Dual Credit Program
Student and Parent Handbook

Ball State Dual Credit Program
David Letterman, Building Room 131
Muncie, IN 47306
765-285-1581 or 1-800-872-0369

December 2016
Dear Student and Parents,

Preparing early for your college experience becomes ever more critical these days. Ball State University’s Dual Credit Program (DCP), a term used for dual credit classes, provides you this opportunity by offering college curriculum courses for credit while you are still attending high school.

The Dual Credit Program’s mission is to foster a partnership between Ball State University and your high school. We focus on your college preparation by assuring quality instruction and offering you an experience otherwise unattainable before entering college. Qualified teachers from your school, who have been certified by university academic departments, teach the on-site courses, while the online courses are taught by the university’s instructors. Teachers use course materials that are consistent with those found at the university and conduct the courses with the same standards demanded of on-campus courses.

Course credits earned through the dual credit helps you establish a college academic record, and the credits you earn also apply toward your high school graduation requirements.

Textbooks will need to be purchased for the online classes.

We appreciate your interest in Ball State University’s Dual Credit Program. Your decision to investigate this opportunity will prove to be an important step in preparing for success in your future academic endeavors.

If you have any questions, please feel free to contact my office at 1-800-872-0369.

Sincerely,

James C. Hendrix

James C. Hendrix, Ph.D.
Director
Table of Content

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits of Dual Credit Program</td>
<td>1</td>
</tr>
<tr>
<td>Admission Guidelines</td>
<td>1</td>
</tr>
<tr>
<td>Code of Student’s Rights and Responsibilities</td>
<td>1</td>
</tr>
<tr>
<td>VII. Student Academics Ethic Policy - Academic Dishonesty</td>
<td>1</td>
</tr>
<tr>
<td>Course Expectations</td>
<td>2</td>
</tr>
<tr>
<td>Course Delivery Method</td>
<td>2</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>2</td>
</tr>
<tr>
<td>Admission/Registration Process</td>
<td>2</td>
</tr>
<tr>
<td>Admission Notification</td>
<td>3</td>
</tr>
<tr>
<td>Password Notification</td>
<td>3</td>
</tr>
<tr>
<td>Ball State Email Account</td>
<td>3</td>
</tr>
<tr>
<td>Resetting Password – Forgotten or Lost</td>
<td>3</td>
</tr>
<tr>
<td>BSU ID Card – Cardinal Card</td>
<td>4</td>
</tr>
<tr>
<td>Posting Photo to Cardinal Card</td>
<td>4</td>
</tr>
<tr>
<td>Photo Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Permission Forms</td>
<td>5</td>
</tr>
<tr>
<td>High School/Parent Permission Form</td>
<td>5</td>
</tr>
<tr>
<td>FERPA Release Authorization Form</td>
<td>5</td>
</tr>
<tr>
<td>BSU Scholastic Standards</td>
<td>5</td>
</tr>
<tr>
<td>Financial Aid Eligibility Impact Satisfactory Academic Progress (SAP)</td>
<td>5</td>
</tr>
<tr>
<td>Criteria for SAP</td>
<td>5</td>
</tr>
<tr>
<td>BSU Grade Information</td>
<td>6</td>
</tr>
<tr>
<td>Cost of Courses</td>
<td>6</td>
</tr>
<tr>
<td>Live Taught (Onsite) Classes</td>
<td>6</td>
</tr>
<tr>
<td>Priority Classes</td>
<td>6</td>
</tr>
<tr>
<td>Online Courses</td>
<td>7</td>
</tr>
<tr>
<td>Billing</td>
<td>7</td>
</tr>
<tr>
<td>Payment Methods</td>
<td>7</td>
</tr>
<tr>
<td>Parent/Guardian Payment Process</td>
<td>8</td>
</tr>
<tr>
<td>Installment Plan</td>
<td>8</td>
</tr>
<tr>
<td>Penalties</td>
<td>8</td>
</tr>
<tr>
<td>Dropping or Withdrawing</td>
<td>8</td>
</tr>
<tr>
<td>Refund</td>
<td>9</td>
</tr>
<tr>
<td>Transcripts</td>
<td>9</td>
</tr>
<tr>
<td>Course Transferability</td>
<td>10</td>
</tr>
<tr>
<td>TransferIn Home (Indiana Transfer Library)</td>
<td>10</td>
</tr>
<tr>
<td>Evaluations</td>
<td>10</td>
</tr>
<tr>
<td>Available Resources</td>
<td>10</td>
</tr>
<tr>
<td>Ball State ID Number</td>
<td>10</td>
</tr>
<tr>
<td>Ball State ID Card – Cardinal Card</td>
<td>10</td>
</tr>
<tr>
<td>Ball State Dual Credit Program Website</td>
<td>11</td>
</tr>
<tr>
<td>Blackboard</td>
<td>11</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>11</td>
</tr>
<tr>
<td>Library</td>
<td>11</td>
</tr>
<tr>
<td>Textbook Information</td>
<td>11</td>
</tr>
<tr>
<td>TransferIn Home (Indiana Core Transfer Library)</td>
<td>11</td>
</tr>
<tr>
<td>Applying to Ball State University</td>
<td>11</td>
</tr>
<tr>
<td>Financial Aid Link</td>
<td>11</td>
</tr>
<tr>
<td>Contact Information</td>
<td>12</td>
</tr>
<tr>
<td>Dual Credit Program – New Student Instructions</td>
<td>13</td>
</tr>
<tr>
<td>Dual Credit Program – Returning Student Instructions</td>
<td>14</td>
</tr>
<tr>
<td>Dual Credit Program – FERPA Release Authorization Form</td>
<td>15</td>
</tr>
<tr>
<td>Dual Credit Program – HS/Parent Guardian Permission Form</td>
<td>16</td>
</tr>
<tr>
<td>Dual Credit Program – Student Verification Form</td>
<td>17</td>
</tr>
</tbody>
</table>
Ball State University’s Dual Credit Program (DCP)

