Welcome

Thank you for pursuing graduate education at Ball State University! As a graduate student, you will be challenged and encouraged to discover many opportunities for creative stimulation, interdisciplinary growth, and your own professional development in pursuit of a meaningful career.

Our graduate school orientation has been designed to connect you to helpful resources at Ball State and the Muncie community, as well as to introduce you to key components of the graduate education experience. If you have questions, feel free to ask any member of our orientation team.

I trust your time at Ball State will be rewarding and challenging as you seek to develop and exercise your skills in your own unique vocation.

Best Regards,

Robert J. Morris
Associate Vice President for Research and Dean of the Graduate School and Professor of Chemistry

Welcome to Ball State University. As your time here begins, you will be exposed to many new experiences and will discover opportunities to help you in your professional development.

During my time as a graduate program director of sociology, I found that students who were the most successful were the most connected. Whether participating in writing or statistics support groups, collaborating with peers inside or outside of the classroom, or working with faculty mentors on research projects, being connected will help you succeed. Now is your chance to start connecting with others. Each of the colleges has administrators and faculty who are here to help you.

I wish you the very best as you pursue your personal and professional goals!

Sincerely,

Carolyn Kapinus
Associate Dean of the Graduate School and Professor of Sociology

Orientation Team

Contact us at graddev@bsu.edu or 765-285-6130
Elizabeth Tobin, Orientation and Social Media Manager
Stephanie Wilson, Graduate School Recruiter
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Join Us on Facebook!
If you haven’t joined our Facebook community already, we encourage you to visit us at facebook.com/ballstategradschool. You can ask questions about Ball State, graduate study, and graduate student development while connecting with your new classmates and showing off your Cardinal Pride.

“Ball State has given me confidence. It has made me bolder and more courageous.”

Farah Naz Alam
Hyderabad, India
Master of Landscape Architecture (MLA) and MS in Information and Communication Sciences, ‘14

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 (TTY users only 765-285-2206) or visit bsu.edu/disabilityservices.

The information presented here, correct at the time of publication, is subject to change. 171360-15 dsc
Welcome

Dear Student,

As you begin your journey, you will quickly discover that graduate school allows you to learn many new and exciting things. For example, graduate school can jumpstart your research or teaching career. In addition, there are many opportunities to learn about yourself, including your strengths, passions, and skills.

One of the best pieces of advice I can share is to get connected as soon as possible. There are opportunities to connect with individuals both within your department and within the Ball State community. Connecting with your peers, faculty, and staff can make your experience in graduate school memorable. Likewise, this connection can build lasting relationships, which can be beneficial to your success in future endeavors.

I would also suggest to try something new. Take a class outside your department, look into certificate programs, or participate in new and exciting research. These experiences will greatly influence your learning and might even open doors in other fields that you probably have not considered.

Remember that, in graduate school, you will have a family of peers sharing similar experiences as you. If you are able to give advice or support to your peers, I urge you to do so. In addition, faculty and staff have often been in your shoes at one point or another, so do not be afraid to reach out to them if you need guidance or help. They are here to help you.

I hope your time at Ball State is memorable and one of the best times of your life!

Sincerely,

Elizabeth M. Tobin
Orientation and Recruiting Manager, Ball State Graduate School
MA in Cognitive and Social Processes, ’16
Certificate in College and University Teaching ’16
Dear Student,

What will make you successful in graduate school is your willingness to learn. You already have that thirst for more knowledge and that’s why you are seeking an advanced degree. However, this is not a second undergraduate degree. Be prepared for a different kind of workload in graduate school. You are now a colleague with your professors, so they will rely on you to produce professional quality work. But this also means that you can rely on them as much as other students for help. Don’t hesitate to become part of the Ball State community. It is a great way to expand your network, which can help you even after you graduate. So get involved!

Finally, invest in a good pair of waterproof boots and don’t forget to have some fun while you are here!

Sincerely,

Annie Meurer
Analyst, Impact Advisors
MS in Information and Communication Sciences, ’14

Dear Student,

When I came to Ball State, I had a very narrow idea of what opportunities there were for me. But it quickly became apparent that having a graduate degree opens so many doors. My graduate school experience has put me on a great track for my future. There are opportunities all around you. There is this idea your undergraduate degree is where you’re supposed to figure it all out. But plans change as you grow. If you have too much tunnel vision about what you’re doing, you might miss out on something even better. And when you begin to wonder about those other options, seek them out. My advice to you is not to be too narrow or closed off. When opportunities present themselves, don’t talk yourself out of trying something new.

Sincerely,

Margaret Cude
Graduate Recruiter and Admissions Counselor, Binghamton University, Thomas J. Watson School of Engineering and Applied Science
MA in Public Relations, ’15
Orientation Schedule of Events

Morning sessions are optional. The general orientation session begins at 1 p.m. Spring and summer orientation agendas will be provided during the onsite session.

Thursday, August 20—Cardinal Hall, L.A. Pittenger Student Center

8:30–10 a.m.  Doctoral Student Session  
Student Center, Room 301

10:30–Noon  Making Meaningful Connections in Graduate School  
Learn to network with peers, faculty, and staff, along with a campus tour.

Noon–1 p.m.  Lunch on your own.

Thursday, August 20—Pruis Hall and Whitinger Business Building

1–3:10 p.m.  Orientation for all Graduate Students, Pruis Hall  
Christy Blanch, Educator and Comic Book Store Owner  
Topics will include: making connections at Ball State and in the community, campus culture, professionalism, meet your college ambassador, and graduate student panel.

