Welcome

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 the students who were the most successful were also the most connected. Whether you’re 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 college 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
Acting Associate Vice President for Research and Dean of the Graduate School

Orientation Team

Contact us at graddev@bsu.edu or 765-285-6130
Yosef Teklewold, Orientation Manager
Stephanie Wilson, Graduate School Recruiter

“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

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

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“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. 313997-16 dsc
Welcome

Greetings:
Welcome to a very exciting journey! Ball State will be your academic home away from home for the next few years. We all come from different places, but Ball State unites us with the opportunity to learn from distinguished faculty and make lifelong friends.

Your success depends on taking responsibility for your own education. Take advantage of Ball State’s services early and often. As you plan to start your graduate program in the fall, I encourage you to pursue and achieve academic excellence.

This book provides you with useful information and material to help you begin your journey. No matter which program you are pursuing, remember that you are here to master a body of knowledge.

Ball State is equipped with the resources to help you do just that.

Sincerely,
Yosef D. Teklewold
Orientation Manager, Ball State Graduate School
MS in Information and Communication Sciences, ’17

Dear Student,
You have embarked on a journey that will lead you to personal and professional growth. You will be challenged in ways you likely have not been before, to expand your thinking and push yourself further in your skills and abilities.

It will not be easy. There will be late nights, and even earlier mornings. While rigorous, this is necessary for the kind of growth that will reveal your strengths, as well as your limits. Crucial will be your ability to recognize when to ask for help, whether that be from a professor or advisor, classmate or counselor.

Your success hinges on your openness to learn but also your ability to acknowledge and accept assistance with what you do not know.

Sincerely,
Sarah Janssen
Social Media and Content Manager Graduate Assistant
Ball State University Graduate School
MA in Emerging Media Design and Development, ’17

Dear Student,
Welcome to the Ball State family! As a graduate student, you also become an important part of Muncie. Muncie Young Professionals (MYP) provides professional and social networking opportunities, while seeking to enrich the quality of life for young professionals in Delaware County. As an alumna of the Ball State Graduate School, I found that MYP provided me with a safe space to learn more about the community and participate in a variety of social networking events, professional development seminars, civic and community events, and group service projects.

I encourage you to become a member of our organization and help contribute to the betterment of Muncie and Delaware County. Please visit muncieyoungprofessionals.com, or like our Facebook page for more information. Membership is free!

Sincerely,
Olivia Fellows
General Chair, Muncie Young Professionals
Program Coordinator, Ball State Guardian Scholars Program
MA in Applied Social Psychology, ’14

Dear Student,
Graduate school will provide you with challenging and exciting experiences. During the past year, I have learned to take on as many leadership opportunities as possible. I have also learned a significant amount about my areas of strength, project management skills, time management skills, and improved my confidence in professional networking.

It’s important to build connections with alumni from your program as they are a great resource and can offer guidance in how to pursue your graduate degree. They can also shed light into what career opportunities await upon graduation.

Finally, take time for yourself in volunteering within the community. Use this as an escape from schoolwork and experience how a small effort can turn into a lasting impact within Muncie and the surrounding areas. I wish you the best in your graduate career!

Sincerely,
Whitney Holmes
Associate IT Consultant, Burwood Group
MS in Information and Communication Sciences, ’16
Thursday, August 18—Forum Room, 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, and take a campus tour.

Noon–1 p.m. | Lunch on your own

Thursday, August 18—Pruis Hall and Whitinger Business Building

1–3:10 p.m. | Orientation for all Graduate Students, Pruis Hall  
Wil Davis, Interim President, Innovation Connector  
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  
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

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 on-site session.