Benefits of Dual Credit Program
You and your parents receive multiple benefits by participating in Dual Credit Program.

- Demonstrates to college boards that you are able to successfully complete college-level work
- Allows you to begin your freshmen year of college with credit
- Eases a transition from high school to college
- Opens doors for you to explore various majors
- Reduces tuition costs because dual credit courses are offered at significantly lower rates

Admission Guidelines
Any juniors or seniors with a strong academic background and desire to attend college make good candidates for the Dual Credit Program. The primary goal of the Dual Credit Program is to help prepare you to attend college by providing you with opportunities to earn college credit and gain experience.

The high school principal or guidance counselor identifies and approves the students who are on track for college preparation courses based on the following guidelines:

- On track toward fulfilling the basic academic preparation for admission to a four-year college or University;
- Rank in the upper third of the high school class;
- Have a grade point average (GPA) of 3.0 or higher on a 4-point scale (as evident by a college preparatory curriculum and advanced coursework);
- Have an average ACT composite score of 22 or a composite SAT score to be determined with the new format, it used to be 1630.

You cannot exceed 15 semester hours of concurrent enrollment courses unless an exception is established by the Division of Online and Distance Education at Ball State University (BSU.)

Note: Admission into the Dual Credit Program does not guarantee admission to Ball State University as an on-campus student; on-campus admission is an entirely separate process. By taking dual credit courses, you will have a permanent record at Ball State University.

Please consult with your guidance counselor about taking dual credit courses.

Code of Student Rights and Responsibilities
The Ball State Code of Student Rights and Responsibilities (Code) is published on-line at http://www.bsu.edu/studentcode. The Code provides extensive information about the rights of students as members of the Ball State community as well as expectations for their behavior and the procedures used to address behavior that falls short of expectations. The Code applies to students while they are on or off campus, when they attend university-sponsored events, or when such conduct involves the security or integrity of the university community. This notice is provided by the Office of Student Rights and Community Standards http://www.bsu.edu/studentrights.

VII. Student Academics Ethics Policy - Academic Dishonesty - Actions which include but are not limited to cheating, plagiarism, falsely claiming to have completed work, cooperating with another person in academic dishonesty, knowingly destroying or altering another student's work, or attempting to commit an act of academic dishonesty that violates the Student Academic Ethics Policy, Section VII.

Results: Informal meeting, removal from dual credit course, dismissal from the university, or other appropriate consequence.
Course Expectations
Dual credit courses are college level and essentially parallel the university’s requirements. Teachers will expect the same quality of work from you as is expected from main campus students. Abstracting critical information, conceptualizing, and problem solving at a higher level will be a common denominator in these courses.

Course Delivery
There are two methods of delivery.

- **On-Site Dual Credit Courses Taught in High School**
  *Instructors are your* high school’s teachers who have been approved by Ball State’s academic department. These courses meet both the high school requirements and provide additional instructions to satisfy the collegiate standards.

- **Online Dual Credit Courses**
  *Online dual credit courses* are taught by Ball State instructors. They are 16 weeks in duration for Ball State’s fall and spring terms and 10 weeks in the summer. Assignments are due each week in order to help manage time and stay on task. All course work and examinations are completed online. More than one course may be taken at the same time. Textbooks are required for the class. Some textbooks are digital and the fee is automatically charged to your student account.

Course Prerequisites
Some dual credit courses require prerequisites (a course or a proficiency test required before taking an advanced course). Students are responsible for checking the course prerequisites. Your high school’s guidance counselor signs the permission form acknowledging eligibility and verification that prerequisites have been met.

Admission/Registration Process
To enroll in Ball State University’s dual credit courses you *must* be admitted to the university. There are different registration/admission processes depending on your status.

1. If any of the following documents were submitted or your applied to BSU, your will need to complete the Student Verification Form (attached) and email it to Nancy Day at nday@bsu.edu or fax it to Nancy Day at 1-765-285-7161. When documents are submitted to Ball State, a temporary record is created. The Student Verification Form is manually used to create or activate that record.
   a. Transcript or test scores
   b. Pending admission or admitted to Ball State
   c. Have a common name
   d. Attended a previous term and have a username and password already

   If you have a Ball State username and password and the Student Verification Form has been processed, your present Ball State username and password will become active and you may register for your classes using the Returning (Current) Student instructions.

