

So Now You're a DGS

If your experience is like mine, becoming the Director of Graduate Studies of your program was less of a planned and thoughtfully calculated career decision and more of a muddled approach. Perhaps you had direction from your previous DGS, with well-logged records and experiences to guide you. Perhaps your departmental situation dictated a more self-taught approach. Either way, I bet you are nervous and excited about your new responsibilities. You are ready to make a difference in the lives of your students and in the overall quality of your program. I hope this guide will help to remove some of the mystery that accompanies your discovery that you are now the sole authority on graduate study in your program.

A note about the guide. The major steps and notes are numbered. Any indented numerations are additional notes or points for those who want additional guidance, but if you just want to quickly read through a process, reading through the left-aligned numbered steps and skipping the indented numerations should work just fine!

Finally, and most importantly, *this guide is not comprehensive*. Only the Graduate Catalogue is comprehensive, and it is the ultimate authority on all things related to graduate study at this university. The first 40+ pages of the Graduate Catalogue will contain everything you need or want to know about graduate study at Ball State University, and you should read it! The Graduate Catalogue over-rides any statements in this guide. This guide is meant to be more of a nitty-gritty how-to with some policy reminders scattered in for fun. This guide is about 13 pages long, but at the end we've included a series of Appendices that include examples and resources for your use as a DGS. Here is a list of the included Appendices:

Appendix A: recruiting funnel tips and tricks

Appendix B: best practices for hosting information sessions

Appendix C: sample offer letter for GAs

Appendix D: full-time master's-level GA contract

Appendix E: sample language and form for student evaluations

Appendix F: orientation email campaign

All resources are also available for you in this [Box folder](#) for advisors of graduate students.

The Admissions Process

Depending on your department, you (or perhaps you and a few brave individuals and administrative coordinators) are most likely in charge of formally admitting students into your program once they have been evaluated as someone your department would like to admit. To admit students, someone in your department will need to have access to SLATE, which is our admissions software and holds all student application materials, including departmentally required materials, final official transcripts, unofficial transcripts, and letters of reference. You should contact Graduate Admissions (admhelp@bsu.edu) in the Enrollment and Planning Management Unit to set up training and access in Slate. If you have a team of faculty who need to review applications in Slate, admissions will flexibly train them in a group (or several groups) – training for this type of basic access and review takes under a half hour.

You might also like to see Appendix A for a brief guide on best practices for recruiting prospects and making the most of your recruiting funnel. Appendix B includes a “best practices for information sessions,” as well, as you consider your strategy for recruiting students.

Finally, you may find that throughout any admissions (or curricular revision processes), you need to have access to your program Banner and CIP codes, as well as to what is officially approved by the university and ICHE (the Indiana commission for higher education). You can check that information [here](#), where you can access the official program inventory and see information about curriculum change and program development.

You may not be as green as I was, but when I became DGS of my program, it hadn't occurred to me in any concrete way that I would need to work with Graduate Admissions when admitting my student applicants to make sure they also met Ball State criteria for graduate admission. If you look in the Graduate Catalog, you will see that there are minimum criteria student must meet to be eligible for admission to Ball State graduate study. They must, of course, also meet any departmental criteria you impose. In Slate, students will be pre-reviewed by the Admissions staff, then put in a departmental digital folder for you and your colleagues to review and make a decision regarding admission, after which final eligibility requirements will be checked by Admissions before students are admitted. Please remember that no matter how many happy independent letters of acceptance you write to the student, this is not an official acceptance if they have not cleared the student for admission in Graduate Admissions through Slate, and that the only official and meaningful admission letters to the student are sent via Slate and have the Dean of the Graduate School's signature on them. Therefore, we ask that anything you send the students have language clarifying that all offers are contingent on formal admission to the Ball State Graduate School (see Appendix C for sample GA offer letters and Appendix D for an idea of what a GA contract will hold).

Broadly, our admissions standards are:

- a. A 2.75 GPA on the final conferred degree for master's applicants and a 3.2 for doctoral students. Ball State Graduate School does not admit on a cumulative GPA – we are only admitting on the GPA of the final conferred degree. If you have more rigorous standards, you should make those very clear on your website.
 - b. Alternatively, applicants to master's programs can be admitted if they have a 3.0 out of 4.0 on their latter half cumulative GPA. This will allow for a regular admission status for the student, *but you will need to request a latter half assessment* from Admissions. They will use unofficial transcripts submitted by the student to calculate this score.
 - c. Finally, we will admit students on a graduate GPA of 3.0 on 9 or more graduate credits, or on a conferred graduate degree.
 - d. The institution issuing the conferred degree must be regionally accredited.
 - i. If the master's applicant in question has a non-traditional/non-accredited degree, the Graduate Catalogue has guidelines for this as well.
 - e. To admit a student unconditionally and not on probation, admissions must receive the official transcript for all of the student's conferred degrees, certificates, and institutions where they are currently enrolled. All other transcripts can be unofficial when submitted.
2. **While you will review students before they are formally cleared by the Graduate School, do not send an acceptance letter to your student until you see in Slate that the Graduate School has cleared them for admission and sent them a formal acceptance! Then you should feel free and are encouraged to contact them with additional departmental specific congratulations and information.** There are some best practices

when communicating with students regarding your program-specific acceptances and communications.

- a. We recommend your program letters are logged through Slate, so that admissions and others who might need to know are aware of what communications you've had with the student.
 - b. Be clear in your letter as to which term they are beginning, if you have an orientation you expect them to attend, and if there are expectations you wish them to know about in terms of academic performance or behavior in order to remain in good standing in your program.
 - c. If you are offering the student a Graduate Assistantship, you should be *very clear* that Ball State does *not offer full tuition remission*. Refer them to [this website](#) and suggest they look at the "I've found an assistantship, what's next?" accordion that contains specific links to the remission and fee structure for GAs so they are aware of what they will still be paying if they are to accept your offer.
 - d. To recommend a student be admitted on probation, you will have a form in Slate that you submit that includes a rationale about why the student, while under the 2.75 conferred-degree GPA or 3.0 on the cumulative latter half GPA, still demonstrates that they can be successful in graduate school from a holistic review of their records. Your rationale should refer to specific data in the application to bolster your argument. Your department chair needs to approve the recommendation before it goes to the Graduate School. The Dean of the Graduate School will then review your recommendation and make a final decision on admitting the student on probation.
 - i. Students admitted on probation are not eligible for an assistantship until they are no longer on probation.
 - ii. In your petition for probationary admission for the student, you should refer to professional or academic accomplishments that will provide evidence the student can be successful. You can point to this evidence in the student's already-existing application and materials, to which we will have access, if you like.
 - iii. Your petition will also need to include a 9 credit plan for the student that indicates specific courses to be taken, and the terms in which they will be taken. Upon completion of the 9 credits, they will need to have achieved a 3.0 graduate cumulative GPA in order to become a regularly admitted student. They would then be eligible for a GAship if you wish to offer them one.
 - iv. If they do not achieve a 3.0 in the 9 credits, the student will be dismissed.
 - v. Note certificate, licensure, and doctoral programs are *not* able to accept students on probationary admission.
3. A reminder that a student must submit an application to *every program for which they wish to gain a degree or certificate*. If they don't initially separately apply for additional certificates and MA programs, they will not later be able to graduate with those degrees. If they change their program and degree later in their graduate career, they must also reapply for the new major/program and be accepted.
 4. Once you admit a student, if they accept and wish to attend, they must fill out the enrollment confirmation form. Students are not eligible to register until this form is submitted via their applicant status portal.