3:30–4:45 p.m.  Breakout sessions 30 minutes in length  
Choose two sessions to attend  
Session One: 3:30–4 p.m.  
Session Two: 4:15–4:45 p.m.

5–7 p.m.  Downtown Mixer at the Caffeinery  
MITS Trolley Transportation to Location  
Pick-up Location: Outside Bracken Library on McKinley Avenue

Graduate School Mission Statement

Graduate study at Ball State supports the university’s mission by seeking to develop the intellectual breadth and specialized training necessary for careers in teaching, in research, and in the professions. Graduate programs emphasize the knowledge, methods, and skills needed for scholarly teaching, problem solving and original research, creative inquiry and expression, and intellectual leadership to prepare responsible civic and professional leaders for our community, the state, nation, and the world.

The problems and issues facing society require new knowledge and new ways of using existing knowledge, especially with the continuing advancement of technology. To meet the challenges of working in a global society, graduate programs provide an atmosphere which fosters scholarship, creative activity, intellectual freedom, interdisciplinary study, student/faculty collaboration, and integrity of action within a diverse climate of teachers and learners.
Staying Connected: Using LinkedIn as a Career Advantage
James Mitchell, Associate Director of Employer Relations and Recruitment Programs
Location: Miller College of Business, WB Room 138
LinkedIn is a powerful tool that can help you connect to professionals in your field. Learn tips for using it to its full potential.

Finding and Keeping Your Mentor
Sharon Bowman, Chair of the Department of Counseling Psychology and Guidance Services
Location: Miller College of Business, WB Room 139
Mentorship throughout your graduate career and even past that can help develop you into the professional you want to be. During this breakout session, Sharon Bowman, chair of the Department of Counseling Psychology and Guidance Services, will share ways to keep your mentor. You will learn what to look for in a mentor, how to approach a potential mentor, and how to keep the lines of communication open beyond your graduate study.

Your Digital Presence
Katherine Denker, Assistant Professor of Communication Studies
Location: Miller College of Business, WB Room 141
Social media is a popular tool for students to communicate and express their ideas. Enjoy an engaging conversation from a current faculty member who will provide strategies to ensure your digital presence reflects your professional and academic personality.

How Do I Fund My Research?
Augusta Wray, Proposal Manager for Sponsored Projects Administration, and Jessie Roark, Research Information Coordinator for Sponsored Projects Administration
Location: Miller College of Business, WB Room 144
Research is an essential aspect of your graduate school career, and can benefit greatly from external funding. Augusta Wray and Jessie Roark from Ball State’s Sponsored Projects Administration will offer information on resources and databases available to faculty and students to assist in identifying funding opportunities and support the grand writing process.

Discovering Muncie
Nicholas C. Kawa, Assistant Professor, Department of Anthropology
Location: Miller College of Business, WB Room 152
If you attended our prearrival webinar, you heard a small portion of what Muncie has to offer. Faculty member Nicholas C. Kawa will share his story of discovering Muncie’s options for a healthy lifestyle, its arts and culture, and making community connections.

The Next Step: Graduate Research at the Ball State University Libraries
Lisa Jarrell, Instructional Services Librarian and Brenda Yates-Habich, Information Services Librarian
Location: Miller College of Business, WB Room 151
If you attended our prearrival webinar, you got a small glimpse into what resources you can find at the University Libraries. Join Brenda Yates-Habich and Lisa Jarrell as they share information about the resources and services for graduate students.
“Ball State will provide you with plenty of opportunities to expand your interests, network with professionals in your field, and collaborate with other faculty and graduate students.”

Jason Doll
Cambridge City, Indiana
PhD in Environmental Science, ’15
Grading System
At Ball State, we use a standard 4.0 scale for grading and awarding credit points. Although you need to have a C or better in a course for it to count toward a degree program, all grades are used to compute your overall grade point average (GPA). If you are pursuing a master’s degree, you’ll need a scholastic ratio of at least 3.0 as well as a 3.0 in your major. If you are seeking a specialist in education or doctoral degree, you need to maintain a 3.2. Some academic departments have more stringent requirements, so be sure to check with your department.

Completing Your Degree
You have six years to complete your master’s degree or specialist-level degree from the time you complete your first graduate course at Ball State. If you are a doctoral student, you have seven years from the time you complete your first course after being admitted to a degree program.

Research Requirement
Graduate degree programs have a research requirement that you can fulfill in a variety of ways, depending on your program. The options for fulfilling the research requirement are:

Master’s Level
• research methodology course
• research paper
• creative project
• thesis

Doctorate Level
• dissertation (doctoral students)

Your program will have more specific information about how to complete the program’s research requirement. You may have an option about which method you use to fulfill the requirement. For example, you might be able to complete a creative project or a thesis. Program advisors and your specific advisor will be able to assist you in this process.

Research Methodology Course
This is a 3 credit course that is taken as part of your program’s required course work that provides an overview of research methodology specific to your degree program.

Research Paper
You can earn 3 hours of graduate credit by completing a research paper on a topic directly related to your degree or area of specialization.

Creative Project
You can receive 3 or 6 hours of graduate credit by completing a creative project directly related to your degree or area of concentration.

Thesis
This comprehensive research paper is 6 hours of credit directly related to your degree or area of specialization.
Now that you're here, there are several important things you should know. Getting off to a good start will make navigating Ball State University easier.