   If you do not have a Ball State username and password already and the Student Verification form has been processed, a request has been sent for your Ball State username and password and to create your Ball State email account. Once you receive your Ball State username and password use the Returning (Current) Student Instructions to register.

2. If you are *new* to Ball State and have not requested any documents be submitted to Ball State, you can register and get admitted using the New Dual Credit Student Instructions. You will select your courses first and then create your record.

Admission Notification
An admission confirmation email will be sent upon completion of the admission process. You are only admitted to the Dual Credit Program. *There is no guaranteed admission into Ball State University.*
**Password Notification**  
In five days, you will receive two emails to your personal email account. It will be your Ball State username and password information. The first email will have a Key Code and an URL. Click on the URL and enter the Key Code and Submit. This process is for security purposes. The second email will contain your Ball State username and password.

**Ball State Email Account**  
Once you are admitted to Ball State and have your Ball State username and password, you will have a Ball State email account which can be found at [www.bsu.edu/webmail](http://www.bsu.edu/webmail). Click on “Log in to Ball State webmail” and sign in with your Ball State username and password. All communication will be through your Ball State email account.

Your personal email account is called your Lifeline. With your Lifeline, you will be able to reset your password and change your personal email account.

As a BSU student, you will be sent all the on-campus activity information. To unsubscribe, go to [www.bsu.edu/communication](http://www.bsu.edu/communication) - click on the following “Communication Center”, “Manage My Subscription”. Unmark any areas from which you do not wish to receive any information.

**Resetting Password – Forgotten or Lost (screen shot below)**  
To reset your own password go to [www.bsu.edu/password](http://www.bsu.edu/password) - click on “Forgot Password”.
* You will need to know your Ball State username, which is usually your first name initial, middle initial and last name. It may have a number behind it also.
* Your information will be sent to your Lifeline (personal email listed on your student record)
* Locate the email (From): “No Reply@BSU.edu.” This email has a “Key code” which you enter after clicking the URL link in the email. Check your personal email again for your password.

If you have problems regarding your username and password contact your Guidance Counselor and they can contact the Ball State Helpdesk at 1-866-771-3276 or 1-765-285-1517 for further assistance.

Once you have your username and password, you will be able to change your password or your email address at [www.bsu.edu/password](http://www.bsu.edu/password).
BSU ID Card – Cardinal Card
Cardinal Card is Ball State University’s official identification card and will list your full name, your role, and photo. Everyone receives their first Cardinal Card at no charge. If lost or mutilated a replacement card is available for a fee. The card will be issued after you have registered for classes. It will be sent to your school’s point of contact, counselor or instructor.

Your Cardinal Card can be used at the Ball State University library and computer labs. Additionally, the library requires a second photo ID, such as a driver’s license or high school identification to be shown also.

You will need to complete the steps below to have a photo added to your Cardinal Card.

Posting Photo Cardinal Card

- Have a photo taken, see “Photo Requirements”, or if you live near Muncie, visit our campus to have your photo taken. Go to the Registrar’s Office in Lucina Hall, Room B42, during the business hours: August through May: 8 a.m. – 5 p.m., Monday through Friday May through July: 7:30 a.m. – 4 p.m. Monday through Friday
- Upload your photo by going to www.bsu.edu/cardinalcard
- Log into the photo upload feature by utilizing your Ball State username and password
- Click on “Upload ID Photo”
- Once your photo is uploaded it will be reviewed. An email will be sent to your Ball State email account either accepting or rejecting the photo based on the photo requirements below
- Your Cardinal Card will be sent to the school’s contact person, either instructor or counselor

Photo Requirements

- Use the template shown below to visualize how the finished image should look.
- Must be taken in color and within the last three months
- Maximum upload size is 1MB
- Pixel size must be 118 x 118 (no exceptions)
- Jpg format only
- No group photos
- May be a selfie as long as all requirements are met
- Full head and shoulders image. Make sure the photo presents the full head from the top of your hair to the bottom of your chin. Center your head within the frame.
- It must be taken face forward and must be on a solid white background
- No hats, caps, or sunglasses may be worn in the photo
- The photo will resemble a passport photo

![Photo Example]
**Required Forms:**
There are three forms required and if not received you will be removed from the class:

**The Student Verification Form**
The Student Verification form is used to create, update, or reactivate your record.

**High School/Parent Permission Form**
The High School/Parent/Guardian Permission Form requires signatures from the following: the student requesting the class(es), the parent acknowledging the financial obligation and the school approving the student’s eligibility and having met the prerequisites.

**Dual Credit Student Information Release Authorization Form - Federal Family Educational Rights and Privacy Act (FERPA)**
In compliance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the university is prohibited from providing certain information such as class schedule, final grades, billing and other student record information from the student’s record to a third party. You hold the rights for the course(s) you are registered in, and we may not release any record information to anyone without your permission. Permission can be granted to parents or others by filling out this form and sending it to the Online and Distance Education, Attn: Nancy Day or email at nday@bsu.edu.