Admissions Deadlines

As you may know, the deadlines for Graduate School admission sometimes varies from program deadlines. We think of the Graduate admissions application deadline as a *hard deadline*. If students do not pay their fee and submit their application by the hard deadline, they *will not* be cleared for admission. ***The Graduate School's hard deadline is 2 weeks before the start of any given term.*** Your programmatic deadline may be quite a bit earlier than this (e.g., you might have a deadline of Feb. 1st for Fall admission to your master's program). This is known as a *priority* deadline. You may place statements on your website that you won't accept applications submitted after that date, but if you find you need to extend your priority deadline, you can do so (as long as you communicate this clearly and equitably to all applicants) up until the Graduate School hard deadline. The hard deadline is when the application is turned off in Slate and is no longer available for any students to apply. You should clearly state your priority deadlines on your website. The applicants will also have to confirm the following statement as part of their application: "I affirm that I have reviewed the application deadline of my selected program and understand that receipt of all required materials after the deadline does not guarantee a review."

International Admissions

International applicants also apply through Slate, and they have the same admissions requirements as everyone else *plus* a few extra. [Here is where you can find this information comprehensively](#) (scroll down and click open the Apply Online accordion).

1. Any applicant, regardless of citizenship, with academic history outside of the United States, must have their degreed transcripts evaluated by the ECE or the WES (both are degree evaluation agencies). Prior transcripts also must be submitted in English from the granting institution but do not require a WES or ECE evaluation.
2. International applicants and applicants whose educational history is outside of the U.S., regardless of citizenship, *must demonstrate English proficiency* through submitting a TOEFL (minimum score 79), Pearson's PTE (minimum 53), or IELTS score (minimum 6.5).
 - a. If students do not meet the minimum requirements, they might be allowed conditional admission to some programs through applying for and being admitted to the Intensive English Institute and meeting English proficiency requirements. If you are not sure if your program allows this or not, call International Admissions. For full information on English proficiency requirements and waivers, check out this [link](#).
 - b. Also note that international students also receive an additional orientation run by the Rinker Center, and they cannot register for classes until they have completed it.
3. Once students meet clearance criteria, the program and Graduate Admissions will assess them for clearance as they would any other student.
4. International students have a different deadline due to travel and paperwork needed once admission is granted. Please check with Admissions for upcoming application deadlines.

Graduate Students Taking Undergraduate Classes

We regularly field numerous questions on the university policies that apply when graduate students take undergraduate classes. Here is a summary of current Ball State policies and practices that apply.

1. A student's classes are billed at graduate or undergraduate tuition rates based not on the level of any particular class in which the student is enrolled, but on whether or not the student has been admitted to a graduate or undergraduate program. Thus, if a graduate student takes an undergraduate course, then that course will be billed at the graduate tuition rate. If an undergraduate student takes a graduate course, then that course will be billed at the lower undergraduate rate.
2. If a student on assistantship takes an undergraduate course, the tuition waiver will apply equally to the graduate and undergraduate credits. Graduate students must have permission of the DGS in order to take undergraduate courses. Graduate assistants must take the minimum number of *graduate* credits to maintain their assistantship.
3. If a student is admitted to a graduate program but needs to take a semester of undergraduate credit as prerequisites to their graduate work (and they are concerned about paying the higher graduate student tuition), they may defer their acceptance into the graduate program for a year with the department's permission (see the Graduate Catalog for deferral policies). The student may then apply to Ball State as a non-degree seeking undergraduate student (which renders them ineligible for financial aid for that semester). They can retain this undergraduate student status for a semester or year, and then accept their graduate admission in their second semester or year and begin graduate study. If they take undergraduate classes while registered as a graduate student, then they will pay the higher graduate tuition rate for those classes.

Once Students are Admitted (Retention)

Once students are admitted, you now have to worry about keeping them. Before they start classes, the Graduate School will send students a series of Orientation emails (see Appendix F) that help to prepare them for starting at Ball State. We will also direct them to a comprehensive [orientation website](#) that will walk them through the basics, such as how to access their courses, how to find their advisor, and specifics of graduate study. However, we highly recommend departments hold their own orientations to prepare students for the specifics of your program. International students also receive an additional orientation, and they cannot register for classes until they have done so.

We have started addressing more holistic retention issues with students by supporting robust retention initiatives on campus, including initiatives around student self-care and stress management. [The Graduate Student Wellness Initiative \(GSWI\)](#), which is run in collaboration between the graduate school and doctoral graduate assistants in the department of Counseling Psychology, Social Psychology, and Counseling, is one such initiative. The GSWI offers regular on-campus and digital events, ongoing communications, and social media outreach for graduate students on-campus and online.

As a program director, you can also help with student retention by creating a supportive and inclusive environment through cohort-building, holding regular one-on-one advising sessions with every student in your program, creating opportunities for students to socialize with their peers and faculty in your programs, and directing your students to appropriate resources offered by Ball State when they are demonstrating distress. It is also best practice to have a program handbook with all the departmental policies around graduate students, and student expectations for the program, clearly explained. You can also assist by making the Graduate School appeals policies clear (it is in the graduate catalog) and having a published and clear policy around student evaluations and dismissal, as well as around GA evaluations, remediation, and termination. Below is a list of

resources for you to be aware of and that you can share with students. If you'd like help creating some retention programming for your program, please reach out to me at any time!

Resources for Students

Here I outline some student information/resources you might wish to share with new students as they orient to Graduate School. We have some of these and other resources also linked on our [GSWI website](#), for students to access. I recommend you skim through these, as some are incredibly useful but not always easy to remember. I have highlighted the resources I think you should pay special attention to:

1. **The Graduate School:** We are a good one-stop shop for students with concerns or enquiries about graduate student policies in terms of graduation processes; thesis/dissertation processes; time limits; graduate assistantship policies, etc., and we can also refer them to additional resources as needed. They can always call [our office](#) to ask questions (765-285-3124).
2. Graduate Student Wellness Initiative (GSWI): This is an ongoing program that seeks to help create a culture of health and wellness for all Ball State university graduate students, both online and on-campus. The [website](#) includes a list of all GSWI-sponsored events as well as resources for students.
3. **Office of Retention and Graduation:** It is in everyone's best interest if students are aware that at the beginning of an extended familial, health, or mental wellness crisis, they should *immediately* reach out to the Director, **Gloria Pavlick (5-3312)** for assistance in navigating the situation appropriately.
4. **The Multicultural Center:** This [is a great resource of support](#) for students who are members of marginalized student groups. This is also where students can go to report a Bias Incident if they experience or witness an act of discrimination.
5. **Dean of Students/Title IX Coordinator:** This is where you or students would report a sexual assault or harassment, intimate partner violence, or other sexual misconduct toward or by a student; or report a concern about a student or a student's well-being: [\(765\) 285-1545](#).
6. **The Counseling Center:** The Counseling Center is for graduate students too, especially given the adjustment issues and imposter's syndrome often facing first-time graduate students (5-1736). Please do not discourage your students from going to the Counseling Center because of wait times or other rumors regarding their welcome there. It is important that students in distress are encouraged to seek available resources.
 - a. For online students far from campus, note that the Counseling Center has a [page devoted to self-help](#), including an online screening for some common mental wellness issues and some basic information and resources on common mental wellness afflictions.
 - b. The Counseling Center also provides some [excellent diversity-related resources and information](#) – it's a great place to direct students feeling out of place due to being an under-represented minority on campus.

7. **Student Disability Services:** We tend to think of [this service](#) as being for undergraduate students, but it applies just as much for graduate students. Please remind students that they can work with this office to receive accommodations if they need them (5-5293).
8. **The Career Center:** It has increased its focus on and services for graduate students in the past few years– you might consider asking them to speak at your graduate student seminar (if you have one) or reach out to them for workshops for your students seeking career direction for when they graduate. For online programs, a WebEx workshop or live-webinar may be just the ticket (5-1522; <http://cms.bsu.edu/about/administrativeoffices/careercenter>)
9. **Sponsored Projects Administration:** There are a number of grants (research and travel) just for graduate students, as well as Fulbright opportunities they can look into through the guidance of our fabulous SPA. Students interested in having their research funded should look into the campus-wide ASPIRE program for students (5-1660; <http://cms.bsu.edu/about/administrativeoffices/sponsored-projects-administration>). In 2018, the Graduate School, in collaboration with SPA, increased research and travel awards for students to up to \$1000 per student.
10. **University Libraries:** This is an incredible resource for on-campus and online students. Staff there will be happy to work with any DGS to host workshops on how to find resources for research. Every year they host a very comprehensive Thesis Research Workshop that I highly recommend you encourage your students to attend. The technology center is another resource run in [Bracken Library](#) that students can reach out to for deals on software and assistance with hardware and software. There is no reason an information session or workshop cannot be turned into a live webinar for online/distance ed students! (5-5143).
11. **The Writing Center:** The first week of every semester, the [Writing Center](#) holds a Graduate School sponsored 1-day writing bootcamp for graduate students, called “A Write Start” that trains students on tools and skills for approaching their large research and writing projects. We highly recommend you encourage your students to attend this free and comprehensive writing training for graduate students! The Writing Center also offers a variety of fantastic writing assistance for graduate students of which they should definitely take advantage.
12. **Office of Community Outreach:** Ball State has some amazing initiatives for community outreach and partnerships, and they are often willing and able to assist students in becoming involved in these efforts. If community engagement is something valued by your field or just something a student has expressed a particular interest in, definitely reach out to these folks to see what options might be available (5-2773; <http://cms.bsu.edu/about/administrativeoffices/community/local/oce>)
13. **Research Design Studio:** The [Research Design Studio](#), run as a co-op by a number of units on campus, is a free service for students and faculty. Staffed by a cooperative group of researchers, students, and educators, the Studio provides the following services: research design, grant development, instrument selection and design, professional development and research mentoring, synthesis and support of research

collaborations. This unit is always willing to help graduate students with their research projects, once approved by their faculty advisor, and can assist tremendously with study design, survey/instrument development, and data analysis.

Academic Probation and Dismissal

Sometimes, just like anyone, graduate students struggle to maintain academic standards. In many cases, this will be due to exceptional life circumstances (and remember to refer students who are experiencing a crisis to call the ***Office of Retention and Graduation, 5-3312***, for guidance). However, regardless of the reasons behind their difficulties, all graduate students are expected to maintain certain GPA standards while at Ball State. Master's students are expected to maintain a 3.0 cumulative graduate GPA, while doctoral students are expected to maintain a 3.2 cumulative graduate GPA.

1. Students who fall below these minimums after they complete 9 credits of graduate study are placed on academic probation. The Graduate School monitors student GPAs at the end of each term and sends out email notifications to students and their advisors informing them that they have been placed on probation.
2. At this point, students have 9 graduate credits to raise their GPA back up to the minimum expected standard.
 - a. Students are limited to enrolling in a maximum of 9 credits while on probation, although we recommend they take fewer than this per term, as struggling students rarely do well with a heavy course load.
 - b. If a student has an exceptionally low GPA due to receiving failing grades, their best option to succeed is to replace those grades by retaking the course. Once a student takes a course twice, they cannot take it a 3rd time. This means that if they fail a course required for their program twice, they will be unable to complete their program. **If they wish, at this point, to change majors, they must first raise their GPA to 3.0, then reapply to the new program and be admitted.**
 - i. The *most recent grade* is the one that will go on a student's record, so also be aware that if they do worse in the class the second time, the lower grade will be the one that goes on their record.
3. If students on probation have not been able to reach the minimum required GPA after completing these additional 9 hours, they will be academically dismissed from Ball State.
 - a. A program director can request a student be reinstated. You have to submit a plan mathematically demonstrating how it is possible for them to bring their GPA to a 3.0/3.2 in 9 graduate credits after reinstatement, with specific coursework and the semesters courses will be taken. We also tend to reject reinstatement plans that are submitted immediately after dismissal, preferring students sit out for a semester first. Students can only be reinstated once. If dismissed again, they will not be allowed back.
 - b. Some students start at Ball State on what is known as probationary admission, meaning their GPA was below a 2.75 and you submitted a probationary plan for them. If they cannot achieve a 3.0 (master's)/3.2 (doctoral) after 9 graduate credits, they will be dismissed and will not be able to seek reinstatement. The Graduate School will track the students admitted on probation and check their

probationary plan after 9 credits of study to ensure they are staying on track to come off of probation.

Timelines and Time Limits

The rules about how long a student can take to complete their degree varies depending on the degree. In general, we have specific guidelines that are stricter for doctoral students than master's students. I shall outline the basic rules for each and then talk a little bit about student voluntary withdrawal from a program.

Time Limit Rules for Master's or Specialist Degrees

All degree requirements must be met within six years. If a student does not complete their degree within 6 years of taking their first course, they will be dismissed from the program. They must reapply for admission and meet current admission standards and degree program requirements.

1. If a student completed coursework more than six years ago for an unfinished master's or specialist degree and wishes to have that coursework apply to their current program then they may request to have that coursework revalidated. In doing so, he or she must obtain permission from the department chairperson or designee and the dean of the Graduate School to demonstrate evidence of current knowledge in the out-of-date coursework.
2. However, if the student started their program more than six years earlier, a student must reapply for admission and meet current admission standards and degree program requirements. If readmitted to the degree program, a student may request to revalidate out-of-date course work as described above.
3. Any transfer credit used to meet degree requirements expires six years from the date each course was completed. Transfer work is not eligible for revalidation.