Breakout Sessions

Staying Connected: Using LinkedIn As a Career Advantage  
Eilis Maire Wasserman, Assistant Director Career Coach, Career Center  
Location: Miller College of Business, Whitinger Business Building, 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  
Susan McDowell, Professor, Biology Department  
Location: Miller College of Business, Whitinger Business Building, room 139  
Mentorship throughout your graduate career and even past can help develop you into the professional you want to be. During this breakout session, Susan McDowell 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, Associate Professor of Communication Studies  
Location: Miller College of Business, Whitinger Business Building, 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, Whitinger Business Building, 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 grant writing process.

Discovering Muncie  
Delaina Boyd, Director, Office of Community Engagement and Erin Moore, Communications Coordinator, Government Relations and Community Engagement  
Location: Miller College of Business, Whitinger Business Building, room 152  
If you attended our prearrival webinar, you heard a small portion of what Muncie has to offer. Delaina Boyd and Erin Moore will share their stories 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  
Jennifer Sebai, Head of Information Literacy Programs and Brenda Yates Habich, Information Services Librarian  
Location: Miller College of Business, Whitinger Business Building, room 151  
If you attended our prearrival webinar, you got a small glimpse into what resources you can find at the University Libraries. Join Jennifer Sebai and Brenda Yates Habich as they share information about the resources and services for graduate students.

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.
Select Graduate Student Policies

The Graduate School and Your Department

Throughout your graduate education, you will spend the majority of your time in your home department, which provides the faculty resources and services integral to your academic program. The Graduate School administers university policies that govern the process of degree completion from application through graduation.

Each graduate program interacts with the Graduate School on your behalf through the services of the graduate advisor or program director, the graduate coordinator, and perhaps the chair of the Graduate Studies Committee. The graduate advisor or graduate coordinator oversees the details of your academic program. In some departments, the chair of the Graduate Studies Committee acts as the representative of the faculty committee that administers the academic policies of your degree program.

In many programs, the graduate director functions as the advisor until the student selects a thesis/creative project/dissertation chair. In this case, both the chair and the grad director may advise the student. To find your graduate advisor or coordinator, please visit bsu.edu/gradschool/advisors. Your relationship with your advisor is important to your success in graduate school. Schedule regular meetings and work with him or her to establish your plan of study, and maintain strong communication.

The graduate school catalog at bsu.edu/gradschool/catalog and your department handbook are critical resources to your success.

Select Graduate Student Policies

Please note this section is not a complete listing of policies pertaining to graduate students, nor does it state the policies in their complete format. To review the official policies please refer to the Ball State University Graduate Catalog at bsu.edu/gradschool/catalog, or for more information, visit bsu.edu/gradschool/policies.

Grading System

At Ball State, we use a standard 4.0 scale for grading and awarding credit. 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.

Dates, Deadlines, and Forms

Each semester there are different dates and deadlines to apply for graduation and submit final forms and paperwork. Those dates and deadlines will always be posted a year in advance at bsu.edu/gradschool/deadlines.

In addition, there are specific forms that you will need to submit at the time of graduation. These forms will vary depending on your program and research requirement. You can always access these forms at bsu.edu/gradschool/forms.

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

Doctoral Level
• dissertation

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.

“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
Getting Started

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. To get your Ball State ID, you can visit the registrar’s office in Lucina Hall, room B43, to have your photo taken and card produced, or you can upload a photo and pick up your ID when it’s ready. Either way, you will need a picture ID like a driver’s license or credit card with a photo. 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 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. See bsu.edu/gradschool/policies.
- Textbooks can be purchased at the Ball State University Bookstore website: bsu.bncollege.com. All regular graduate and doctoral assistants are entitled to a 10 percent discount. These discounts apply only 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 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/spa.