**BSU Scholastic Standards**
Please be aware of Ball State University scholastic standards:

- **Academic Probation** - if your university’s cumulative grade point average is below 2.000
- **Dismissed from the University** - if you fail to earn a cumulative grade point average of at least a 1.000 during the first semester of attendance.

It is your responsibility to adhere to the university scholastic standards and seek assistance if needed. The scholastic policies are intended to encourage satisfactory progress toward meeting the minimum requirements for entering college.

**Financial Aid Eligibility Impact- Satisfactory Academic Progress (SAP)**
The United States Department of Education, the Indiana Commission for Higher Education and Ball State University require that students applying for federal, state, and some institutional funds demonstrate satisfactory academic progress. Student’s Satisfactory Academic Progress (SAP) is calculated on how you perform (grades earned, courses failed, and courses withdrawn from) in dual credit coursework and may affect future financial aid eligibility.

**What is SAP?**
- SAP is a set of federal guidelines ensuring compliance with the Title IV federal regulations defining the academic performance standards students must meet to maintain financial aid eligibility for their entire college enrollment.
- It is cumulative in nature and it takes into account all classes attempted, not just the previous term

**Criteria for SAP**
1. **Completion Rate Requirement**
   You are required to earn at least 67% of total hours attempted to stay on pace to graduate.
   The completion rate is cumulative, meaning all courses are included in the calculation.

2. **Grade Point Average (GPA) Requirement**
   You are required to maintain a grade point average consistent with the university’s graduation requirements.

3. **Maximum Time Limit Requirements**
   Students pursuing a bachelor’s or associate’s degree are expected to complete degree requirements within a maximum time frame. For a bachelor’s degree, it is 180 attempted hours and for an associate degree it is 90 attempted hours. This includes dual credit hours, transfer hours, and
advanced standing hours. Students will be ineligible for financial aid once they reach their maximum time frame or it has been determined they cannot complete their degree within this time frame.

BSU Grade Information
The university reports and records grades using the plus/minus letter system. Quality points are allocated to each recorded grade according to the following scale:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
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<tr>
<td>C-</td>
<td>1.667</td>
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<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
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Credit earned under the Dual Credit Program will be recorded as if the course were taken on the Ball State campus; therefore, it will be applicable toward a degree at Ball State University as either part of the major or as an elective.

1. Keep track of your college credit grades. If you think you are unable to maintain a C or above, talk with your parents, counselor, and instructor, and if needed, request to withdraw from the course by emailing nday@bsu.edu. Grades could impact any main campus admission verification status.
2. Certain courses require a minimum passing grade before you can progress to the next class sequence (i.e. ENG 103 requires a “C” to take ENG 104).
3. The eligibility for credit transfer into another university may depend on the letter grade you earn in the course. Check with your intended college or university.
4. High school grades are posted when the classes are completed.
5. A high school year-long class grade is posted with an “I” for incomplete at the end of the BSU fall term. It is changed to a final grade at the end of your high school year.
6. Grades are available for viewing five days after the Ball State term end date at https://my.bsu.edu. Sign-in with your Ball State username and password, click on “Self Service Banner” “Student”, “Student Records” and “View Final Grades.”

Cost of Courses

There are three different costs of dual credit classes.
1. The Onsite (classroom taught) classes (Non-Priority) costs $250 per course.
2. The onsite (classroom taught) classes (Priority) costs $25 per credit hour. These are classroom taught courses only. The State of Indiana has identified these courses which are listed on the “Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk” charts. (See below)
3. The online distance education classes costs $350 per class plus textbooks. Some textbooks charges are automatically charged to the student’s bill (for example. MATH 125).
4. Tuition is waived for free or reduced lunch students. School official needs to notify Ball State in writing if the student qualifies for free or reduced-price lunch participation.
5. Tuition is not waived for the 21st Century Scholarship students.
6. Installment payments are allowed.
“Priority Dual Credit Liberal Arts Courses” or “Dual Credit Career and Technical Crosswalk” courses:

**English**
- ENG 103       English Composition: Rhetoric and Writing (3 credit hours)
- ENG 104       English Composition: Composing Research (3 credit hours)

**Communication**
- COMM 210   Fundamentals of Public Speaking (3 credit hours)

**Foreign Languages**
- CH 101   Beginning Chinese 1 (4 credit hours) not on Core Transfer Library
- CH 102   Beginning Chinese 2 (4 credit hours) not on Core Transfer Library
- CH 201   Intermediate Chinese 1 (4 credit hours) not on Core Transfer Library
- CH 202   Intermediate Chinese 2 (4 credit hours) not on Core Transfer Library
- FR 101   Beginning French 1 (4 credit hours)
- FR 102   Beginning French 2 (4 credit hours)
- FR 201   Intermediate French 3 (3 credit hours)
- FR 202   Intermediate French 4 (3 credit hours)
- GER 101   Beginning German 1 (4 credit hours)
- GER 102   Beginning German 2 (4 credit hours)
- GER 201   Intermediate German 3 (3 credit hours)
- GER 202   Intermediate German 4 (3 credit hours)
- JAPA 101   Beginning Japanese 1 (4 credit hours) not on Core Transfer Library
- JAPA 102   Beginning Japanese 2 (4 credit hours) not on Core Transfer Library
- JAPA 201   Intermediate Japanese 1 (4 credit hours) not on Core Transfer Library
- JAPA 202   Intermediate Japanese 2 (4 credit hours) not on Core Transfer Library
- SP 101   Beginning Spanish 1 (4 credit hours)
- SP 102   Beginning Spanish 2 (4 credit hours)
- SP 201   Intermediate Spanish 3 (3 credit hours)
- SP 202   Intermediate Spanish 3 (3 credit hours)