*Note on certificates: All certificate program requirements must be met within five years. Revalidation and other procedures otherwise are consistent with the policies for master's coursework.

Time Limit Rules for Doctoral Degrees

After a student has been admitted to a doctoral program and has taken at least one approved course, all requirements for the degree must be met within a seven-year period. Upon the recommendation of the department chairperson and with the approval of the Graduate Dean, an extension of the time allowed may be granted for one additional year. In rare cases, an additional one-year extension may be granted, provided the student can demonstrate significant progress on the dissertation. Extensions are based on academic considerations and are limited.

Near the time course work is completed, each doctoral degree student will take a comprehensive examination in his or her major and cognate area(s), if applicable.

- a. I *highly recommend* you check the Graduate Catalogue for rules regarding comprehensive exams; these are important and every member of a doctoral committee should understand them.
2. A student must be in good academic standing to sit for the examinations. Good academic standing means that a student cannot be on academic probation and must have a cumulative GPA of at least 3.2.

- a. Comps should consist of written and oral portions, and both must be passed. Students may take their comps twice before being dismissed from their doctoral program. Please check the Graduate Catalogue for the definition of failure of comprehensive exams, remediation policies, and the time course for taking them.

Voluntary Student Program Withdrawal

Sometimes students will inform you that they do not plan on continuing in their graduate program. At this point, technically, the student *is still allowed to re-enroll in the program, without seeking readmission, for the next six years for master's students and seven years for doctoral students*. If you wish the student's withdrawal to signify the student is voluntarily *giving up their spot* in your program, you need to write them a letter acknowledging their withdrawal, clearly stating in that letter that the student is acknowledging they are giving up their spot in the program. You may also wish to state that the student understands that if they wish to return to the program, they will have to reapply and seek readmission formally. Then you must have the student sign this letter, you should sign the letter, the chair of the department should sign the letter, everyone should get a copy, and you should send a copy to the Graduate School informing them of the student's withdrawal. If you do not go through this process, the student will be allowed back in if they return within their original timeline, according to university policy. Generally, it is always a good idea to document, document, document!

Thesis, Creative Project, Doctoral Topic/Committee Approval Forms

When a student wishes to create a committee for their thesis or creative project (master's students), *or* form their doctoral committee (doctoral students), there are forms they must fill out and criteria that must be met. Master's committee members, for instance, must have graduate faculty status, and doctoral committee members must have Full graduate faculty status, with doctoral chairs needing Full graduate faculty status with Chair endorsement. Doctoral students must have a cognate rep (if applicable) *and*, importantly, an *external* representative from a department other than the student's home department for their program. When you send these forms to the Graduate School, we check that these requirements are met. If signatures are required for your form, we ask you to type names so we can read them (it's not just to torture you) and know to whom the signatures belong.

1. Note, it has been policy in the past that students can sign up for placeholder, say independent study, credits in the same semester they plan on proposing their thesis/creative project, etc. Then, once they pass the proposal mid- or late- semester, students have worked with their department to change those credits in the system to thesis/etc credits. This is becoming very unpopular with Academic Systems, University College, and the Registrar because it lends to violations in federal aid policies. The more you can help your student plan so they can sign up for the appropriate credits in *advance* of a semester's start, the less likely you will be in for a struggle over university policy later.
 - a. We prefer the student signs up at the start of a semester for DISS 701 or THES 601/etc. credits if they plan on proposing that semester. We will perform an audit for the appropriate topic approval forms 8 weeks into the semester and contact you if they have not yet proposed. If they have proposed, we will work with you to swap the credits to DISS 799/THES 698/etc. If they have not proposed, they can remain in the 701/601 courses, for which you can give them a grade based on the amount of progress they have made by the end of the term on their capstone.

2. Please note we are also asking program directors to no longer plan on *retroactive* changes in courses taken in past semesters. This is also a violation of federal policy. If a student misses a course or changes a major, we will not be able to go back and retroactively switch or add the required courses to past terms. They will have to take them in future terms and prolong their time to graduation or be granted a valid course substitution.

Graduation

When a graduate student has completed all their requirements (or are about to at the end of the semester), they will need to apply to graduate. Any active, current graduate students enrolled in the term will receive an email (in summer term they will receive it if they were active in spring but did not graduate) reminding them, and you will receive one from me as well. There are strict deadlines on this, so if your student misses applying to graduate, it means they will have to wait until the next term. So make sure they do it! Some things to note:

1. Students must apply to graduate *for every degree/certificate* they are seeking and pay an additional \$25 fee for each. If they are enrolled in the program, they should be prompted to apply for each in turn when they go into the graduation application site.
 - a. One of the biggest issues we have with this has to do with certificates. If students have not *first applied through Slate* to be accepted into the certificate program, just like any other program, they cannot graduate with that certificate. If your student expresses interest in a certificate, they must apply for it just like they do for their master's degree or any other program through the Graduate Admissions application. Along these lines, they must apply to the certificate program at least a semester in advance due to the closing of application deadlines 2 weeks prior to the start of a given term.
 - b. If students never applied to be enrolled in the program, they cannot apply to graduate with that certificate that same semester. They must first apply to be enrolled in the program for the following term, and then apply to graduate that term. If it is a fall or spring term, they must also take MAST 600 so they are enrolled as a current student. Or they can wait until the next summer term to apply to graduate with the certificate and not have to take the placeholder course.
2. Students who complete a thesis or dissertation will also have to follow instructions to upload their completed project before the end of term. These deadlines may seem very early, but they exist so that we can confirm that the documents are appropriately formatted and then get them documented through the library systems in time to do all the appropriate degree checks for commencement. These processes take time, and we need it all!
 - a. Once a student uploads their thesis/dissertation, their advisor and chair will have to approve the document, as will the Graduate School. If there are any problems with formatting or if the student accidentally included signatures, the document will be rejected. Then they must be corrected and submitted all over again.
 - i. We have to hand-build the committees for approval in our system, so if these are occasionally wrong, with wrong faculty or advisors listed, just let me know and I can correct them!
3. Just a reminder that after the graduation application deadline, the Graduation Coordinator will be requesting checksheets from you for your graduating students – this is where you note what courses they took when in order to complete the degree requirements! There is a [form](#) you must fill out and submit to us if you are going to ask for a course substitution or

waiver. There is also a form for transfer credits and if/how they will fulfill course-requirements/meet equivalencies.

- a. Note, we are in the process of working with Academic Systems to scribe graduate programs in Degree Works. Not every program is available in Degree Works yet – we will *specifically inform you* when you and your students may use this program to accurately check students' progress toward their degree. We will phase out checksheets as this occurs. If your program is not ready in DW, students may still be able to see their audit, but it *is not accurate*. Please let them know to check with you on their progress and not Degree Works.