• The Graduate School must have your final transcript(s) with your degree conferred.
• Contact your advisor or program director at bsu.edu/gradschool/advisors to develop your academic plan of study.
• Your first Cardinal ID card is issued after you have registered for classes. If you are registered for on-campus classes, you will need to go to the registrar’s office, Lucina Hall B43, and present a picture ID such as a driver’s license or credit card with your photo. Your registration in classes will be verified, your picture will be taken, and Cardinal ID Card will be created. For more information, visit bsu.edu/registrar.
• You may obtain your parking pass at bsu.edu/parking.
• The Ball State Graduate School Catalog contains policies, regulations, and procedures for graduate students. You can view the catalog online at bsu.edu/gradschool/catalog.
• The online guide is a comprehensive source for all of our academic policies and procedures including course loads, completing degrees, transfer credits, grading system, and more. bsu.edu/gradschool/policies.
• Textbooks can be purchased at the Ball State Bookstore website: bsu.bncollege.com. All regular graduate and doctoral assistants are entitled to a 10 percent discount. These discounts only apply during the term(s) in which the student is employed as a GA.
• Our wonderful library has many resources for your success, including instructional materials and study rooms/carrels. Visit bsu.edu/library.
• Learn about our recreational facilities at bsu.edu/recreation.
• Complete required vaccination and medical history requirements at bsu.edu/healthcenter.
• Be sure to review the academic calendars at bsu.edu/calendar.
• Join us on Facebook to learn of new assistantships, campus resources, and upcoming events at facebook.com/ballstategradschool.
• The Sponsored Programs Administration will offer information on identifying funding opportunities from agencies, foundations, and Ball State University. Visit bsu.edu/spo.

Information Technology On-Campus

• Software and hardware discount: bsu.edu/computerstore, 765-285-4104, Bracken Library, room 103.
• Technical help to fix your computer: bsu.edu/tectime, 765-285-8324
• Media and software training: bsu.edu/training, 765-285-6582.
• Computer labs throughout campus: bsu.edu/labs.
• Antivirus protection (free): bsu.edu/security, 765-285-4390
Utility Company Information

American Electric Power
(Indiana Michigan Power)
indianamichiganpower.com
Customer Service: 800-311-4634

Indiana-American Water Company
amwater.com/inaw
Customer Service: 800-492-8373

Muncie Sanitary District Sewage Collection
munciesanitary.org
Customer Service 765-747-4863

Vectren Energy Delivery (Gas)
vectren.com
Customer Service: 800-227-1376

Comcast
comcast.com
Customer Service: 765-284-3357

AT&T
att.com

Medical/Health Facilities

IU Health Ball Memorial Hospital
Phone 765-747-3111
http://iuhealth.org/ball-memorial

Veterans Affairs Clinic
Phone: 765-284-6822 or 765-284-6822
Fax: 765-284-5603
northernindiana.va.gov/locations/Muncie.asp

Ball State University Student Health Center
Phone: 765-285-8431 Fax: 765-285-1103
bsu.edu/healthcenter

Ball State University Counseling Center
Phone: 765-285-1736
bsu.edu/counselingcenter

Social/Entertainment Venues

City of Muncie: cityofmuncie.com
Downtown Muncie: downtownmuncie.org

Community Volunteer Opportunities

Volunteer Services: bsu.edu/svs
Delaware County Christian Ministries: cmmuncie.com
A Better Way: abetterwaymuncie.org
Little Red Door: littlereddooreci.org

Newspapers

Daily News: bsudailynews.com
Muncie Star Press: thestarpress.com
Indianapolis Star: indystar.com
Before classes start, take the time to learn more about Ball State. Here, you’ll find information on popular meeting places, campus landmarks, and helpful resources.

**Ball State Federal Credit Union**
765-741-2728, bsfcu.com
Graduate and doctoral assistants are eligible to open checking/savings accounts and take loans from the Ball State Federal Credit Union.

**Beneficence**
Beneficence, affectionately called “Benny,” is Ball State’s institutional icon. She symbolizes the generosity of the five Ball brothers whose land donation to the state of Indiana allowed Ball State to flourish. Following Ball State’s outdoor graduation ceremony, it is a tradition for students and families to have their pictures taken with Benny. Beneficence, unveiled in 1937, was the last commissioned work of sculptor Daniel Chester French, creator of the Abraham Lincoln statue in the Lincoln Memorial in Washington, D.C.

**Blackboard**
Blackboard is a tool that allows faculty to add resources for students to access online. Activities and tests may also be administered on the web, allowing for student feedback. The system also allows for online discussions and chatting on virtual classrooms.

**Bookstore**
Art and Journalism Building in the Atrium, 765-285-8080, bsu.bncollege.com
As the only on-campus bookstore, the Ball State Bookstore is your No. 1 source for used and new textbooks as well as Ball State clothing, gifts, and books for general reading. Students may use the view/order textbooks link when viewing their class schedules online for a listing of all their required course materials. Find it on Facebook: facebook.com/ballstatebookstore.

**Bursar and Loan Administration**
Lucina Hall, Room B31, 765-285-1643 or 800-382-8540, bsu.edu/bursar
eBill is Ball State’s convenient, secure, and easy-to-use 24/7 online billing and payment system. Payments are due on the first day of each month, so be sure to check your eBill account frequently. Payments may be made online by credit card or from a checking or savings account. Credit card payments cannot be accepted in person or by phone. Payments can also be made by check, money order, cashier’s check, or cash at the bursar’s office or by mail. Students and authorized payers have two options each month for paying their semester balance: Pay either the total amount due, or the deferment amount by the due date on the eBill. The deferment option allows students to make up to four payments per term for fall and spring to pay their tuition, mandatory fees, and room and board charges. Apartment rent and charges from a prior semester are due in full by the date on the eBill. For additional information, go to bsu.edu/bursar.