**Mathematics and Physics**
- MATH 111  College algebra (3 credit hours)
- MATH 112  Trigonometric Functions (3 credit hours)
- MATH 161  Brief Calculus 1 (3 credit hours)
- MATH 165  Calculus 1 (4 credit hours) (classroom taught)
- MATH 166  Calculus 2 (4 credit hours) (classroom taught)
- PHYC 100  Conceptual Physics (4 credit hours)

**Science and Humanities**
- ANAT 201   Fundamentals of Human anatomy (3 credit hours)
- AT 196   Introduction to Athletic Training (2 credit hours)
- BIO 100   Human Biology/Biology for a Modern Society (3 credit hours)
- HIST 201   American History 1 1492 – 1876 (3 credit hours)
- HIST 202   American History 2 1877 – to the present (3 credit hours)
- NUR 101   Terminology for Health Care Professionals and Consumers (2 credit hours)
- PHYS 215   Human Physiology (5 credit hours)

**NOTE:** Once you are registered, your parent/guardian is liable for the tuition and any other additional fees.
Billing
Bills are sent to the home address, addressed to you, the student, around mid-month with a due date of the first of the following month.

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

- Electronic withdrawal (e-check) from checking or savings account, no charge, longer time to clear
- In person at the Bursar's Office in Lucina Hall, Room B-31
- Mail a check or money order to Ball State University, Bursar’s Office, 2000 W University Ave., Muncie, IN 47306. Include the student’s name and Ball State ID number.

- Credit or debit card (MasterCard, Discover, or American Express only - No Visa).
  - An additional 2.7 percent of your total bill will be charged if a credit or debit card is used. This is the fee passed on from the credit card companies to Ball State for processing.

For payment questions, contact Nancy Day at nday@bsu.edu.

Parents/Guardian Payment Process
Payment can be made through Banner at eBill. You will need the student’s Ball State username and password. Go to https://my.bsu.edu sign in, click on “Banner”, “Self Service (SSB)”, - “Student” and “eBill.” Click “Make a Payment” link to pay for your class.

You may also set up your parents/guardians as payees for your tuition or they can pay as a “Guest Payer”. Guest Payers would need to know your Ball State ID number.

To set your parents account up as an authorized payee follow these steps:
Go to https://my.bsu.edu and sign in with your Ball State username and password.

1. Click on the following links:
2. “Self Service Banner - “Student” – “eBill” - “Authorized Payers,” then “Add New”
3. Enter the name, e-mail, and optional fields for the authorized payer and click “OK.”

Guest Payer – Parent need to know your Ball State ID number
Go to www.bsu.edu/ebill
Scroll to the bottom and click on “log in here” across from guest Payers
Type in the student’s Ball State ID number and last name and click Login
Click on the “Payment on Account” link
Enter the amount of payment
Add to Shopping Cart
Follow the prompts.

Installment Plan
Installment payment can be made in four partial payments. Tuition is always due on the first of the month.

Penalties
If payment is not received by the due date, the first of the month, the following steps occur:

- An administrative hold is placed on your records.
- Not permitted to register for any subsequent terms until the hold is removed.
- Transcript and/or diploma will be withheld.
- Assessed additional fees for any collection costs, but not limited to attorney fees and court costs.
Dropping or Withdrawing

1. Email Nancy Day at nday@bsu.edu when dropping or withdrawing from class.
2. Refunds depend on the first day of contact to withdraw or drop from a course.
3. If considering dropping or withdrawing from a college credit course, talk with your parents/guardian, instructor, and guidance counselor. You can still remain in the high school class.
4. Drop/withdrawal is not official until our office is notified. You will continue to be billed and liable for any additional fees that may be charged.
5. When your drop or withdrawal request has been processed, you, your instructor, and counselor will be sent an email upon completion of your request.
6. If you withdraw from a course, your transcript will show a “W” which will not affect your grade point average (GPA). You will still be responsible for any portion of the tuition cost.

Refund

1. Drops are the first week of the Ball State term with a 100% refund. (Fall and spring term only)
2. Partial and last withdrawals start the second week of the Ball State term with a reduced percentage refund each week (charts below). Refunds depend on the date our office is contacted.
3. You may withdraw from your college class until the end of the 10th week. There will be no refund after the fourth week of the Ball State term for partial withdrawals. You may remain in your high school class.
4. Live high school courses lasting the full high school year fall under the fall refund schedule.

