Admission Instructions For Dual Credit Students

How to Complete the Slate Application

1. Start at www.bsu.edu/dualcredit
2. Click on "Apply for Dual Credit"
3. Scroll down and click on "Apply Now"
4. Create a "New Account" if you have not submitted a Slate application to Ball State already.
5. Enter their name, birthdate and email address (non-school) and submit.
6. You should receive a temporary pin number which you will use as your password to create your new Slate password.
7. Then, go back to the dual credit website and click on "Apply for Dual Credit", "Apply Now" and this time under "Returning Student" click on "Log in"
8. Enter your email and new password for your Slate application.
9. Start New Application
10. Select Dual Credit and term (Spring 2025)
11. Add Personal Information – Continue
12. School Details – use the drop down to locate your school, it will auto fill.
13. Add your anticipated graduation date
14. Level = High School
15. Degree = HS Diploma Expected
16. Save – takes you back to School Details – Continue
17. Additional Information
18. Term – Spring 2025
19. Legal Guardian
20. Emergency contact – Continue
21. FERPA – Who can inquire about your record of payment, grades etc. Need a complete address.
22. Signature
23. Confirm
24. When finished, click the "Review Button." This checks if all requested information has been entered. If a link is highlighted in yellow, it means something is missing. Click on the link and add the missing information.
25. If it shows green, submit your application.

➡ [Permission form](#) is required for approval. Enter their name, school, and the courses you want to take i.e. (ENG 104), sign the form, request either the parent or the guardian sign the form and turn it into the school for the school's signature.

➡ *The signed form can either be* *uploaded into your Slate application* *or sent to* dualcredit@bsu.edu *once it's signed by the parent and school.*

Once the permission form is received, it will be posted to your record and the application approved. It usually takes two to three working days for the Ball State username to be emailed to your personal email account and for the process to be completed.

Once you are admitted, you will create your Banner password and then officially register for your class.

➡ **Ball State Authentication**:

You will need to authenticate your log in with a passcode (DUO Security) every time you sign into your account and to register for your classes. If you need any help with the DUO Security set up process, contact the Helpdesk at 1-765-285-1517.

➡**You will also need to know the course reference number (CRN) for your classes.**

REGISTER FOR CLASSES

1. Go myballstate.bsu.edu and login. Ball State username, password and when prompted passcode.
2. Click on "Self Service Banner"
3. Click on "Students" tab. – You might need to accept a financial agreement.
4. Click on "Registration, Schedule, and Planning."
5. Click on "Register for Classes."
6. Select the term and year and click "Continue."
7. You should see three sections; you will see "Find Classes, Enter CRNs, Schedule and Options".
8. Click "Enter CRNs" at the top to add a course to your schedule,
9. Type the CRN for the courses you wish to add and click "Add to Summary".

➡ You should see the course(s) pop up in your "Summary" screen (the status will say "pending"); <u>make sure to click "Summit" in the summary screen</u> to officially add the course to your schedule. Once you click the "<u>Summit</u>" button it should say "<u>Registered.</u>"