Sunday, January 9
Residence halls open for the Spring semester

Monday, January 10
University classes begin for the Spring semester

Monday, January 17
Martin Luther King Jr. Day—no classes

Sunday, March 6–Sunday, March 13
Spring Break—no classes

Tuesday, May 3–Friday, May 6
Final Exam Period

Friday, May 6
End of the Spring semester; residence halls close for the semester break

WELCOME WEEK SCHEDULE

When you come back to start your first semester in August, Ball State’s Welcome Week activities will help you connect with our supportive campus community and make a smooth transition to college. See the full schedule of events at bsu.edu/welcomeweek. To get there faster, scan this QR code with your phone.
<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE NUMBER</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>765-285-1161, 800-382-8540</td>
<td>bsu.edu/advising</td>
</tr>
<tr>
<td>Admissions</td>
<td>765-285-8300, 800-482-4278</td>
<td>bsu.edu/admissions</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>765-285-1080</td>
<td>bsu.edu/alumni</td>
</tr>
<tr>
<td>Athletic Tickets</td>
<td>765-285-1474, 888-BSU-TICKET</td>
<td>ballstatesports.com/tickets</td>
</tr>
<tr>
<td>Billing and Payments: Student Financial Services (formerly Bursar)</td>
<td>765-285-1643</td>
<td>bsu.edu/sfs</td>
</tr>
<tr>
<td>Career Center and Job Search Assistance</td>
<td>765-285-1522, 800-382-8540</td>
<td>bsu.edu/careers</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>765-285-1736</td>
<td>bsu.edu/counselingcenter</td>
</tr>
<tr>
<td>Disability Services</td>
<td>765-285-5293, relayindiana.com or 877-446-8722</td>
<td>bsu.edu/disabilityservices</td>
</tr>
<tr>
<td>Entertainment: Emens Auditorium</td>
<td>765-285-1539</td>
<td>bsu.edu/ems</td>
</tr>
<tr>
<td>Escort Service: Charlie’s Charter</td>
<td>765-285-5005</td>
<td>bsu.edu/parking/charliescharter</td>
</tr>
<tr>
<td>Financial Aid and Scholarships</td>
<td>765-285-5600, 800-227-4017</td>
<td>bsu.edu/finaid</td>
</tr>
<tr>
<td>Food: University Dining</td>
<td>765-285-1967</td>
<td>bsu.edu/dining</td>
</tr>
<tr>
<td>Health Center: Student Health Center</td>
<td>765-285-8431, 800-382-8540</td>
<td>bsu.edu/healthcenter</td>
</tr>
<tr>
<td>Health Promotion and Advocacy</td>
<td>765-285-3775</td>
<td>bsu.edu/ovs</td>
</tr>
<tr>
<td>Honors College</td>
<td>765-285-1024</td>
<td>bsu.edu/honors</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>765-285-8000, 800-382-8540</td>
<td>bsu.edu/housing</td>
</tr>
<tr>
<td>Jobs: Career Center</td>
<td>765-285-1522, 800-382-8540</td>
<td>bsu.edu/careers</td>
</tr>
<tr>
<td>Library: University Libraries</td>
<td>765-285-5143</td>
<td>bsu.edu/library</td>
</tr>
<tr>
<td>Multicultural Center</td>
<td>765-285-1344</td>
<td>bsu.edu/multiculturalcenter</td>
</tr>
<tr>
<td>Orientation</td>
<td>765-285-8290, 800-482-4278</td>
<td>bsu.edu/orientation</td>
</tr>
<tr>
<td>Parking Services</td>
<td>765-285-1208</td>
<td>bsu.edu/parking</td>
</tr>
<tr>
<td>Police: University Police</td>
<td>765-285-1111</td>
<td>bsu.edu/publicsafety</td>
</tr>
<tr>
<td>Recreation Services</td>
<td>765-285-1753</td>
<td>bsu.edu/recreation</td>
</tr>
<tr>
<td>Retention and Graduation</td>
<td>765-285-3312</td>
<td>bsu.edu/retention</td>
</tr>
<tr>
<td>ROTC/Military Science</td>
<td>765-285-4674</td>
<td>bsu.edu/rotc</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>765-285-5036</td>
<td>bsu.edu/studentconduct</td>
</tr>
<tr>
<td>Student Life</td>
<td>765-285-2621</td>
<td>bsu.edu/studentlife</td>
</tr>
<tr>
<td>Study Abroad: Rinker Center for International Programs</td>
<td>765-285-5422</td>
<td>bsu.edu/rinkercenter bsu.edu/studyabroad</td>
</tr>
<tr>
<td>Tech Center</td>
<td>765-285-TECH (8324)</td>
<td>bsu.edu/uts</td>
</tr>
<tr>
<td>Technology HelpDesk</td>
<td>765-285-1517, 866-771-3276</td>
<td>bsu.edu/helpdesk</td>
</tr>
<tr>
<td>Technology Store</td>
<td>765-285-4104</td>
<td>bsu.edu/technologystore</td>
</tr>
<tr>
<td>Testing Center</td>
<td>765-285-1290</td>
<td>bsu.edu/testingcenter</td>
</tr>
<tr>
<td>Tutoring: Learning Center</td>
<td>765-285-1006</td>
<td>bsu.edu/learningcenter</td>
</tr>
</tbody>
</table>
FINANCIAL PLAYBOOK