Information Technology On Campus

- Technical support: bsu.edu/helpdesk, 765-285-1517 or 866-771-3276, Bracken Library, room 101
- Software and hardware discount: bsu.edu/computerstore, 765-285-4104, Bracken Library, room 103
- Technical help to fix your computer: bsu.edu/techtime, 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

Vector (Gas)
vec.com
Customer service: 800-227-1376

Comcast
xfinity.com
Customer service: 765-284-3357

AT&T
att.com

Medical/Health Facilities

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

Veterans Affairs Clinic
Phone: 765-284-6822 or 765-284-6822
Fax: 765-284-5603
www.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
After hours crisis line: 765-747-7330

Social/Entertainment Venues

City of Muncie: cityofmuncie.com
Phone: 765-747-4853

Downtown Muncie: downtownmuncie.org

Minnetrista: minnetrista.net

Muncie Civic Theatre: munciej civic.org

Muncie Symphony: munciesymphony.org

Cardinal Greenways: cardinalgreenways.org

Cornerstone Center for the Arts: cornerstonearts.org

Movie Theatres: amctheatres.com/movietheaters/amctheatres-muncie-12

Emens Auditorium: bsu.edu/emens

Pruis Hall: bsu.edu/pruis

Sursa Performance Hall: bsu.edu/music/sursa

Student theatre: bsu.edu/theatre

Athletic events: ballstatesports.com

Outdoor Pursuits: bsu.edu/recreation

David Owsley Museum of Art:
bsu.edu/artmuseum

Late Nite: bsu.edu/latenite

Community Volunteer Opportunities

Student Voluntary Services: bsu.edu/svs

Christian Ministries of Delaware County: cmmuncie.com

A Better Way: abetterwaymuncie.org

Cancer Services of ECI–Little Red Door:
littlereddooreci.org

Newspapers

Ball State Daily News: bsudailynews.com

The Star Press (Muncie): thestarpress.com

The 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 University 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, spouses, 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.

Charlie’s Charter (shuttle service)
765-760-RIDE (7433), bsu.edu/parking/charliescharter
Charlie’s Charter provides free Campus Shuttle service Sunday–Thursday from 6 a.m.–3 p.m. and Friday from 4 a.m.–7 p.m
Summer Hours: Sunday–Thursday, 4 p.m.–3 am.

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.

Careerlink
bsu.edu/careers/careerlink
Cardinal Career Link is 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.

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
• After hours crisis line: 765-747-7330

Daily News
bsudailynews.com
The Ball State Daily News, a nationally recognized, award-winning student newspaper, is available 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 Disability Services 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 Cards 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.

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.

Frog Baby
Created by Edith Barretto Parsons and acquired 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 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
All Ball State University students taking seven or more credit hours (with at least one main campus class) are required to pay the Health Fee each semester. Students enrolled online or in 1-6 credit hours on the main campus are not automatically charged the Health Fee. In order to receive services, these students will be charged the Health Fee at the time of their visit. The Health Fee allows students to be evaluated by a nurse or provider at the Main Clinic, the Women’s Center, and physical therapy without an additional charge. Medications, x-rays, laboratory testing, vaccines, or referrals outside of the Health Center are not included in the Health Fee and are at the student’s expense.

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 Tuesdays and Wednesdays 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 of admission, and they must have two 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 before classes start.

“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
Insurance Options
Bracken Administration Building, room 103, 765-285-1109, bsu.edu/insurance
University Apartments require students to have renters insurance. Some landlords for off-campus properties 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 domestic or international, you have access to the Health Center on campus. If you don't have health insurance, consider buying it to cover serious illnesses or accidents for you or your family.
All international students must purchase health insurance offered through Ball State or show proof of coverage at limits satisfactory to the university. If you are a domestic student, there is no university requirement to purchase health insurance.

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 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 deicer 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.

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Office of Research Integrity
Teachers College, room 409, 765-285-5034, 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 the office with any questions or concerns well before they submit their initial research protocol.

“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 pursuing DA in Vocal Performance
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 “Parking Account Main” 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 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, 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.

“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

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 student’s education record 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 withdrawal, change of address, residency determination, enrollment verification, and information on record privacy restrictions. Students are encouraged to investigate services related to their educational records by using their Ball State username and password at my.bsu.edu.