While a graduate assistantship does cover the majority of tuition, GAs are responsible for approximately $1,500 per semester, in addition to program fees applicable to your major.

If you would like anyone other than yourself to be able to discuss your account information with our office, please know that you will need to add him or her as a proxy on your account. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of education records for all students at the university. Without this authorization, the bursar’s office will be unable to discuss the specifics of the student record.
In addition to granting proxy access so others may discuss your account information with members of the bursar’s office, we encourage you to allow authorized payers to view and make payments to your bursar account by adding them through bsu.edu/ebill. Authorized payers are entitled to online information through the eBill system. Being an authorized payer does not allow the bursar staff to discuss the student’s financial record with parents or other individuals by phone, in person, or by email, unless the student has also granted them access through Ball State’s proxy system.

**Career Center**
Lucina Hall, Room 220, 765-285-1522, bsu.edu/careers

The Ball State Career Center offers a wide variety of services and resources to help you expand your network and prepare for future success, including:

- one-on-one career coaching—discussions ranging from long-term plans to your job search—with a professional staff member who has specific knowledge about your given field
- events and workshops of a wide variety that help your professional development
- Cardinal Career Link (bsu.edu/careers/careerlink)—an online network for Ball State students and alumni—which offers on-campus job postings, graduate assistantships, full-time employment positions, opportunities to interview with employers on campus, and more.

**Charlie Cardinal**
Charlie Cardinal has served as the official mascot of Ball State University’s intercollegiate athletics program since 1969. Charlie Cardinal is an ambassador for the university as he makes guest appearances around Indiana and the nation.

**Chirp! Chirp!**
The hand symbol, created by placing one’s index finger and thumb together while extending the pinky, ring, and middle fingers, is used by Ball State sports fans as they chant to show their school spirit.

**Counseling Center**
Lucina Hall, Room 320, 765-285-1736, bsu.edu/counselingcenter

The Counseling Center provides free, professional, and confidential psychological and career counseling for students. The Counseling Center offers:

- individual and group counseling related to personal and social issues
- career counseling, including assessment, testing, and career decision making
- workshop presentations on a variety of topics such as self-esteem, stress, career exploration, sexual assault prevention, sexual harassment awareness, drugs and alcohol, relationship issues, grief and loss, communication and gender roles, learning styles, eating disorders, homesickness, and diversity
- For after-hours crisis assistance, cell 765-288-HELP (4357) or 800-273-TALK (8255).

**Daily News**
bsudailynews.com

The Ball State Daily News, a nationally recognized, award-winning student newspaper, is available daily at various locations on campus and publishes an online edition. The free newspaper contains local, national, and campus news, sports, and entertainment.
**Disability Services**

L.A. Pittenger Student Center, Room 116, 765-285-5293, TTY users 765-285-2206, bsu.edu/disabilityservices

The Office of Disability Services facilitates the university’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 accommodations and services provided are priority class scheduling, letters to teachers regarding classroom and testing accommodations, making print accessible, note taking, and sign language interpretation. In addition to these services, Disability Services also provides resources for students with disabilities and serves as a liaison with faculty and other units of the university.

*Students and family members are welcome to contact us anytime during Orientation. Our e-mail is dsd@bsu.edu.*

**Emens College-Community Auditorium**

1800 West Riverside Avenue, 765-285-1539, bsu.edu/emens

Throughout the year, Emens Auditorium is host to numerous lectures, concerts, celebrity performances, and various community events that serve both Ball State University and the surrounding region. The Artist Series presented each year features the best of touring Broadway and theatrical attractions. The auditorium 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 program in the Artist Series and Muncie Symphony Orchestra Series by showing their Ball State Cardinal ID Card at the box office. Many other arts performances are available to students at a special $5 student price. Recent performances include Florida Georgia Line, Joshua Bell, Hunter Hayes, Royal Winnipeg Ballet, Martina McBride, Jim Gaffigan, Jason Mraz, and REO Speedwagon, Little Big Town, and The Fray.

**Charlie’s Charter (Escort Service)**

765-285-5005 or 765-760-RIDE (7433), bsu.edu/parking/charliescharter

Charlie’s Charter provides free transportation between on-campus locations at select times during late hours. A student calls the service, is picked up by an escort driver in a university vehicle, and is transported to any on-campus facility. Hours are Sunday–Thursday, 6 p.m.—3 a.m.

**Frog Baby**

Sculpted by Edith Barretto Stevens Parsons (cast in 1937), *Frog Baby* depicts a joyous little girl playfully holding a frog in each hand. Legend has it that Ball State students facing final exams used to make a pilgrimage to the David Owsley Museum of Art at Ball State to rub her nose for good luck. When the statue was moved outdoors several years ago to stand in the center of a new fountain north of Bracken Library, the tradition took a more protective turn: students now routinely lend *Frog Baby* a scarf and hat when the weather turns cold.