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<thead>
<tr>
<th>Week</th>
<th>Refund</th>
<th>Transcript Entry</th>
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<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>No entry on transcripts</td>
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<td>2</td>
<td>75%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>3</td>
<td>50%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>4</td>
<td>25%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>Thereafter</td>
<td>0%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
</tbody>
</table>

Refund for Partial Dual Credit Courses

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund</th>
<th>Transcript Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>2</td>
<td>80%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>5</td>
<td>40%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>6</td>
<td>30%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>7</td>
<td>20%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>8</td>
<td>10%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
<tr>
<td>9</td>
<td>0%</td>
<td>A &quot;W&quot; for withdrawal will appear on BSU’s transcript</td>
</tr>
</tbody>
</table>
Transcript
The dual credit courses will be entered on your permanent Ball State University record.

Students enrolled in current Ball State’s Term
Students presently enrolled in the current Ball State term can request up to 10 free transcripts for up to 60 days past the end of the Ball State term if ordered through Banner.

1. Go to [https://my.bsu.edu](https://my.bsu.edu):
2. Sign in with BSU username and password
3. Click on “Self-Service Banner” - “Student” – “Student Record” – “Printed Transcripts”
4. Follow the prompts

Students enrolled in previous or former Ball State Term (including full-year classes). There is a fee for each transcript.

1. Go to [www.bsu.edu/transcripts](http://www.bsu.edu/transcripts)
2. Scroll down to “Former Students and Alumni Not Enrolled in the Current Term”
3. Click on “National Student Clearinghouse”
4. Select Ball State University from the drop down form and “Submit”
5. Enter all information including the BSU ID number Not the social security number
6. Click “Next”
7. Follow the prompts

Transcripts will be mailed unless otherwise requested. If the students need further assistance regarding requesting a transcript, please contact the Registrar Office at 1-765-285-1970.

Course Transferability
Designated courses are transferable to other colleges or universities, assuming adequate grades through the Core Transfer Library. The prospective school decides how the course will transfer as part of the major or as an elective. Contact each desired school of interest directly and inquire about the school’s current transferability requirements before enrolling in the Ball State course.

TransferIn Home (Indiana Core Transfer Library)
Core Transfer Library (CTL) is an Indiana developed system which lists courses that transfers among all Indiana public colleges and university campuses, assuming adequate grades. This CTL website [www.transferin.net](http://www.transferin.net) provides additional information about transferability of courses.

Evaluations
The National Alliance of Concurrent Enrollment Partnerships (NACEP) certification requires the following evaluations/assessments. University Computing Services (UCS) will conduct the following evaluations on behalf of the Division of Online and Distance Education as the requirement and to guarantee the quality of the DCP courses.

A Student Course Evaluation will be conducted at the end of each semester; the objective is to learn how satisfied students were with their experience and instructors.

A Freshmen College Student Evaluation will be conducted annually after the student’s first semester of college work. The objective is to gain knowledge about the transferability of the courses and their benefits to the students in the early stages of their college careers.

A Senior College Student Evaluation will be conducted during every student’s expected senior year in college. The objective is to gain knowledge about the transferability of the courses and how beneficial the courses were to the students throughout their college experiences.
Available Resources

**Ball State University’s ID Number**
A Ball State username and password is required to be able to view your BSU ID number. It can be viewed at [https://my.bsu.edu](https://my.bsu.edu). Sign in with your Ball State username and password, click on Self-Service Banner, then “Personal Information” tab. This is unique identification number generated for the student’s privacy protection.

**Ball State ID Card known as Cardinal Card**
Cardinal Card is Ball State University’s official identification card and lists your full name, your role, and photo. If your Cardinal Card is lose or mutilated, contact the Registrar's Office for a replacement. There is a fee for replacement cards and the fee will be added to your Ball State dual credit bill.

**Ball State Dual Credit Program Website**
More information can be found at our website at [www.bsu.edu/dualcredit](http://www.bsu.edu/dualcredit).

**Blackboard**
Blackboard is an online set of tools that helps automate many of the functions and procedures that are part of any classroom environment. Through Blackboard, you can view the posted materials, course content and syllabus, open forums or chat rooms to discuss class topics, make comments, or e-mail their classmates by logging on with their individual Ball State usernames and passwords at [www.bsu.edu/blackboard](http://www.bsu.edu/blackboard). Blackboard should be used with Firefox. An overview of Blackboard can be found at [www.bsu.edu/online/currentstudents](http://www.bsu.edu/online/currentstudents). Click on “Service for Online Students” “Online Orientation” “Log on to the Orientation for Online Students” you will need your Ball State username and password.

Blackboard can be logged into at [https://my.bsu.edu](https://my.bsu.edu) sign-in with your Ball State username and password, click on “Blackboard”, and select the class you are working on.

**Computer labs** – Computer labs with word processing and spreadsheet packages and online access are available in a variety of locations on campus. They are there for your use for research and school work. The locations and hours of the different labs can be found at [Ball State University - Locations and Hours](http://www.bsu.edu/online/currentstudents). Click on “Service for Online Students” “Online Orientation” “Log on to the Orientation for Online Students” you will need your Ball State username and password.