Graduate Assistants

As you are aware, there are a whole other set of rules for GAs. They need to meet certain GPA standards and maintain them, and they are expected to work 20 hours (full-time GA) a week in return for a small stipend and partial tuition remission. Part-time students work 10 hours a week. See Appendix A for a sample offer letter for GAs, for it is very important that in your letter you are clear about the amount students will owe, as well as hours worked. Appendix D includes a sample full-time master's level contract that students sign before they start work. You should also read the [GA Guidelines](#) that are included with their contract.

Here are some basic standards and rules regarding GAships:

1. If a GA is a brand-new graduate student starting their very first term with no graduate credits, they must have a 2.75 GPA from their degree-granting institution for us to accept their EPAF.
2. However, *if* a student has taken *any* graduate courses at all at Ball State, even if they haven't taken up to 9 credits, and they are below a 3.0 GPA for master's or a 3.2 for doctoral, we will reject their EPAF – please don't offer them a GA-ship!
 - a. Along with Point 2, once a student is a GA, they *must* maintain a 3.0 GPA for a master's and a 3.2 for a doctoral to retain their GA-ship.
3. Students must work 20 hours a week for full-time or 10 hours a week for part-time, and we expect this work to be meaningful to them in terms of the intellectual, professional, and skills-value added to the student. A GA is not a work-study; it is a reward for exceptional students, and the work experiences they receive should be adding value to their degree and increasing how competitive they are on the market. *You may not require GAs to perform secretarial tasks or to answer phones/work a desk, for instance.* This kind of work is not allowed for GAs as it violates our GA guidelines, which state "Supervisors must assign work to graduate assistants that contributes to their academic and professional development. The work experiences graduate assistants receive should add value to their degree and increase their competitiveness for future employment or academic opportunities." If you have simple tasks of this nature, we recommend you consider hiring an hourly student worker.
4. Departments can have higher standards for offering and re-offering GA-ships; the guidelines above are minimums. However, have a documented procedure in your departmental student handbooks regarding departmental GA expectations and policies so you have a clear procedure for offering or rescinding GA-ships. Appendix E includes some sample language and practices for graduate student and graduate assistant annual evaluations courtesy of the Department of Psychological Science in the College of Sciences and Humanities.

Conclusion

As I mentioned in my introduction, this guide is hardly comprehensive, and I *always* recommend you read the first 40 or so pages of the current Graduate Catalogue closely for a full understanding of policies and procedures. However, I hope this guide has clarified some processes and helped to highlight the most significant concerns and issues any DGS has to face daily. When in doubt, check the catalog and call the Graduate School! The Associate Dean is always happy to talk with you about your questions: **765-285-3124!**

Graduate School Staff to Call in a Pinch

Stephanie Simon-Dack, Associate Dean (5-3124; slsimondack@bsu.edu):

Call or email regarding interpretation of guidelines in the Graduate Catalogue, exceptions for students (graduation, catalogue, etc); questions about Graduate Assistants, ethics or student concern related issues; paperwork questions; GEC/curriculum related questions; questions about thesis or dissertation proposals/committees/etc; advisor/DGS changes for the program.

Peggy Dessing (5-1291; pcdessing@bsu.edu):

Call or email regarding questions/issues regarding *admitted* students' including transfer courses, transcripts, graduation status, course substitutions and waivers, changes in Major/concentration/etc. *However, for exceptions or specific concerns, please call Stephanie Simon-Dack.*

For Questions regarding Admissions and Recruitment (EPM Staff)

Graduate Admissions (Admhelp@bsu.edu). Email Admissions for information regarding how to navigate and use Slate and any admissions questions regarding students.

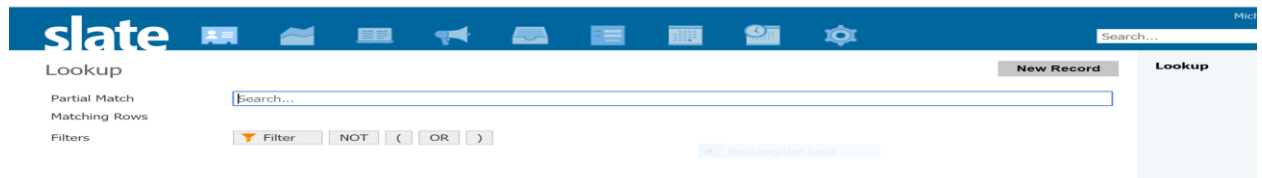
Resource Guide for Graduate Recruiting, Funnel Management

There are many factors to consider as you work to recruit and manage your program prospects and applicants. This guide will offer some simple, yet proven effective, guidelines for moving an inquiry through the admissions funnel.

- Automated prospect communication is an efficient way to deliver consistent, branded content about your program, faculty, resources and the institution
- All prospects receive one email introducing the Graduate School at Ball State, some programs have additional email campaigns
- When a Request for Information (RFI) form is submitted, a notification will be sent to you from gradrecruit@bsu.edu
- Queries are another effective way to track incoming prospects. You may request a query via this [link](#).

I. Inquiry management

- Let your automated campaigns provide info about your program, faculty, resources and institutional related content, to include tuition and related expense. Your outreach is an opportunity to connect and engage with the prospective students using phone calls, emails and texts. Students want to hear from you. Making a personal connection is vital during this stage. Get to know what the student is looking for. Help them connect their needs, wants to your program and Ball State. Don't be afraid to ask questions about their goals, past experiences, successes and failures. It's all part of the process of determining a good fit.
- Check on a prospect in Slate. A quick search in the database will allow you to enter a student's name and see if they are in the system.



- If they are already in Slate, you can click on the student's name for detailed information. Suggestions to review:
 - ✓ Dashboard-biographical and contact info, academic history, interactions
 - ✓ Timeline-history of all activity to include texts, phone calls and emails sent, and if emails were opened
 - ✓ Applications submitted by term-includes status of app, pending materials, decision and confirmation status
- You can email a prospect directly in Slate. Go to the student's dashboard. Click on student's email highlighted in blue on the right side of the screen. It will give you the frame needed to send an email. Be sure to enter a thoughtful subject in 3-6 words. Suggestions-a quick summary of your message, maybe a call out.
- If you find you are sending out a lot of emails or sending out the same messages, you can create quick snippets which will allow you to insert previously created content. This function in Slate can be super helpful in managing and working with

your prospects, especially as you are sending inquiries/prospects similar information. Reach out if you need some help setting this up.

- Be sure to document all of your outreach efforts in Slate. Others within and outside of your program may be communicating with the same prospect. It's important that everyone have access and see what has taken place. You can enter a quick note in Slate by going to a student's timeline and clicking on interaction.
- If you want to create a new student record in Slate, here is a quick link [Internal Record Creation Form](#).