**Health Center**

1500 Neely Avenue, 765-285-8431, bsu.edu/healthcenter

The Health Center is available, free of charge, to all full-time students who are enrolled in at least 7 credit hours. If you are enrolled for less than 7 credit hours, you may still use the Health Center but you may have to pay a fee. The Health Center is made up of a walk-in clinic and pharmacy on the first floor, Women’s Center and Health Education on the second floor, and a physical therapy unit on the lower level.
The health center is open normal university business hours. It remains open during breaks and between academic terms except for official university holidays. It is also open until 6:30 p.m. on Tuesday and Wednesday during fall and spring semesters.

All incoming Ball State students, whether living on- or off-campus, are required to submit their immunization records. Students must have a booster dose of tetanus and diphtheria within 10 years prior to admission, and they must have 2 MMR vaccinations both administered after their first birthday. This is required, and you will have a hold put on your account, preventing you from enrolling in classes, etc., until this requirement is fulfilled.

There are additional health record requirements for international students. They must have an evaluation for tuberculosis performed in the United States. Either a TB skin test or a blood test for TB performed in the U.S. is acceptable. Testing will be offered as part of orientation prior to beginning classes.

“The graduate assistantship I received in the Human Performance Lab truly is the best part of my experience here at Ball State. For as much as I learn in the classroom, nothing can compare to the experience in the lab. Because of the daily interactions and constant sharing of ideas between students and faculty, the lab becomes a second family. It is an incredible bond and an atmosphere that challenges you to do your best.”

Gregory Grosicki
Fairfax, Virginia
Doctoral Fellow, Human Bioenergetics, ‘17
Insurance Options
Bracken Administration Building, Room 103, 765-285-1109, bsu.edu/insurance

The University Apartments require students to have renter’s insurance. Some landlords for
properties off-campus may also require it. It is a good idea to have this insurance regardless
of where you rent. This insurance helps to cover physical damages you cause in your
apartment. It also protects your personal property against damage or loss. The cost varies
from approximately $120–$200 per year.

If you rent but don’t have to buy renters insurance, you can purchase insurance just to cover
your personal property such as your laptop, cell phone, musical instrument, or bicycle. This
insurance is available to students living on- or off-campus. You buy only as much insurance
as you feel you need. Rates are often less than $100 a year.

As a student, whether a domestic student or an international student, you have access to
the Health Center on campus. If you don't have health insurance, consider the purchase of
health insurance to cover serious illnesses or accidents for you or your family.

If you are a domestic student, health insurance is a voluntary option for you. If you are an
international student you must purchase health insurance, and you will automatically be
billed by the university unless the Rinker Center for International Programs excuses you.

Learning and Development (L&D)
Bracken Administration Building, Room 350, 765-285-1819, bsu.edu/hrs/learndev

The Office of Learning and Development (L&D) offers more than 80 free sessions annually,
ranging from 1–3 hours per session. Topics include a variety of professional development
and general interest subjects, from social media to wellness. Designed for professionals
and staff personnel, it welcomes all graduate students and Ball State employees. To view
a schedule of L&D sessions, visit the website and click Courses & Registration. You may
also download a PDF list of L&D sessions and descriptions. Most sessions are presented
by professional training consultants. A number of sessions are also presented by Ball
State University staff members and faculty, including a growing number of graduate
assistant presenters. Please follow L&D on Twitter (@learndevbsu), like it on Facebook
(LearningDevelopment BallState) or watch it on YouTube (ballstatelearndev).

MAC
Ball State is a part of the Mid-American Conference (MAC), an NCAA Division I collegiate
athletic conference with a membership base in the Great Lakes region that stretches from
Western New York to Illinois.

Motorist Assistance Program (MAP)
765-285-1111

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 that has keys locked inside, transportation
to purchase a gallon of gas, and lock de-icer or abrasives for ice/snow. Hours are Monday–
Thursday, 8 a.m.–3:30 a.m.; Friday, 8 a.m.–7 p.m.; and Sunday, 6 p.m.–3 a.m.

Multicultural Center
325 North McKinley Avenue, 765-285-1344, bsu.edu/multiculturalcenter

The Multicultural Center supports and advances the university’s commitment to cultural
diversity by serving as a resource for the recruitment, retention and enrichment of students
of color, promoting multicultural understanding through opportunities for cross-cultural
connections, and sustaining an inclusive environment for a diverse student population.
Its programs and services address the cocurricular needs of all students and celebrate the historical contributions of diverse groups.

**The Naked Lady**

*Forest Idyll*, referred to by students as “the naked lady,” is a beautifully sculpted bronze statue located in the central lobby of Bracken Library. Students use the statue as a meeting place for study groups and a place to leave messages for friends. *Forest Idyll* was sculpted by Albin Polasek in 1930.

**David Owsley Museum of Art**

Fine Arts Building, 765-285-5242, [bsu.edu/artmuseum](http://bsu.edu/artmuseum)

The David Owsley Museum of Art collection includes works of art representing most of the world’s major cultures. The museum was recently expanded, doubling the exhibition space. Hours are Monday–Friday 9 a.m.–4:30 p.m. and Saturday–Sunday 1:30–4:30 p.m. The museum is open to the public, with no admission charge, and is closed only when the university is closed.

**Office of Research Integrity**

Teachers College, Room 409, 765-285-5034, [bsu.edu/researchintegrity](http://bsu.edu/researchintegrity)

The Office of Research Integrity ensures that research conducted at Ball State University is in compliance with applicable university policies and provisions of federal, state, and local laws and regulations. Research Integrity provides guidance to faculty, staff, and students for research involving human subjects, animals, biological materials and agents, radiation, and controlled substances. The Office of Research Integrity also administers special programs such as export and deemed export, lab safety and security, and conflict of interest and commitment, among others. Research Integrity provides education and consultation as requested and graduate students are encouraged to contact our office with any questions or concerns well before they submit their initial research protocol.