**Library** – The Bracken Library on the Ball State campus offers unparalleled resources. The library provides valuable online resources through electronic databases found at [http://bsu.edu/library/](http://bsu.edu/library/). Visit the library on campus to use computer labs and resources for your classes. In addition to the resources of the library, you will find valuable online resources at [http://bsu.edu/library/](http://bsu.edu/library/). The library provides countless online articles through available databases. These resources can assist with researching for class papers, potential colleges and careers, and personal interests.

**Textbook Information** - Textbook information is found on the Ball State Bookstore website at [http://bsu.bncollege.com/](http://bsu.bncollege.com/). Have your course prefix, number, and section handy (i.e. ENG 103, 930). Some courses have digital textbooks and the cost is automatically charged to your student account. (MATH 125)

**TransferIn Home (Indiana Core Transfer Library)**
Indiana developed the Core Transfer Library (CTL) which lists courses that will transfer among all Indiana public colleges and university campuses, assuming adequate grades. This CTL website [www.transferin.net](http://www.transferin.net) provides additional information about transferability of courses.

Our chart of online and onsite courses annotates the transferable courses with a “Y”.

**Applying to Ball State University**
To learn about Ball State’s undergraduate majors and programs, go to [http://www.bsu.edu/admissions](http://www.bsu.edu/admissions).

Scholarships and loan information can be found at [http://www.bsu.edu/finaid](http://www.bsu.edu/finaid).
Contact Information:

Dual Credit Program
Ball State University
Letterman Building Rm 131
Muncie, IN  47306
Toll free:  1-800-872-0369
Phone: 1-765-285-1581
Fax: 1-765-285-7161
Email: dualcredit@bsu.edu
Web: www.bsu.edu/dualcredit

Nancy Day
Program Coordinator
Dual Credit Program
Ball State University
nday@bsu.edu
1-765-285-3592

Dr. James C. Hendrix
Assistant Director
Dual Credit Program
Ball State University
Letterman Building Room 131
Muncie, IN  47306
Email: jchendrix@bsu.edu
Phone: 1-765-285-6783
Dual Credit Program - Dual Credit Student Admission and Registration

New Student Instructions

If any test scores or transcripts were sent to Ball State or you applied or are admitted the Student Verification Form needs to be completed. The Dual Credit office will need to activate your record before you can register.

1. Go to www.bsu.edu/dualcredit
2. Click on the box “Apply Now” (top of the page)
3. Click on “New Dual Credit Student: How to Apply”
4. Scroll down and click on your particular school and if it is not listed click on “Other School”
5. Click the small Red magnifying glass itself to see courses offered
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your course, instructor and meeting time matches your planned schedule.
8. If a class is not correct, click the “Remove” link and add the correct class.
9. Click “Register” button (bottom right corner) You should see a pop up box.
10. Click “Create New Account” Disregard the “Sign-In” box
11. Fill in all required fields including the security box, and click “Submit” If any errors, correct and resubmit.
12. The screen should read, “Welcome! Your account has been successfully created.” Click “Continue” to begin the check-out process. Skip to step 14.
13. If you receive the message “Caution – The information you have entered appears to be on file.” This means some documents were submitted to Ball State and a temporary record was created for you. Exit and close your browser. Submit the Student Verification Form to be manually processed. You will need to register once you receive your Ball State username and password.
14. Click “Confirm Registration” and then “Complete Registration” in the bottom right corner
15. On the “Payment Detail Page,” click the “Print” link for a copy of the invoice for your record.
16. Tuition bills will be sent to your home address, with a due date the first of the month.
17. Your registration is complete. For security of your personal information, sign out and close the browser.

You will receive an e-mail informing you are admitted into the Dual Credit Program. In five business days, you should receive an e-mail with your Ball State username and password information. Any question, contact Nancy Day at nday@bsu.edu or 1-765-285-3592 or, or Dr. James Hendrix at jchendrix@bsu.edu or 1-765- 285-6783.
Anyone with a Ball State username and password is considered a Returning (Current) student even though you may not have taken classes.

1. You will need your Ball State username and password
2. Start at https://my.bsu.edu- sign in with your Ball State username and password
3. Click on the following: “Self-Service Banner” - “Student” - “HS Dual Credit Registration”
4. Click on your school link, if your school is not listed, click on “Online HS Dual Credit”
5. Click the small Red magnifying glass itself
6. Click on your course and drag it to the right side of the page under “Schedule”
7. Verify your courses, instructors and meeting times match your schedule
8. If a course is wrong, click the “Remove” link to remove it from your schedule and select the correct class.
9. Ignore the “Save” button.
10. Click “Register” button if an error is received, please take a screen shop of the error message and email to Nancy Day at nday@bsu.edu. If no error message, continue with step 11.
11. “Confirm Registration” and “Complete Registration” at the bottom right corner
12. On the “Payment Detail Page,” click the “Print” button for a copy of the invoice for your record
   Tuition bills will be sent mid-month to your home address, addressed to you the student with a due date of the first of the month.
13. Your registration is complete. For the security of your personal information, sign out and close your browser.

If you have a question, contact Nancy Day at nday@bsu.edu or Dr. James Hendrix, at jchendrix@bsu.edu
Dual Credit Program- Dual Credit Student Information Release Authorization – (FERPA)

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, the University is prohibited from providing information such as class schedule, final grades, billing, and other student record information from your student record to a third party. This restriction applies, but is not limited to your parents or guardian.