II. Application management

- Yay, the prospect/inquiry has applied. Let's keep them moving through the funnel!
- Check on the application status by going to the student's dashboard in Slate. You will see a tab under the dashboard, beside the timeline, for applications submitted by term. If a student has applied for multiple terms, there will be a tab for each application.
- Once you click on the application term, here's an example of what you might see:

Dashboard Timeline **Fall 2020 MA-ATCE...** Awaiting Materials Profile Materials Prospect Data

Fall 2020 MA-ATCE
Awaiting Materials
Submitted May 21, 2020
Last updated May 23, 2020

Current Bin: Awaiting Materials No decision on file.

BSU ID [REDACTED]

Term: Fall 2020
Program: Athletic Coaching Education (MA) - Online
Citizenship: US Citizen
Sex: M

Checklist

✗	Recommendation (David Feeley, University of Miami)	Awaiting	▼
✗	Recommendation (Irene Cucina, Plymouth State University)	Awaiting	▼
✗	Recommendation (Paul Castonia, Plymouth State University)	Awaiting	▼
✓	05/21/2020 Unofficial Transcript (Plymouth State University)	Received	▼
✓	05/22/2020 Resume or CV	Received	▼
✓	05/22/2020 Statement of Purpose or Letter of Intent	Received	▼

- You can see from the checklist what items have been received noted with a ✓ and those missing materials noted with a ✗.
- A quick phone call to the student reminding them of the missing materials can be super helpful. This also presents as another opportunity to connect with the student. You can also send an email if you can't get the student on the phone.
- It's a good idea to keep a check on those applications every 2 weeks or so. The student will appreciate the contact and can keep you informed of any issues.
- From the Awaiting Materials bin in the Reader, you can access the student record and checklist. First, preview a record with the Paper Copy icon (far right). From there, select the applicant's name (top left) then selecting "Lookup Application."

III. Admissions management

- By submitting a final department decision in Slate, the department is recommending that the applicant be admitted. The final admission decision will be made and communicated by the Graduate School. See the DGS guide provided by the Graduate School for additional information on communicating decisions.
- Applicants will receive notification of the Graduate School's decision via email informing them that an update has been made on their applicant portal.

- Check the applicant's status in Slate, as well as interactions on the timeline to confirm what has been communicated to the student. You may need to remind applicants that they have received an update to their applicant portal.

Fall 2020 MAE-ELET



Decided
Submitted February 12, 2020
Last updated April 17, 2020

Current Bin: Decision Received

Admit
Reason: Admit
Status: Received

BSU ID: 901340528

Term: Fall 2020
Program: Elementary Education (MAE) - Online

- IV. Students must open the decision letter in the applicant portal, which instructs them to confirm enrollment. This activates the student record and is necessary for course registration. You may need to monitor applicants who have received a decision but have not confirmed enrollment. Refer to the checklist to see whether Enrollment Confirmation Form is noted by  or .
- V. Students who confirm enrollment will receive several emails through Slate from the Graduate School directing them to the orientation website and providing information about e-bills, the advisor directory, and the Graduate Student Wellness Initiative.
- VI. Note: All applicants must confirm their enrollment to be eligible to register. This includes current or former Ball State students.
- VII. Confirmation
 - Once the student has confirmed enrollment, send a department/program welcome letter, links to your department's handbook, and any other program-specific information.
 - Schedule an initial advising appointment with the student. This can be a short meeting by phone or WebEx to briefly provide a personal introduction and answer any questions your student may have regarding the program or courses. Other information can include important departmental and/or academic policies, and enrollment requirements for financial aid.
 - The student is taking in considerable new information. To keep the initial meeting conversational, offer to email a summary of information presented at the conclusion of the meeting so your student isn't scrambling to take notes.
 - Follow up on your student's registration to make sure they have registered for the correct course(s).
 - Complete the Enrollment Deferral Form through Slate if your student wishes to defer enrollment (must be submitted by Thursday before the first day of term). Deferral may extend for up to 1 year. After 1 year, the student will need to reapply.

APPENDIX B – best practices for hosting information sessions

Information Sessions

One way to advertise and recruit for your program is to host an Information Session. This is generally done in collaboration with Enrollment Planning and Management (EPM), in that they can help you to get your Information Session listed on the university calendar and provide you with SWAG. An Information Session is usually a 1-2 hour event that you can host digitally or on-campus to discuss your graduate program with potential applicants. Some best practices include:

Event Promotion:

- 1) Fill out this [form](#) so that EMP can assist you in setting up a registration form and listing your session on the University Events calendar.
- 2) If your unit or college has a Facebook page, work with the arbiter of the page to list your session as a Facebook Event and invite UMC (University Marketing and Communications) to co-host the event – they can then Boost the post to reach more potential students
- 3) Use the Comm Center to send out a general post to Ball State undergraduates about the event
- 4) Make sure your own department faculty are advertising your session to your own undergraduates

Event Hosting (digital)

- 1) A live event is often more appealing, although if you record it while you host on WebEx (or any approved online platform), you can create a link and promote the recording on your websites and digital recruiting materials. You will need permission from any current or potential students whose faces or names are included in the recording.
- 2) Structuring your event is important. Have a set amount time to explain the program & strengths of the program, rates of students who go on to grad school and/or employment (and starting pay for graduates!), etc. Have a set amount of time to explain the program format, structure, course-load, and information around assistantship if applicable. Have a current student or two attend the event (or even an alumnae!) and let them talk about how the program has benefitted them and what they like about it. Leave time for questions from potential applicants. Digital information sessions should probably not last over an hour.
- 3) For a live event, consider providing refreshments when the students check-in, such as water, soft drinks, a snack mix, etc.
- 4) Be prepared for questions about financial aid, housing, mental/physical wellness resources, University Libraries, and other potential concerns from your attendees – do your research on these more general campus programs before you hold your session.

Event Hosting (in person)

- 1) Structuring your event is important. Have a set amount time to explain the program & strengths of the program, rates of students who go on to grad school and/or employment (and starting pay for graduates!), etc. Have a set amount of time to explain the program format, structure, course-load, information around assistantship if applicable.
- 2) Have a current student or two attend the event (or even an alumnae!) and let them talk about how the program has benefitted them and what they like about it. It is nice if you can actually let the current students walk your attendees around campus for a tour without you, giving them time

to talk with potential applicants without you being there and to show off our beautiful campus. If you have departmental funding to do so, provide \$5 meal cards and let your current students take them to a dining facility for lunch.

- 3) Request [SWAG](#) from EPM and/or the Graduate School to hand out to your attendees
- 4) Leave time for questions from potential applicants. If your session includes a tour and/or lunch, plan on about 2 hours for this in-person information session, or 1 hour if not.

APPENDIX C – sample offer letter for GAship

Hello XX,

I am pleased to offer you an assistantship in the XXXX Department at Ball State University for the 2020-2021 academic year. This offer is conditional upon your formal admission as a regular status student to the Ball State graduate school. This position comes with an annual stipend of \$X,XXX. Students on a full assistantship are expected to work 20 hours per week and take a minimum of 6 credits each semester. Your stipend will be paid over two terms (Fall 2020 and Spring 2021) of the academic program. While there is not a stipend issued for the summer session, you will qualify for a fee remission during the summer semester if you retain your GAship for the full academic year (Fall 2020/Spring 2021).