“My entire graduate experience at Ball State has been amazing. I was able to secure an internship that really helped me to tie academic theories with real-world corporate application.”

**Divakar Dev Singh**

New Delhi, India

MBA, Finance and Operations Management, ’15
Parking Services
L.A. Pittenger Student Center, Room L-1, 765-285-1208, bsu.edu/parking

If you would like to park on campus, you will need to register your vehicle. Register at bsuparking.t2hosted.com/cmn. Click on the Online link and have all of your vehicle information, which includes:

• your license plate number
• your plate type (i.e., passenger, truck, etc.)
• expiration date of your license plate
• make, color, and year of your vehicle
• whom the vehicle is registered to

All of this information can be found on your vehicle registration form. You will also need your Ball State Cardinal Card ID number. You can register only vehicles in your name or the name of a family member.

Public Safety
200 North McKinley Avenue, 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 on campus and regulate parking for the university. The department provides programs and services for the university 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

The Office of Recreation Services provides a comprehensive recreation program for all members of the Ball State community. Offerings include competitive intramural sports (40 championships annually), drop-in use of recreation facilities (Ball Gym, Gora Recreation and Wellness Center, Lucina and Cardinal Creek Tennis Courts, Lewellen and Ball Pools), fitness and wellness activities, instructional classes, group exercise classes, youth and family programming (including birthday parties, swim lessons, and Cardinal Kids Camp), more than 35 club sports, Outdoor Pursuits programming (including rental gear,

“My graduate education at Ball State has given me the knowledge, social capital, and skills I need to actualize my goals of garnering parity for students and faculty in higher education.”

Robin Phelps Ward
Cape Girardeau, MO
EdD in Adult, Higher, and Community Education, ‘15
adventure trips and clinics, climbing wall, and outdoor resource center), massage services, and other related services. As one of the top employers of Ball State students, Recreation Services employs more than 400 students annually in 45 positions.

**Registrar**
Lucina Hall, Room B43, 765-285-1722, bsu.edu/registrar

The registrar’s office is formally the Office of Registration and Enrollment Services. This office is responsible for maintaining the education record of the student including course registration and the posting of final grades and degree. Other services provided by the office includes: Ball State Cardinal Card ID production and replacement, course withdraw, change of address, residency determination, special undergraduate application processing (including guest, reinstatement, reenrollment, and non-degree), enrollment verification, and information on record privacy restrictions. Students are encouraged to investigate services related to their educational record by using their Ball State username and password at my.bsu.edu.

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

To receive maximum consideration for financial aid, submit the Free Application for Federal Student Aid (FAFSA) no later than March 10 each year. Students can view their financial aid awards using their Ball State username and password by going to my.bsu.edu and selecting My Financial Aid from the Tuition and Student Services tab on the right hand side of the page. Students who wish to borrow from the Federal Direct Stafford loan program must accept their loans online at my.bsu.edu, and complete an entrance counseling session, and an electronic master promissory note (MPN). This can be done at studentloans.gov. Students receiving a scholarship from an outside source should contact the donor as soon as possible and have the funds sent to the Office of Financial Aid and Scholarships, Ball State University, Muncie, IN 47306.

**Scramble Light**
Located at McKinley and Riverside avenues, this intersection is so named because pedestrians scramble to cross the street every which way when the stoplights halt traffic in all directions. The Scramble Light is a popular place for people to meet.

**Student Legal Services**
L.A. Pittenger Student Center, Room L17, 765-285-1888, bsu.edu/sls

Student Legal Services (SLS) can help you with matters of criminal law and all areas of civil law, including landlord/tenant, contract, consumer, employment, tort, debtor/creditor, probate, real estate, traffic tickets, and family matters. SLS can also provide you with legal reference materials and fill-in-the-blank forms for leases, subleases, housing inspection forms, and roommates’ agreements.

**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. Our programs vary in length, location, and cost. Students in any major can apply. No foreign language experience is required for most programs. Financial aid and scholarships can be applied toward Study Abroad costs. Visit our website for program offerings and check us out on Facebook at facebook.com/ballstatestudyabroad.
The Village

Students love to hang out in this quaint business district along University Avenue. It’s an area of casual restaurants, coffee shops, banks, bookstores, and convenience stores just a few footsteps from the campus.

WCRD

WCRD 91.3, also called “The Pulse of Ball State,” is Ball State’s only student-run radio station and the university’s second-largest student organization. WCRD plays a wide variety of pop, college rock, country and a mix of local music. The station also provides you with your news and sports, including live Ball State sports broadcasts.

University Libraries

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

University Libraries provides significant collections of online, print, and media resources, services, and technology to support student pursuits for academic success. Librarians are available to help with research for assignments, projects, and papers. There are books, online and digital resources, databases, music, DVDs, maps, computers, and spaces for group and individual study at Bracken Library. Branch libraries are located in the Cooper Science Complex and the Architecture Building.

“Ball State University has greatly furthered my vocal performance and teaching career. I have gained valuable experience singing and teaching voice as a graduate assistant at the university.”

