

# **HOW-TO BOOK**

FOR BALL STATE UNIVERSITY

ISSUED BY THE  
**BALL STATE STUDENT GOVERNMENT ASSOCIATION**  
STUDENT SERVICES

**SPRING 2010**

**[WWW.BSU.EDU/SGA](http://WWW.BSU.EDU/SGA)**

## AN INTRODUCTION

The Ball State How-to Book is a collaborative effort by Ball State Students and the Student Services Committee to give students a better understanding of all things Ball State. It is a never-ending work in progress, as it is our goal that the ideas contained in this book will continue to grow alongside the University.

## CONTRIBUTORS

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## SPECIAL THANKS

**Jeffrey Higgens**

*for formatting and compiling the  
How-to book into what it is today.*

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## **Lingo**

## **Residence Halls**

### **Meet People in Your Hall**

- Keep your door open. It lets others know that you want people to stop in.
- Attend your Resident Assistant's floor programs and invite your neighbors to come with you.
- Attend your hall's weekly Hall Council meeting.

### **Utilize the Front Desk**

- One great thing to invest in when you move into your room is purchasing your hall's equipment pass.
- These are only around five to ten dollars for the entire year! With these passes, you can rent any equipment from the front desk without having to pay every time.
- If you do not purchase this pass, you may pay fifty cents to a dollar each time you rent equipment.
- To rent any piece of equipment, whether it is kitchen supplies (kitchen key, pots, pans, etc.) or game equipment (pool cues/balls, board game, ping pong paddles/ball, etc.), you must go to your residence hall's front desk to rent the equipment.
- The desk worker will ask for your I.D card, and either your equipment pass or the rental money.
- You will then sign your name in the appropriate slot of the checkout list.
- Once you are finished with the equipment, return it to the front desk, and the desk worker will take the equipment and sign you out.

### Organize Z-shaped Rooms

- Put your bed in your closet! By sticking the foot of your bed in the closet space, you have a lot more free space in your room. Plus, there is still plenty of space to hang your clothes.
- Use bed risers. Utilize the space under your bed for out of sight storage. Bed risers can be purchased at Wal-Mart or Meijer's for around 10-15 dollars.
- Use crates. Around the start of school, Wal-Mart will start to overstock their shelves with crates. Stack two high next to your bed, and they make an excellent make-shift bookshelf.

### Make a More Comfortable Room

- Living in the residence can really make you miss your own bed at home. But, there is a quick fix to that problem. You can purchase a very comfortable egg crate from Wal-Mart or any linen store to go under your mattress pad. Yes, these may be a little expensive, but it is definitely worth the money to save your body from a bad night sleep!
- The first month at school tends to get pretty warm, and not having an air conditioner in your room can be quite frustrating. A simple way of easing the problem is to open your window all the way and stick a box fan against the screen. Doing this, with opening your door, will create a nice breeze of cool air that blows through your room.
- Also, if your roommate across the hall does the same, there will be a tunnel of wind between the two rooms.

- Keep your room organized and clean. Nothing cramps your style more than a dirty, unorganized room. Stylish organization tools can be bought at almost any store around Muncie. Be sure to check out Meijer and Target if you are looking for more colorful stylish options of laundry hampers, stackable crates, closet hangers, and bed risers.

### How to Recycle

- Finding a place to recycle is as easy as finding one of the many wastebaskets that have blue bags placed inside them on campus. Blue bags are what Muncie uses to distinguish the trash from the recycle.
- Things that are recyclable on campus include:
  - Empty metal
  - Plastics
  - Glass containers
  - Non-glossy paper
  - Anything with a “Recycle” symbol on the bottom of it
- Things that you should not recycle on campus include:
  - Glossy paper (which includes magazines)
  - Food
  - Liquids (which includes partially full drink containers)
  - Tissues and paper towels
  - Broken glass
- Remember to take the caps off of your drink containers before you throw them in the recycling bins, the plastic in the caps is not recyclable.
- You can find if a plastic container is recyclable by looking on the bottom of the container, as well as its number.
- To recycle off campus, all you need to do to recycle is collect all your recyclables in a blue bag, and put it in the green trash containers that Muncie provides, along with the rest of your trash.



- To get blue bags, call Muncie Sanitary District at (765) 747-4894, and they will mail coupons for free blue bags to you.
- You can redeem these coupons at most grocery stores around Muncie, including Marsh.
- If you are off campus, you can recycle:
  - Anything listed before
  - All paper and plastics
  - All steel and tin products

## Ball State's Website

Use the Big Four (Blackboard, Webmail, Gradebook, Mediasite)

- Go to Ball State's main website, [www.bsu.edu](http://www.bsu.edu).
- At the Ball State Home Page, click "Current Students" at the top left corner of the page.
- Scroll down to the "The Big Four" category.
- In order to use these applications, start by clicking on one of them. You will then be asked to enter your Ball State user name and password.
- **Blackboard**- Blackboard is your course organizational tool. It holds all of your grades, homework, announcements, and special components for all of your current courses. You can use Blackboard to contact a professor, complete online homework, check your grade, find external links, or view announcements from your professor. Blackboard is a major tool at your disposal.
- **Webmail**- Webmail is Ball State's email server. Just like any other e-mail service you may have used, you can send receive, forward, and manage all of your e-mails. Parents, friends, professors, classmates, and anyone with an email address can contact you using BSU Webmail. This program also has a built-in calendar and contacts application for your convenience.
- **Gradebook**- Gradebook is another course organizational tool. Unlike Blackboard, Gradebook is mainly used to check your grades and find the e-mail addresses of your classmates. You will notice that some professors choose to either use Gradebook or Blackboard. Make sure you find which application your professor uses at the beginning of each semester.
- **Mediasite**- The BSU Mediasite allows you to watch classes or other presentations that are posted on the site either live or on-demand. You are given control of the videos and PowerPoint presentations at all times during the clip (forward, rewind, stop, pause etc.). Next to the video screen is a section that displays PowerPoint slides that a professor uses during a lecture, you have

access to these as well. The “Help” button in the top right hand corner can address any questions.