Rinker Center for International Programs
765-285-5422, intrecruit@bsu.edu
Ball State’s Rinker Center for International Programs strives to create an environment that enhances the academic experience of international students and scholars by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming to the entire campus community. Each year, more than 1,000 graduate and undergraduate international students attend Ball State for its affordable cost of attendance, availability of scholarships and assistantships, ranked and recognized academic programs, and reputation for academic excellence.

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 L-17, 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. 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 the website for program offerings and check us out at facebook.com/ballstatesstudyabroad.

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.

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.

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 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) is the official source of information in the event of an emergency. Other official sources include university email, opt-in text messaging, and @ballstate_alert on Twitter. 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 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
- **Ball State Digest**: A twice-weekly email roundup of timely happenings on campus.
- **Communications Center**: 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, you can manage the email 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/calendar. Search by description, category, organizer, date, or location to find out what’s happening when.

“...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
Ball State seeks to foster a community free from harassment and discrimination. Through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints, Ball State will address incidents of sexual and gender-based harassment, sexual violence, intimate partner violence, and stalking. The university will not condone or tolerate any verbal or physical conduct that would constitute these offenses from any member of the university community, including students, staff, and faculty, or from guests or visitors to the campus.

As a graduate student, you may be uniquely situated as both a student and as an employee. Thus, it is imperative that you know and understand:

• your rights and campus resources (both confidential and nonconfidential) available to you as a student;
• the standards of professional conduct that apply to you as an employee
• circumstances in which you, as an employee, are required to report possible harassment, assault, violence, or stalking to the appropriate Ball State University authorities

For assistance, please contact:

Katie Slabaugh
Associate Dean of Students/Title IX Coordinator
Administration Building (AD) 238
2000 West University Avenue
Muncie, IN 47306
Phone: 765-285-1454
Email: kslabaugh@bsu.edu

Think About It

All new graduate students are required to complete Think About It, an online course on alcohol and other drug abuse and sexual violence. This training strengthens our numerous campus-based programming efforts and ensures compliance with federal regulations. Think About It is delivered in three parts, the first of which will be delivered to you via email prior to the start of classes in August.

Think About It (Part I) will take approximately 90 minutes for students to complete. Its well-designed and highly interactive interface provides information about the relationship between sexual violence and substance abuse, promotes bystander intervention techniques, and encourages lower-risk use of alcohol by real-time comparison with aggregate information about other students’ use of alcohol. For more information, please visit bsu.edu/thinkaboutit.

Download the Step In. Speak Up. App
Know your Ball State University resources and policies. Access immediate guidance on what to do if you witness or experience sexual assault, domestic violence, or stalking. Download free from the App Store or Google Play.

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’ educational 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 educational record including course registration and final grades. A student must use the student information system at my-bsu.edu to designate a parent, spouse, or other as a proxy and designate what information may be accessed.

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.
2016–17 Academic Calendar

Thursday, August 18
Graduate student orientation.

Monday, August 22
University classes for fall semester begin.

Monday, September 5
Labor Day—no classes. University administrative offices closed.

Monday, September 19
Graduation application deadline for fall graduation.

Monday, October 10–Tuesday, October 11
Fall break—no classes. University administrative offices open.

Wednesday, November 16
Deadlines for research papers, creative projects, theses, and dissertations.

Wednesday, November 23–Sunday, November 27
Thanksgiving recess—no classes.

Tuesday, December 13–Friday, December 16
Final exam period.

Friday, December 16
Fall semester ends.

Saturday, December 17
December Commencement.

Sunday, December 18–Sunday, January 8, 2017
Semester break. University administrative offices closed December 26–27 and January 2.

Monday, January 9, 2017
University classes for spring semester begin.

Monday, January 16
Martin Luther King Jr. Day—no classes. University administrative offices closed.

Monday, February 6
Graduation application deadline for spring graduation.

Sunday, March 5–Sunday, March 12
Spring break. University administrative offices open March 6–10.