This special section is designed to help you find the right answers to your questions about tuition, fees, scholarships, financial aid, and other related matters.

Student Financial Services
(formerly Bursar)
Lucina Hall, room B34
765-285-1643
bsu.edu/sfs

Financial Aid and Scholarships
Lucina Hall, room 245
800-227-4017
765-285-5600
bsu.edu/finaid
### 2020–21 ACADEMIC YEAR ESTIMATED COSTS*

<table>
<thead>
<tr>
<th></th>
<th>INDIANA RESIDENT</th>
<th>NONRESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ON CAMPUS</td>
<td>WITH PARENTS</td>
</tr>
<tr>
<td>Tuition (12–18 credits)</td>
<td>$8,138</td>
<td>$8,138</td>
</tr>
<tr>
<td>Room/Board, Residence Hall Technology Fee**</td>
<td>$10,796</td>
<td>---</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$1,344</td>
<td>$1,344</td>
</tr>
<tr>
<td>University Technology Fee</td>
<td>$336</td>
<td>$336</td>
</tr>
<tr>
<td>Recreation Center Fee</td>
<td>$174</td>
<td>$174</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>$152</td>
<td>$152</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>---</td>
<td>$120</td>
</tr>
<tr>
<td><strong>Estimated Fixed Costs</strong></td>
<td><strong>$20,940</strong></td>
<td><strong>$10,264</strong></td>
</tr>
</tbody>
</table>

* Costs for the 2021–22 academic year had not been determined at the time of publication. Once approved, they will be available at [bsu.edu/tuition](http://bsu.edu/tuition).

** Actual room and board costs may vary based upon the housing and meal plan options selected. Detailed rates are available at [bsu.edu/housing/rates](http://bsu.edu/housing/rates).

### Variable Expenses
You should budget additional funds for books and supplies, transportation expenses, and personal items. These expenses will vary depending upon your individual needs and spending habits.

### Books and Supplies
The estimated cost for books and supplies is $1,364 for the academic year. This figure will vary depending upon your major, whether books are rented or purchased, and whether you want new or used books. Books cannot be charged to your Ball State account, so please arrive on campus with money to pay for your books.

Although students can purchase their books online from many websites, we recommend two bookstores in the campus area:

- **Ball State Bookstore**, Art and Journalism Building
- **TIS Bookstore**, 1717 W. University Ave.