The position will include a partial tuition remission. Graduate Assistants are responsible for a portion of tuition and all applicable university fees. You may be assessed additional fees depending on course or program requirements. For more information on the tuition remission benefit and the fees and tuition you will owe, please view the [Graduate Assistant Fee Remission Program](#). Your formal start date will be [the Monday before the first day of classes/the first day of classes] for the Fall term and your last day of work will be the last day of final exams each term. You will not be expected to work during holidays or breaks (e.g., Thanksgiving break, etc).

If you would please let me know if you accept this offer by [date given may not be before April 15th], I would appreciate it! However, if you have questions or concerns before making a decision, I would be happy to arrange a phone call. If you do accept the position, you will receive an email in late July/early August from Courtney at Gradschool@bsu.edu describing your next steps for signing your contract and employment eligibility documentation.

APPENDIX D – full-time master's-level GA contract

Nov 15, 2018

In accordance with the recommendation of the hiring unit, and with the approval of the Dean of the Graduate School, we are pleased to offer you a Graduate Assistantship:

Area:

Period: through the Academic Year

Compensation Package: A stipend of \$ and a waiver of a portion of tuition, as well as a waiver of the student-service fee and the non-resident fee (where applicable).

Applicants for assistantships must have completed the bachelor's degree before the beginning of the semester or term in which the assistantship begins. The awarding of this assistantship is contingent upon approval by the Board of Trustees and review of the requested official transcript from the applicant's bachelor's degree-granting institution in the office of Graduate Admissions, Ball State University, prior to the commencement of the assistantship. The applicant must have earned a minimum 2.75 GPA on credits earned from the degree-granting institution. Failure of the applicant to furnish this official transcript before such date will result in automatic cancellation of the assistantship. Applicants whose final undergraduate grade point averages are below 2.75 (or below 3.0 in latter half of work) will not be awarded an assistantship.

This assistantship requires you to be enrolled as a regular graduate student (a minimum of 6 credits per semester or 3 credits per 5-week summer term), to work 20 hours per week, and to maintain a minimum of a 3.0 cumulative grade point average. Work begins with the first day of classes in the term and continues through the last day of the final examination period. In some cases, there is a departmental orientation period before the semester begins.

Your assistantship does not cover the following: a portion of your tuition, as well as the technology fee, recreation fee, health fee, transportation fee, and other applicable course, lab, program, or special fees required by Ball State University. You will be responsible for paying all tuition and fees not covered by your assistantship each semester or term. You will receive an e-bill notification at your BSU email account each time a bill is created. Tuition is due the first of the month of each semester. Due date for fall is September 1st; spring January 1st, summer June 1st. Alternate payment arrangements may be made through the Office of the Bursar. View your account by going online to www.bsu.edu/ebill.

If the hiring unit has offered multiple years of funding, the continuance of the assistantship into the next and subsequent semesters depends on the maintenance of a 3.0 cumulative grade point average and favorable reports of your work by your supervisor. Without such favorable reports, the assistantship will be withdrawn.

Adam R. Beach, PhD
Dean of the Graduate

School Enclosures

By signing the Graduate Assistantship contract, I agree to the conditions as stated above and in the Graduate School guidelines (www.bsu.edu/gradschool/assistantships).

BSU ID #
Signature
Date

DEPARTMENTAL PROCEDURE FOR EVALUATING GRADUATE STUDENTS

Each student's progress in the program is formally evaluated annually, with progress letters distributed to students at the start of the spring semester. A form will be completed by all departmental faculty who taught the student in class, served as a research advisor, or was the student's assistantship supervisor. If there is only one departmental faculty member who had such contact with a student, one or more professors in other departments who had contact with the student may be asked to complete an evaluation. The completed forms will be provided for review by the Graduate Committee, but the raw data will not be shown to the students. The Graduate Committee will examine the progress of all students using the following criteria:

1. Students must maintain an overall graduate GPA of at least 3.00.
2. As described above, faculty will be asked to inform the Graduate Committee about the quality of each student's performance (see form in Appendix A). Both excellence and deficiencies will be considered.
3. Students completing an internship will be evaluated with respect to their performance at the internship.

Using these criteria, the Graduate Committee and Director of Graduate Studies will classify (by majority vote) each student in one of two categories: "progressing well" or "not making satisfactory progress." The Director of Graduate Studies and the Graduate Committee Chair will send each student a letter reporting the committee's assessment and the reasons for it and will place a copy in the student's file. Students who are not making satisfactory progress will be required to meet with one or more members of the Graduate Committee, who will explain the committee's concerns, invite the student to respond to the feedback, and outline the changes the student needs to make, along with a timeline for making the improvements. The student will also receive a letter outlining this feedback. At the end of the specified timeline, the Graduate Committee may request a follow-up evaluation of the student, including eliciting feedback from the student's current professors and research supervisor(s). Using the results of this evaluation, the Graduate Committee will vote a second time to classify the student. If the committee agrees that the student is still not making satisfactory progress, then it will vote to do one or more of the following:

1. Place the student on probation for one semester or for a specific number of graduate credit hours with specific requirements for removal of probation stated in writing to the student.
2. Not renew the student's departmental graduate assistantship.
3. Remove the student from the program.

UNSATISFACTORY EVALUATION RELATING TO ASSISTANTSHIP

Students with departmental assistantships might not have their assistantship renewed if their assistantship faculty supervisor(s), separate from the formal annual evaluation, have reported ongoing concerns with the graduate assistants and a satisfactory solution for both parties by the deadline agreed upon by all involved parties has not been reached.

The student will meet with one or more members of the Graduate Committee to discuss the specific improvements that are needed. If the Graduate Committee votes to not renew a student's departmental assistantship, all students without departmental assistantships will be invited to apply for the vacated position. Applications will include: a letter of interest, a curriculum vitae including grades in graduate classes, and two letters of support from departmental faculty. Students who just lost their assistantships may apply, provided that they also include with their application a letter outlining their improvements on the issues in which they had deficits. Decisions regarding the next year's assistantship will be made by the Graduate Committee.

Failure to fulfill assigned duties, failure to complete assignments promptly, failure to submit hours in a timely manner on Kronos Timekeeper (more than twice), or substandard performance may result in termination of the assistantship. If students do not submit all their hours in Kronos by the payroll deadlines, the following procedures will be followed:

1. After the first missed deadline, the Director of the Graduate Studies will notify the student's graduate assistantship supervisor(s).
2. After the second missed deadline, the student, faculty supervisor(s), and the Director of Graduate Studies will meet to discuss a remediation plan.
3. After the third missed deadline, the graduate committee will meet to determine if the student's assistantship should be cancelled.

Form provided via Qualtrics to all faculty to fill out for every graduate student with whom they have a significant interaction.