Monday, April 10
Deadlines for research papers, creative projects, theses, and dissertations.

Tuesday, May 2–Friday, May 5
Final exam period.

Friday, May 5
Spring semester ends.

Saturday, May 6
May Commencement.

Monday, May 15
University classes for summer semester begin.

Monday, May 29
Memorial Day—no classes. University administrative offices closed.

Tuesday, May 30
Graduation application deadline.

Wednesday, June 28
Deadlines for research papers, creative projects, theses, and dissertations.

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

Friday, July 21
Summer semester ends.

Saturday, July 22
July Commencement.

Up-to-date calendars of Ball State events and activities are available at bsu.edu/calendar.
For a more detailed campus map, go to [bsu.edu/map](http://bsu.edu/map).

### Contact Information

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<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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<tr>
<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><a href="http://ballstatesports.com/tickets">ballstatesports.com/tickets</a></td>
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<tr>
<td>Billing and Payments: Bursar</td>
<td>765-285-1643, 800-382-8540</td>
<td>bsu.edu/bursar</td>
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<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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<td>Disability Services</td>
<td>765-285-5293, 800-382-8540</td>
<td>bsu.edu/disabilityservices</td>
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<td>Division of Student Affairs and Enrollment Services</td>
<td>765-285-5344</td>
<td>bsu.edu/studentaffairs</td>
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<td>Entertainment: Emens Auditorium</td>
<td>765-285-1539</td>
<td>bsu.edu/emens</td>
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<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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<td>Greek Life: Student Life</td>
<td>765-285-2621</td>
<td>bsu.edu/greelife</td>
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<td>Health Center</td>
<td>765-285-8431, 800-382-8540</td>
<td>bsu.edu/healthcenter</td>
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<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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<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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<td>Library: University Libraries</td>
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<td>Orientation</td>
<td>765-285-8290, 800-482-4278</td>
<td>bsu.edu/orientation</td>
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<td>Parking</td>
<td>765-285-1208</td>
<td>bsu.edu/parking</td>
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<td>Police: University Police</td>
<td>765-285-1111</td>
<td>bsu.edu/publicsafety</td>
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<td>Recreation Services</td>
<td>765-285-1733</td>
<td>bsu.edu/recreation</td>
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<td>ROTC: Military Science and Leadership</td>
<td>765-285-8341, 800-552-7721</td>
<td>bsu.edu/rotc</td>
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<td>Shuttle Service: Charlie’s Charter</td>
<td>765-285-5005</td>
<td>bsu.edu/parking/charliescharter</td>
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<td>Student Conduct: Director, Student Rights and Community Standards</td>
<td>765-285-5036</td>
<td>bsu.edu/pledge</td>
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<td>Student Government Association</td>
<td>765-285-8631</td>
<td>bsu.edu/studentrights</td>
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<td>Student Life</td>
<td>765-285-2623</td>
<td>bsu.edu/studentlife</td>
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<td>Study Abroad: Rinker Center for International Programs</td>
<td>765-285-5422</td>
<td>bsu.edu/rinkercenter</td>
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<td>Tech Center</td>
<td>765-285-7824</td>
<td>bsu.edu/arts</td>
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<td>Technology HelpDesk</td>
<td>765-285-1517, 866-771-3276</td>
<td>bsu.edu/helpdesk</td>
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<td>Technology Store</td>
<td>765-285-4104</td>
<td>bsu.edu/technologystore</td>
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<td>Testing Center</td>
<td>765-285-1290</td>
<td>bsu.edu/testingcenter</td>
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<tr>
<td>Tutoring Learning Center</td>
<td>765-285-1006</td>
<td>bsu.edu/learningcenter</td>
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<tr>
<td>Victim Services</td>
<td>765-285-7844</td>
<td>bsu.edu/ovs</td>
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Ball State University

BOOKSTORE

Located in the Atrium

RENT

Textbooks and Save Over 50%*

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