### STUDENT FINANCIAL SERVICES

Student Financial Services (formerly 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, in addition to setting up and maintaining Cardinal Cash accounts. This office also prepares the federal tax Form 1098-T. Student Financial Services enforces Proxy permissions for parents and others seeking specific information regarding student accounts.

For updated information about fees, acceptable forms of payment, important dates, the Deferment Option, or Cardinal Cash, please visit [bsu.edu/sfs](http://bsu.edu/sfs).

---

* Costs for the 2021–22 academic year had not been determined at the time of publication. Once approved, they will be available at [bsu.edu/tuition](http://bsu.edu/tuition).

** Actual room and board costs may vary based upon the housing and meal plan options selected. Detailed rates are available at [bsu.edu/housing/rates](http://bsu.edu/housing/rates).
eBill and Payment Options

bsu.edu/ebill: eBill is Ball State’s convenient and secure online billing and payment system.

• Email notifications are sent to students and Authorized Payers when an eBill is ready to view.
• Ball State does not mail eBill statements to students or parents; however, you can view and print a copy from the eBill site.
• Payments are due on the first day of each month, so be sure to check your eBill account frequently.
• You may make an online payment from a checking or savings account. Credit card payments are accepted online only and include an additional fee.
• You may make a payment with the 529 option. Select your 529 provider from the drop-down menu and follow the steps.
• You may also mail a check or make an in-person payment by check or cash. Make sure the check is payable to Ball State University and includes your Ball State ID number on the memo line.

529 Plans:

• Checks from 529 plans can be mailed to Student Financial Services, but to avoid the lag between your request and the processing of your payment by your 529 plan providers, we encourage you to use our eBill 529 payment option.
• Withdrawal and payment to Ball State from your 529 plan occurs instantly through eBill. Payments are limited to the current semester’s tuition.
• Check the drop-down menu to select your 529 plan. If your plan is not listed, 529 providers are added frequently. Indiana CollegeChoice 529 Savings Plans are accepted.
• If your 529 plan payment will not arrive by the due date, please remit the total amount due or the deferment amount by the due date. You are responsible for knowing the amount your 529 provider is sending to Ball State and making sure the amount does not exceed the current semester’s tuition balance.
• Payments that exceed the current semester’s tuition balance will be returned to your 529 plan. Ball State does not accept payments intended for off-campus living or other personal expenses.

Deposits:

• Your $100 nonrefundable enrollment deposit will appear on your eBill as a one-time credit to reduce tuition.
• Your $125 housing deposit will be held in a deposit account (it will not appear on your eBill) until the completion of your housing contract, at which time it will be credited to any outstanding charges on your Ball State account before a refund is issued.

Billing Dates: For billing dates (subject to change), visit bsu.edu/sfs.

Payment Due Dates: Account balances are due in full by the first day of each month. Alternatively, you may choose to use the Deferment Option and pay the required deferment amount (as listed on your eBill) by the due date.

Deferment Option

If you are unable to pay your account in full by the due date, you will be required to pay the deferment amount listed on your eBill.

• This option allows you to make up to four payments per semester (Fall and Spring only) to pay your tuition, mandatory fees, and room and board charges.
• Charges from a prior term or semester and apartment rent are due in full and included in the deferment amount on your eBill.
• Pay at least the deferment amount listed on your eBill. This amount will vary by month, so please refer to your eBill for the amount due. There is a deferment fee of $30 for the first eBill due date and $15 for the second and third eBill due dates. The deferment fee will appear on the following month’s eBill.
• Any payment made that is less than the deferment amount will be assessed a 1% late fee. To avoid having a hold placed on your record, it is important to keep your account current.
• Your last payment of the semester is due December 1 for the Fall semester and April 1 for the Spring semester.
Financial Aid Refunds
It is important that you sign up for direct deposit by registering your banking information at bsu.edu/directdeposit at least two weeks before classes begin.

- If you qualify for a financial aid refund, it will be issued electronically to your checking or savings accounts via direct deposit on the Friday before the start of classes.
- Failure to register for direct deposit may result in a delay in receiving your refunds.