Lauren Walker
Bloomington, Indiana
MM in Vocal Performance ’14
returning for DA in Vocal Performance
College life brings with it innumerable opportunities and greater responsibilities for your own well-being. Staying safe and getting the most out of your time here requires staying informed and engaged. Here’s your quick start guide.

**Email is official communication at Ball State**
Information delivered to your Ball State email account from the bursar, advising, housing, the university administration, or a faculty member is considered received. Students are responsible for managing and checking their Ball State email on a regular basis. You can manage your inbox through the Communications Center, [bsu.edu/commcenter](http://bsu.edu/commcenter).

**Communication during an emergency**
Ball State has two modes of communication related to safety:

- **Emergency notifications**: These are delivered simultaneously via the university website, email, and mobile text messages (to those who subscribe) when there is an immediate threat to the campus community. This system is used 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. Visit [bsu.edu/emergencytext](http://bsu.edu/emergencytext) to subscribe.

- **Public safety notices**: These are sent when students, faculty, and staff would benefit from official information about incidents on or near the campus that might lead individuals to be more cautious or aware of their surroundings. These messages, sent via email, call for no specific action and simply raise awareness, remind individuals to practice good safety habits, or mitigate rumors.

The Ball State website ([bsu.edu](http://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](http://twitter.com/ballstate_alert) on Twitter. Information such as safety instructions for students, faculty, and staff will be provided to the campus community through these official sources. The campus sirens may emit a continuous three-minute sound warning as well.

**Emergency preparedness**
Ball State has safety protocols for a long list of emergency situations that are rare yet possible. Please take a moment to visit [bsu.edu/prepared](http://bsu.edu/prepared) and review the information there. Bookmark this website on your computer and smart phone browsers. This guide is your first resource in the event of an emergency.

**Other official communication sources**
- **University home page**: [bsu.edu](http://bsu.edu)
- **Ball State Digest**: A twice-weekly email roundup of timely happenings on campus.
- **Communications Center**: [bsu.edu/commcenter](http://bsu.edu/commcenter). A one-stop shop for campus announcements and activities. Organized by category, it’s a great place to visit to learn what’s happening on campus.
- **Manage your subscriptions**: At [bsu.edu/commcenter](http://bsu.edu/commcenter), you can manage the e-mail and RSS feeds you receive. *This requires action from you.* If you get an email you don’t want, don’t flag it as spam—manage your subscriptions by simply clicking on the footer at the bottom of the message. It’s easy and takes only a minute.
- **Campus events calendar**: [bsu.edu/events](http://bsu.edu/events). Search by description, cost, category, organizer, date, or location to find out what’s happening when.
“Think About It” Training

In fall 2014, Ball State implemented online training for all new students on the subjects of alcohol abuse, other drug use, and sexual violence. This training strengthens our current programming efforts and ensures compliance with federal regulations (2013 VAWA Reauthorization, Campus Sexual Violence Elimination Act). The online program is Think About It from Campus Clarity and is delivered in three parts. The first part will be delivered prior to classes in August 2015. Part II is delivered two to three months later; Part III is implemented at the beginning of the student’s second term. Offline resources are available as well.

Think About It Part I, the most extensive portion of the program, will take approximately 90 minutes for students to complete. Part I uses a well designed and highly interactive interface to provide information about the relationship between sexual violence and substance abuse, promote bystander intervention techniques, and encourage lower-risk use of alcohol by real-time comparison with aggregate information about other students’ use of alcohol. Parts II and III are shorter (about 20 minutes each) and reinforce concepts from Part I.

For more information, please visit bsu.edu/thinkaboutit.

“Ball State was truly the right place to pursue my doctoral education. I have grown in confidence as a student, teacher, mentor, and scholar. Due to my teaching and administrative assistantships, as well as the capacity to develop seminar papers into publications and several conference presentations, Ball State has helped me take important steps to prepare for a tenure-track position.”

Elisabeth Buck,
Reno, Nevada
PhD Candidate in English, Rhetoric, and Composition.
Ball State University aspires to be an institution 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 climate—one where all stakeholders know that their contributions to the mission of the university are essential to our success.

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**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (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. A student can authorize electronic access to specific and designated parts of their education record including course registration and final grades. A student must use the student information system at [my.bsu.edu](http://my.bsu.edu) to designate a parent, guardian, or other as a proxy and designate what information may be accessed.

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**Statement on the Importance of Diversity and Inclusion**

Ball State University aspires to be an institution 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 climate—one where all stakeholders know that their contributions to the mission of the university are essential to our success.
Thursday, August 20
Graduate student orientation.

Monday, August 24
University classes for fall semester begin.

Monday, September 7
Labor Day—no classes.

Monday, September 21
Graduation application deadline.

Monday, October 12–Tuesday, October 13
Fall Break—no classes. University Administrative office open.

Wednesday, November 18
Deadlines for research papers, creative projects, theses, and dissertations.

Wednesday, November 25–Sunday, November 29
Thanksgiving recess—no classes.

Tuesday, December 15–Friday, December 18
Final exam period.

Friday, December 18
Fall semester ends.

Saturday, December 19
December Commencement.

Sunday, December 20–Sunday, January 10, 2016
Semester break.
Monday, January 11, 2016  
University classes for spring semester begin.

Monday, January 18  
Martin Luther King Jr. Day.

Monday, February 8  
Graduation application deadline.

Sunday, March 6–Sunday, March 13  
Spring Break. University administrative offices open March 7–11.

Monday, April 11  
Deadlines for research papers, creative projects, theses, and dissertations.