You may grant the Dual Credit Program permission to release information about your student record to a third party by submitting a completed Dual Credit Student Information Release Authorization Form. The specified information will be made available only if requested by the authorized third party.

Submit your completed form to your school counselor or instructor. Permission if being given for: final Grades/GPA – registration, student ID number, Admission status, drops/withdrawals and Billing Information – holds, charges, credits and payments. Please note that your authorization to release information expires 120 days upon completion of the dual credit course; however, you may revoke authorization at any time by sending a written request to the same address. This information release authorization is intended for use only by the Dual Credit Program.

A. Student Information

NAME (LAST, FIRST, MIDDLE INITIAL) HIGH SCHOOL NAME

B. Third-party Designee – Parents, Grandparents, Step Parents, Guardians, Others

1. NAME (LAST, FIRST, MIDDLE INITIAL) CURRENT ADDRESS

   RELATION TO STUDENT DAYTIME PHONE EMAIL ADDRESS

2. NAME (LAST, FIRST, MIDDLE INITIAL) CURRENT ADDRESS

   RELATION TO STUDENT DAYTIME PHONE EMAIL ADDRESS

Security question - select one:
1. What is your mother’s maiden name? 2. What is the name of your pet? 3. What is your place of birth?

C. Authorization

STUDENT’S SIGNATURE DATE
Dual Credit Program- High School - Parent/Guardian Permission Form

The student, parent/guardian and high school signatures are required in order to remain in your classes. The student’s signature is for requesting course(s), parent/guardian signature approves the courses for financial obligations and high school’s signature indicates the student is prepared to enroll in a college-level course. The completed form is required to remain in your classes.

STUDENT INFORMATION

Student’s Legal last name first name, middle name:(Please print legibly)
________________________________________________________________________________________________

Name and City of High School: ______________________________________________________________________

Course(s)/ requesting and Instructor associated with course:

<table>
<thead>
<tr>
<th>HS Course Name (Ex. AP Biology 1)</th>
<th>BSU Course (Ex. ENG 103)</th>
<th>Term Taking (Ex. Fall/Spr)</th>
<th>Instructor (Ex. Dr. Smith)</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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</tr>
</tbody>
</table>

I, the above named student, request permission to take, for college credit, the above courses at Ball State University.

_______________________________________________________   _________________________________
Student Signature           Date

PARENT/LEGAL GUARDIAN

As the parent or legal guardian, I agree to be legally bound and fully responsible without limitation for any costs, fees, expenses, or assessments levied on the student by Ball State University.

__________________________________   ________________________________________________________
Parent/Legal Guardian Signature                Email

_____________________________              ________________________________________________________
Phone No.                                               Date

HIGH SCHOOL GUIDANCE OR PRINCIPAL

I approve the above student is academically qualified to register for the requested university course as outlined by the Admission Standards in the Dual Credit Program, High School Administrators and Instructor’s Handbook. The student has been verified to have met the prerequisite for the Ball State University course.

_____________________________   Free/Reduced Lunch   Yes ____  No ____
High School Principal or Guidance Counselor Signature

Title              Date    Email

Please return the form to your advisor. Send to Ball State University, Dual Credit Program, Nancy Day, Letterman Bldg., Rm 131, Muncie, IN 47306. Direct any questions to Nancy Day at nday@bsu.edu or 1-765-285-3592.
Dual Credit Program- Dual Credit Student Verification

Complete and return this form for processing. Once your record is created, your Ball State username and password can be generated or activated.

Legal last name, first name, middle name: _______________________________________________________

Home address: ______________________________________________________________________________

City, State, and zip: __________________________________________________________________________

Home or primary telephone number: _______________________________________________________________________

Student’s Cell Number: _______________________________________________________________________

Birth date: Month__________ Day_____ Year:________________________________________

Email address: _____________________________________________________________________________

State of Residence: _______ U.S. Citizenship: Yes___ No ___ Other ______________________________

Gender: Female  Male  Ethnicity: Hispanic/Latino  Not Hispanic or Latino

Race: American Indian or Alaska Native  Asian  Black or African American  Hispanic

Native Hawaiian or Other Pacific Islander  Unknown  White or Caucasian

Who is your legal guardian(s), or with whom do you reside? Circle all that apply

Father  Mother  Stepfather  Stepmother  Guardian  Other __________________________

Guardian Information:

First and last name of parent or guardian: _______________________________________________________

Address, City, State, Zip: _______________________________________________________________________

Telephone number: ___________________________________________________________________________

What high school are you attending, city and state: _________________________________________________

High school graduation date: (month/year): _______________________________________________________

Have you ever taken Ball State classes? Yes  No  When___________________________________________

Student’s Signature and Date ___________________________________________________________________

Please send this form to Nancy Day via email at nday@bsu.edu or fax to 1-765-285-7161 or mail to Ball State University, Attn: Nancy Day, Dual Credit Program, Letterman Building Rm 131, Muncie, IN 47306