Cardinal Cash
Cardinal Cash works like a prepaid debit card whereby you can deposit money and access it with your Ball State ID Card. Learn more about this convenient, flexible, and secure payment option at bsu.edu/cardinalcash.

- This account is accepted at select businesses in the Village and various places on campus, including all University Dining locations, Ball State Bookstore in the Art and Journalism Building, Technology Store, Health Center, Emens Auditorium, concessions at Scheumann Stadium and Worthen Arena, and select laundry facilities.
- The minimum deposit to open an account is $25. This can be paid online through your eBill account at bsu.edu/ebill or by cash or check (payable to Ball State University) through Student Financial Services.

FREQUENTLY ASKED QUESTIONS

What is the quickest way to get my questions answered?
Please visit the Student Financial Services website at bsu.edu/sfs and select the “Ask a Question” button at the top of the page.

How do I obtain my billing statement?
Paper bills are not produced, but you will find your billing statement online by logging in to my.bsu.edu with your Ball State username and password. Select the Self-Service Banner (SSB) Student tab and then choose eBill. It is your responsibility to review your eBill account regularly. Electronic payments may be made through the eBill website using a checking or savings account, credit card, or 529 plan.

How do I allow others to access my eBill?
All students should add parents, guardians, and others as Authorized Payers through eBill, which grants them access to:

- view billing statements and make payments online
- view the current balance and transaction history
- receive email notices when eBills are ready to view

To add Authorized Payers, you will need to access your eBill at my.bsu.edu. Go to Self-Service Banner (SSB), select the Student tab, then choose eBill, and in the My Account section, select “Send a Payer Invitation.” Authorized Payers will receive an email letting them know they have been set up in the eBill system. The email will contain the payer’s username and a temporary password that must be reset during the first login.

Step-by-step instructions for students and Authorized Payers are available at bsu.edu/ebill. For security purposes, Student Financial Services does not have access to student or Authorized Payer passwords. An Authorized Payer can be on more than one account.

Where do I mail my payment?
Student Financial Services
Lucina Hall, room B34
Ball State University
Muncie, IN 47306

Please include your Ball State ID number on the memo line of your check, money order, or cashier’s check or provide a copy of the remittance from your eBill.
What forms of payment are accepted?
To make a payment through eBill, you may pay by eCheck from a checking or savings account. Credit cards are accepted online only and include an additional convenience fee. You may pay with your 529 plan through eBill. Student Financial Services continues to process payments received in person and through the mail. Credit card payments are not accepted in person or by phone.

Do I still have to make a payment if I have pending financial aid, including 529 plans?
Yes. Please pay the total amount due or the deferment amount by the due date. You will need to continue paying the full deferment amount each month until the financial aid or 529 plan payments post to your account. You are responsible for knowing the amount your 529 provider is sending to Ball State to ensure that it does not exceed the current semester's charges.

What is the student services fee, and what does it cover?
The student services fee helps support many events and programs for students on campus, including the L.A. Pittenger Student Center and its programming, athletic events, and events at Emens Auditorium and other performance venues that students may attend. This fee also supports student groups, recreational activities, and debt payment on certain student facilities.

What is the health fee, and what does it cover?
The health fee is assessed to all students registered for 7 or more credit hours with at least one main campus course. The fee supports the operations of Ball State's Student Health Center and lets students seek medical attention at no additional charge. The health fee does not cover prescriptions, lab work/testing, medical equipment, and other services.

I already have insurance. Why do I have to pay the health fee?
The health fee supports the operations of Ball State’s Student Health Center. Providing every student access to this resource benefits the health and wellness of the campus community.

What does the recreation fee cover?
The recreation fee, assessed to all students registered for at least one main campus course, allows access to the Jo Ann Gora Student Recreation and Wellness Center and supports its operations. Please note the recreation fee does not cover BSU Fit classes, intramural sports, or Outdoor Pursuits trips. Visit bsu.edu/recreation for more information.