Tuesday, May 3–Friday, May 6  
Final exam period.

Friday, May 6  
Spring semester ends.

Saturday, May 7  
May Commencement.

Monday, May 16  
University classes for summer semester begin.

Monday, May 30  
Memorial Day—no classes. University administrative offices closed.

Tuesday, May 31  
Graduation application deadline.

Wednesday, June 29  
Deadlines for research papers, creative projects, theses, and dissertations.

Monday, July 4  
Independence Day observance—no classes. University administrative offices closed.

Friday, July 22  
Summer semester ends.

Saturday, July 23  
July Commencement.

Up-to-date calendars of Ball State events and activities are available at bsu.edu/calendar.
SC  Student Center, L.A. Pittenger (H4)
AJ  Art and Journalism Building (The Atrium) (G4)
WB  Whitinger Business Building (G5)
BL  Library, Bracken (G5)
PH  Pruis Hall (G5)

For a more detailed campus map, go to bsu.edu/map.
# Contact Information

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE NUMBER</th>
<th>WEBSITE</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>765-285-1161, 800-382-8540</td>
<td>bsu.edu/advising</td>
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<td>Admissions</td>
<td>765-285-8300, 800-482-4278</td>
<td>bsu.edu/admissions</td>
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<tr>
<td>Athletic Tickets</td>
<td>765-285-1474, 888-BSU-TICKET</td>
<td>ballstatesports.com/tickets</td>
</tr>
<tr>
<td>Billing and Payments: Bursar</td>
<td>765-285-1643, 800-382-8540</td>
<td>bsu.edu/bursar</td>
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<tr>
<td>Career Center and Job Search Assistance</td>
<td>765-285-1522, 800-382-8540</td>
<td>bsu.edu/careers</td>
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<tr>
<td>Counseling Center</td>
<td>765-285-1736</td>
<td>bsu.edu/counselingcenter</td>
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<tr>
<td>Disability Services</td>
<td>765-285-5293, 800-382-8540 765-285-2206 TTY</td>
<td>bsu.edu/disabilityservices</td>
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<tr>
<td>Entertainment: Emens Auditorium</td>
<td>765-285-1539</td>
<td>bsu.edu/emens</td>
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<tr>
<td>Escort Service: Charlie’s Charter</td>
<td>765-285-5005</td>
<td>bsu.edu/parking/charlescharter</td>
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<tr>
<td>Financial Aid and Scholarships</td>
<td>765-285-5600, 800-227-4017</td>
<td>bsu.edu/finaid</td>
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<td>Food: Ball State University Dining</td>
<td>765-285-1967</td>
<td>bsu.edu/dining</td>
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<tr>
<td>Greek Life: Student Life</td>
<td>765-285-2621</td>
<td>bsu.edu/greeklife</td>
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<tr>
<td>Health Center</td>
<td>765-285-8431, 800-382-8540</td>
<td>bsu.edu/healthcenter</td>
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<tr>
<td>Honors College</td>
<td>765-285-1024</td>
<td>bsu.edu/honors</td>
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<td>Housing and Residence Life</td>
<td>765-285-8000, 800-382-8540</td>
<td>bsu.edu/housing</td>
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<tr>
<td>Jobs (On- and Off-Campus): Career Center</td>
<td>765-285-1522, 800-382-8540</td>
<td>bsu.edu/careers</td>
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<tr>
<td>Library: University Libraries</td>
<td>765-285-5143</td>
<td>bsu.edu/library</td>
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<tr>
<td>Multicultural Center</td>
<td>765-285-1344</td>
<td>bsu.edu/multiculturalcenter</td>
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<tr>
<td>Orientation</td>
<td>765-285-8290, 800-482-4278</td>
<td>bsu.edu/orientation</td>
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<tr>
<td>Parking</td>
<td>765-285-1208</td>
<td>bsu.edu/parking</td>
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<tr>
<td>Police: University Police</td>
<td>765-285-1111</td>
<td>bsu.edu/publicsafety</td>
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<tr>
<td>Recreation Services</td>
<td>765-285-1753</td>
<td>bsu.edu/recreation</td>
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<tr>
<td>ROTC: Military Science and Leadership</td>
<td>765-285-8341, 800-552-7721</td>
<td>bsu.edu/rotc</td>
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</tbody>
</table>
| Student Conduct: Director, Student Rights and Community Standards | 765-285-5036 | bsu.edu/pledge  
|                                               |                                       | bsu.edu/studentrights         |
|                                               |                                       | bsu.edu/studentcode            |
| Student Government Association               | 765-285-8631                          | bsu.edu/sga                    |
| Student Life                                | 765-285-2621                          | bsu.edu/studentlife            |
| Study Abroad: Rinker Center for International Programs | 765-285-5422 | bsu.edu/rinkercenter  
|                                               |                                       | bsu.edu/studyabroad            |
| Tech Center                                 | 765-285-TECH (8324)                   | bsu.edu/uts                    |
| Technology HelpDesk                         | 765-285-1517, 866-771-3276            | bsu.edu/helpdesk               |
| Technology Store                            | 765-285-4104                          | bsu.edu/technologystore        |
| Testing Center                              | 765-285-1290                          | bsu.edu/testingcenter          |
| Tutoring: Learning Center                   | 765-285-1006                          | bsu.edu/learningcenter         |
| Victim Services                             | 765-285-7844                          | bsu.edu/ovs                    |
BALL STATE UNIVERSITY
BOOKSTORE
Located in the Atrium

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