Student:

Evaluator: _____

Ratings are based on the following scale:

- 5 = superior for this level of training
- 4 = above average for this level of training
- 3 = average for this level of training
- 2 = below average, student needs to develop this area*
- 1 = clearly inadequate, serious attention is needed in this area*
- X = unable to make an accurate evaluation in this area

1. Shows initiative
2. Follows instructions
3. Responds well to feedback and is willing to learn
4. Shows motivation to succeed
5. Produces consistent and high quality of work
6. Exhibits good judgment
7. Plans and organizes effectively, evidenced by consistently meeting responsibilities and due dates
8. Displays an appropriate level of maturity
9. Conducts herself/himself in a professional manner
10. Is respectful toward peers, students, staff, and faculty
11. Respects and works well with people from diverse backgrounds
12. Communicates effectively in written work

13. Communicates effectively in oral presentations and discussions
14. Thinks critically
15. Demonstrates appropriate research and statistical skills

General comments. Please provide, in a least a sentence or two, comments about the student's strengths and weakness.

If you have marked any item with a 1 or 2, please summarize ways in which the student needs improvement.

Internship/Practicum Readiness

1. Do you have any concerns regarding this student completing an internship/practicum?

(YES/NO/UNABLE TO EVALUATE)

PSYS Graduate Handbook (2018-2019) 25

2. Do you have any concerns regarding this student's ability to interact ethically or professionally in an applied setting? (YES/NO/UNABLE TO EVALUATE)

3. If you answered yes to either of the Internship/Practicum Readiness questions above, please summarize your concerns, as well as what changes you think the student would need to make to participate in an internship/practicum.

1) Welcome to Ball State! Now what? (sent 24 hours after confirmation)



Welcome to the Ball State family Cailey!

On behalf of Ball State University's Graduate School, congratulations on your acceptance to the Special Education (MA) - Online program for Fall 2020! Ball State offers helpful resources as you begin your graduate school journey. This is the first in a series of orientation emails we send you that will offer information that will aid in your transition into graduate school.

You should now have your student email address and password, this will be the same login information as when you checked the status of your application and was provided to you within one business day after you began your application.

Using your student email address and password, we suggest you visit our Orientation website. This website has helpful information for new graduate students at Ball State. We suggest you view the "How to Get Started" section and specifically the sections about "MyBSU and Self-Service Banner," "How to Register for Class," and "How to Fund and Pay for Your Education."

ORIENTATION WEBSITE

If you are no longer able to attend, please contact admissions@bsu.edu. If you are having trouble accessing the Orientation website with your student email address and password, please contact the HelpDesk at: 765-285-1517 or Toll-Free 1-866-771-3276.

Also, always feel free to **email** or call me with any questions you might have. Thank you for choosing Ball State and I look forward to meeting you!

Stephanie L. Simon-Dack

Associate Dean of the Graduate School Associate Professor of
Psychological Science Ball State University
2000 W University Ave Muncie, IN
47306
765-285-3124

Propelled by an innovative, immersive approach to education and guided by clear and enduring values, Ball State University is about more than educating students; we are about serving our neighbors near and far. We are a source of pride for our alumni and community and I am very excited to welcome you into that community. Please feel free to reach out to me or any of our staff here at the Graduate School if you ever have any questions!



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You received this email after requesting information or opting in to communications from Ball State.

Our mailing address is:

Graduate School West
Quad, Room 100 2000 W.
University Ave.

Muncie, IN 47306

This email was sent to caileycotter2@gmail.com by "Stephanie Simon-Dack" <slsimondack@bsu.edu>.

[Unsubscribe](#) from Ball State Graduate School.

2) Have you talked to your advisor yet? (sent 4 days after confirmation)



If you haven't checked it out already, we recommend **Ball State's Orientation website** and to become familiar with MyBSU.edu and Self-Service Banner. As you continue reading through the "How to Get Started" section of the website, we would like you to focus on the sub-sections:

- ♦ Student ID and ID card
- ♦ Advising at Ball State
- ♦ How to Access your Classes

E-Bill

Your e-bill will be sent to your Ball State student email address. You can also access this information by logging into **my.bsueu**.

- ♦ Click on **Banner**, then **Self-Service Banner (SSB)**
- ♦ Click on the **Student** tab
- ♦ Choose **eBill**

Reach Out to Your Advisor

If you have program specific questions about your courses or what you should plan on taking, **contact your advisor**, who will be happy to help! You can also review the "Graduate Study at Ball State" section of the orientation website, for more information specific to graduate students.

Graduate Student Wellness Initiative

In partnership with the Ball State Graduate School, the Graduate Student Wellness Initiative (GSWI) seeks to help create a culture of health and wellness for all university graduate students, both online and on-campus. To learn more about the events and resources that the GSWI and Ball State offer our graduate students, visit bsu.edu/gswi.

As always, feel free to [email](#) or call me with any questions you might have. Thank you for choosing Ball State and I look forward to meeting you! If you are no longer able to attend, please contact admissions@bsu.edu.

3) Learn more about life in Muncie, paying your bill, and graduate assistantships. (sent 10 days after confirmation)



Now that you are connected with the [Graduate Student Wellness Initiative](#) and you've explored the [orientation website](#), learn more about paying your bills, funding your graduate education, and life in Muncie.

Revisiting Bill Pay

An important resource Ball State offers is online bill pay. You will be able to pay your tuition, fees, and rent (if you are living in one of the campus complexes – Anthony Apartments or Scheidler Apartments) from your university account.

Here is a link to our [tuition and fee structures for graduate students](#) at Ball State. On our Orientation website, you can learn more about paying your bill under the “How to Fund and Pay for your Education” subsection of the “How to Get Started” tab.

Graduate Assistantships

If you are a student who will have an on-campus presence at Ball State, you might like to learn more about Graduate Assistantships under the “Graduate Study at Ball State” section of the Orientation website. Graduate Assistants receive partial tuition remission as well as a stipend for working 20 hours a week. You can learn more on the [Funding Graduate Study](#) web page.

Living in Muncie

If you also plan on living on campus or near Muncie during your graduate school experience, I recommend you read the information available [here](#) about housing and things to do in Muncie.

Also, always feel free to [email](#) or call me with any questions you might have.

Thank you for choosing Ball State and I look forward to meeting you! If you are no longer able to attend, please contact admissions@bsu.edu.

4) You are ready to take on Ball State with the Graduate School by your side! (sent 20 days after confirmation)



**BALL STATE
UNIVERSITY**
Graduate School

By now, you should feel prepared to begin your graduate school journey here at Ball State University. Here are the important resources and recommendations that will assist you as you transition:

- ♦ **Orientation Website**
- ♦ **Graduate Student Wellness Initiative**
- ♦ **Connect With Your Advisor**
- ♦ **Paying for School**

Ball State Graduate School is always here to help you. Connect with us on social media and feel free to **reach out** with any questions you have along the way. If you are no longer able to attend, please contact admissions@bsu.edu.