What does the technology fee cover?
The technology fee is essential for Ball State to operate and maintain a complex technological infrastructure. This fee supports wired and wireless networks, phone systems, computer labs, software, and software systems such as Blackboard and Canvas. The fee also allows students to purchase software at reduced or no additional cost.

What does the online fee cover?
The online fee is a mandatory per credit charge for each online course that students take. This fee supports the Division of Online and Strategic Learning (DOSL), which is dedicated to excellence in online teaching and learning. DOSL serves students as an advocate in their learning process and supports faculty in promoting and providing the highest quality educational experience in a commitment to lifelong learning.

How do I get a new/replacement Ball State ID Card?
The cost to replace a Ball State ID Card is $25. A new card may be purchased online or with cash or check at Student Financial Services in Lucina Hall, room B32, during normal business hours. You must provide proof of payment to obtain a Ball State ID Card at the ID Card Office in Bracken Library, room 001. To validate your identity, you must bring another type of photo ID (for example, a driver’s license, charge card with picture, passport, etc.) with you.

What do I need when contacting Student Financial Services?
Students are required to present their Ball State ID Card each time they visit this office. Proxies need to provide their student’s Ball State ID number and passphrase for every communication with this office. Emails from students must be sent from their Ball State email account; emails from a Proxy must come from the same email account used on the Proxy setup.
How Academic Performance Can Affect Financial Aid
The U.S. Department of Education, Indiana Commission for Higher Education, and Ball State require that students applying for federal, state, and some University funds demonstrate satisfactory academic progress. Satisfactory academic progress for financial aid is defined as:

- maintaining a grade point average (GPA) consistent with Ball State’s graduation requirements
- staying on pace to graduate
- completing your degree within a maximum time frame

Progress is checked at the end of each semester. Students are required to earn 67% of their cumulative hours attempted to stay on pace to graduate. Pace is calculated by dividing cumulative hours earned by cumulative hours attempted.

If a student is unable to meet the GPA, pace, or time frame requirements, future financial aid eligibility will be denied. Students who are denied financial aid due to GPA and/or pace can regain their financial aid eligibility once they have a GPA consistent with Ball State’s graduation requirements and/or have earned hours to put them back on pace to graduate (earned 67% of cumulative hours attempted). Students can also regain their financial aid eligibility through the appeal process if they have documented extenuating circumstances.

“15 to Finish”
The best way to ensure timely graduation is to select a major by your sophomore year and schedule classes with four years in mind. Think “15 to Finish.” Students who take 15 credit hours toward their degree each semester will accumulate the 120 needed for most bachelor’s degrees in four years.

FREQUENTLY ASKED QUESTIONS

How does my financial aid pay my bill?
Each Ball State student has an account with Student Financial Services. Anything you owe is charged to that account. Any financial aid you receive is also credited to that account. If your financial aid exceeds the costs owed to Ball State, a refund for that amount will be deposited into your bank account if you signed up for direct deposit at least two weeks before classes begin. Register at bsu.edu/directdeposit.

How does financial aid work with Ball State’s payment plan?
Your financial aid will be credited to your account with Student Financial Services. This reduces the amount you owe Ball State. The remaining amount owed can be paid through the Deferral Option plan.

How do you handle scholarships received from an outside organization?
Scholarship checks should be sent to the Office of Financial Aid and Scholarships as soon as possible to ensure timely processing. After Ball State receives the funds, the scholarship is credited to your account with Student Financial Services (unless you need to sign the check). Scholarships will be divided so that half is applied to each semester, unless otherwise indicated by the donor.

What is federal work-study?
The Federal Work-Study Program provides funding for jobs for undergraduate students with financial need. If you are eligible for work-study, it is listed on your financial aid award letter. These jobs allow students to earn money to help pay educational expenses. Employers pay only a portion of the wages. The remaining funds come from the Federal Work-Study Program. Students are paid a minimum of $7.25 per hour (sometimes more depending upon the job) and receive a paycheck every two weeks. Most students work 10–15 hours per week. The maximum a student can work is 20 hours per week. You can earn the amount listed on your award letter. To apply for a job, contact the Career Center in Lucina Hall, room 220.
If I wasn’t awarded federal work-study, can I still get a campus job?
Yes. All Ball State students can work on campus if they desire. Jobs that aren’t federal work-study are called regular employment. Except for the funding, these jobs are treated the same as work-study positions.

What is a Federal Direct Stafford Loan, and how do I apply for one?
Students can borrow a Stafford Loan to help pay their educational expenses. To apply, you must complete the Free Application for Federal Student Aid (FAFSA) and accept the loans in Self-Service Banner (SSB) at my.bsu.edu. Loans are either subsidized (interest-free while students are in school) or unsubsidized (interest accruing). Subsidized loans are based on financial need. Unsubsidized loans are not based on need.

With an unsubsidized loan, students are charged interest semiannually. You can pay this when you receive your statement from the direct loan servicer, or you can let the interest accrue (capitalize). However, it is to your advantage to pay the interest as you receive the statements to avoid increasing the principal of the loan. Repayment of the loan begins six months after you graduate or are no longer enrolled at least half-time (6 credit hours). Annual loan limits depend upon grade level.

How does the Federal Direct Stafford Loan process work?
Federal regulations require that first-time borrowers complete loan entrance counseling and sign a Master Promissory Note (MPN) before receiving any money from the federal direct loan program. You may complete these requirements online at studentaid.gov. Select “Take Loan Entrance Counseling.” After completing the entrance counseling, select “Fill Out Your Master Promissory Note.”

What is a PLUS loan, and how do I apply for one?
A PLUS loan allows parents to borrow funds to help pay their student’s educational expenses. Your parent can complete a PLUS application at studentaid.gov to borrow the difference of the cost of attendance minus any financial aid you receive. The parent who is the borrower must complete an electronic Master Promissory Note (MPN) at studentaid.gov. Select “Fill Out Your Master Promissory Note.” Follow the directions through the entire website. The loan will then be finalized if the credit check is approved.

PLUS loan funds are released in two disbursements. Although parents can request that excess funds be returned to them, we encourage checking the box on the application that permits release of the excess funds to their student. This enables families to receive the funds in a more timely manner since parents cannot receive refunds via direct deposit. We cannot guarantee the order of the distribution of the PLUS funds. Interest begins with the first disbursement of the loan, and repayment begins 60 days after the final disbursement.

What if my parents are divorced? Can both of them borrow from the PLUS loan program?
Yes. Each parent must complete a separate application and Master Promissory Note (MPN). Both parents are strongly encouraged to have the refund sent to their student.

What does it mean if my financial aid is reduced after I receive my refund check?
This may be an indication that something changed (receipt of another award, reduction of credit hours, etc.) and you are no longer eligible for the full amount of aid you initially received. Check your eBill to see how your account balance was impacted.
File the Free Application for Federal Student Aid (FAFSA). The FAFSA must be received by the federal processor by **April 15** each year for priority consideration for Ball State and State of Indiana programs.

Respond immediately to any requests for additional information from Ball State or the Indiana Commission for Higher Education (CHE).

Check your state grant status at [in.gov/che](http://in.gov/che) and select the “ScholarTrack” link.

Read and accept the Financial Aid “Terms and Conditions” in Self-Service Banner (SSB) at [my.bsu.edu](http://my.bsu.edu).

If you are borrowing a Stafford Loan, accept the loan in Self-Service Banner (SSB) at [my.bsu.edu](http://my.bsu.edu) at least one month before classes begin.

First-time borrowers in the Stafford Loan program must complete loan entrance counseling and a Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov).

If borrowing from the Federal Direct Parent PLUS Loan program, submit the application at [studentaid.gov](http://studentaid.gov) at least one month before classes begin. First-time PLUS loan borrowers at Ball State must complete a Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov).

Establish Proxy access at [bsu.edu/registrar/proxy](http://bsu.edu/registrar/proxy).

Provide eBill access and designate your parent(s) or guardian(s) as Authorized Payers at [bsu.edu/ebill](http://bsu.edu/ebill). Authorized Payers will receive email billing notices, access to view your bill, and the ability to pay online.

Check your Ball State email account often for important billing and financial aid notifications.

If your financial aid exceeds the amount you owe Ball State, the refund will be deposited directly into your bank account if you register for direct deposit at least two weeks before classes begin at [bsu.edu/directdeposit](http://bsu.edu/directdeposit).

**If Your Plans Change**

If you decide to not attend Ball State, you are responsible for notifying the University. Go to [my.bsu.edu](http://my.bsu.edu) prior to the first day of the academic term and drop all classes. Your registration will not be automatically canceled for nonpayment of fees or nonattendance. You must drop all of your classes to officially cancel your registration at Ball State. You should become familiar with the University’s policies regarding dropping classes, individual withdrawal, and withdrawal from all classes. Learn more at [bsu.edu/registrar](http://bsu.edu/registrar).
PROVIDING ACCESS TO YOUR STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of your educational records. Students must grant Proxy access to their parent(s) or anyone else they select before others can view personal information and/or participate in conversations with some Ball State departments.

Granting Proxy access prior to Orientation will allow your family to participate in important discussions specific to your situation with staff from Student Financial Services, Financial Aid and Scholarships, or the Registrar's Office.

To establish Proxy access, log in to my.bsu.edu using your Ball State username and password. Select Self-Service Banner (SSB). Choose the Proxy Access menu and then select the link for Proxy Management.

**Be sure to provide your passphrase and your Ball State ID number to your Proxy. Both are required before your Proxy can interact with our offices.**

In order for a parent or others to have full access to student records, students must assign them permission as an Authorized Payer and Proxy. These permissions are established through two separate systems: Authorized Payer is created through eBill; Proxy is created through my.bsu.edu.

- **Authorized Payer** allows online access to view student account activity and make electronic payments.
- **Proxy** allows verbal and email communication regarding general student information. Detailed financial information is not provided in email exchanges.

<table>
<thead>
<tr>
<th>Authorized Payer vs. Proxy Access</th>
<th>Authorized Payer</th>
<th>Proxy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliant with student privacy, according to FERPA regulations</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Log in to eBill system</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Log in to Proxy system</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Login requires username and password</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Login requires email address and PIN</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Requires student passphrase and Ball State ID number in order to interact with Student Financial Services, Financial Aid, or the Registrar's Office</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Have a phone conversation about billing charges or account information</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Have an email or correspondence exchange with Student Financial Services regarding general student information</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Receive emails when billing statements are available to be viewed online</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Choose to use the Deferment Option</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mail a check payment</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Make an online credit card or eCheck payment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View current or past billing statements</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Make an online deposit to student's Cardinal Cash account</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Ball State University
BOOKSTORE
Located in the Atrium

RENT
Textbooks and Save up to 80%*

Do it online. Do it now.
Get first dibs on used books!

To learn more, contact your only on-campus bookstore.

Used, New, Rental, E-Books
LOWEST PRICE GUARANTEED!**

Order your books now at bsu.bncollege.com or through the “View/Order Books” link on the See My Schedule page.

*Save up to 80% off the new book price. Some exclusions apply.
Note: Streets marked in red will take you to the New York Avenue Parking Garage, where free overnight parking is available on Levels 3–4 only. The walking path from the parking garage to Orientation check-in at Emens Auditorium is highlighted in yellow. Streets marked in blue will take you to the participant drop-off at Emens Auditorium. For a more detailed campus map, go to bsu.edu/map.
STUDENT PERKS: Free tickets to 6+ Broadway productions & $5 tickets to many other nationally touring performances with ID. A savings of $60-$20 per event. Learn more at bsu.edu/emens