- **Note:** Macintosh users may have to install a small application in order to play the video

#### E-Mail Classmates

- Go to [www.bsu.edu/Gradebook](http://www.bsu.edu/Gradebook).
- Login with your Ball State username and password.
- A list of all your courses for the semester will pop up.
- Click on the e-mail list, next to the course in which the classmates you want to e-mail are in, and you will see a list of everyone in your class and their email addresses.
- You can check whoever you want to email by clicking in the box next to the name or by selecting the “e-mail all active students” button at the bottom of the page.
- Be aware that students and professors annoy easily with mass emails to an entire class of 200 plus people. Just select a few people to send an email if you have a question.

#### E-mail Your Professor

- Go to [bsu.edu/Webmail](http://bsu.edu/Webmail).
- Login with your Ball State username and password.
- This will take you straight to your inbox.
- Click on the “New Message” button located towards the top left hand of the screen.
- If you do not know your professor’s e-mail address, type in their first and last name, and click the “check: button at the top of the screen.
- If you cannot find your professor’s email address, you should be able to reference your syllabus for that information.

- For the subject of your email, include the course name, course number, and section number; this helps the professor sort through all of their messages.
- When finished writing your message, click the “send” button in the top left hand corner of the screen.

### Check Your Grades

#### GRADEBOOK

- Go to [bsu.edu/Gradebook](http://bsu.edu/Gradebook).
- Login with your BSU username and password.
- A list of all your courses will appear.
- Click on “Assignments” next to the class you wish to check.
- This will bring up all of your assignments and the grades for the course to date.
- Your overall grade is at the bottom where it says “Course Grade to Date.”

#### BLACKBOARD

- Go to [bsu.edu/blackboard](http://bsu.edu/blackboard).
- Login with your Ball State username and password.
- To the left of the screen under “Service and Tools,” click on “View Grades.”
- Your courses will appear. Click on the course you want to check your grade in.
- It will then show you a detailed list of all the your assignments and tests  
Some professors may not use Blackboard to post grades, so you can then try Gradebook.

### Pay Tuition Online

- Go to Ball State’s main website, [www.bsu.edu](http://www.bsu.edu).
- Click “Current Students” at the top left corner of the page.

- Find the fourth section down on the left side called “Tuition and Student Finances.”
- Click “Pay Tuition Online.” This link will take you to the Cardinal QuickPay page.
- In the middle of the screen, under Students, click on the blue link called **Cardinal QuickPay**.
- You will be prompted to enter your BSU username and password.
- You are now in the student section of BSU Cardinal QuickPay.
- If you are paying from your own account, you need to select “Payment Profiles” from the left side of the screen, in order to set up your account.
- If you want to make a payment, click “Make Payment” from the grey box on the left.
- If a parent or anyone else wants to pay on your account, you will need to select “Authorize Payers” in the grey box. You will need to enter their name and email address, as well as create a login name and password specific to that person before they will be able to access the Cardinal QuickPay as an authorized payer.
- Other Services Through Cardinal Quickpay:
  - a. Check your current account status
  - b. Print prior statements
  - c. See all payments made to your account
  - d. Receive an email whenever a bill arrives or someone has paid on your account.
- Friendly reminder: All payments are due by the first of each month. If the first falls on a weekend or a University holiday, payment is due the next business day.

#### Decipher Your DAPR

- Go to Ball State’s main website, [www.bsu.edu](http://www.bsu.edu).

- Click on “Current Students” at the top left corner of the page.
- Under the Advising section, click on the “DAPR” link.
- This will take you to the Degree Analysis Progress Report Page.
- Click “Create a new DAPR” button.
- Scroll to the bottom of the page, ignoring all the empty boxes, and click “Continue.”
- There will be a box with the date and time in red, and your name in black.
- It takes about a minute for your DAPR to process. If you click too early, it will say that there is no DAPR available.
- Click the date and time in red.
- This will show you an online version of your DAPR .
- The fourth section will show you how many credits you have earned, your GPA and how many credits you have in- process currently.
- Different sections will show the classes you have to take for that area.
- Classes that are in blue are the ones that you can select to take for the semester
- Once an area is completed, everything will be in bold lettering and show your grade for the class.
- You may print this, or you can go to your academic advisor and have them print out one for you.
- Your academic advisor is another great resource if you still need help deciphering your DAPR.

#### Add Course/Use the Course Shopping Cart

- When the Add/Drop session starts, go to Ball State’s main website, [www.bsu.edu](http://www.bsu.edu).
- Click on “Current Students” at the top left corner of the page.
- Scroll down to “My Courses,” and select “Course Shopping Cart.”

- At the “Course Shopping Cart “screen, select the Discipline/Department, Course Number, Year, and School Term to find the course you are wanting to add.
- Then click “Find Course.”
- At the course screen, you will see a list of classes that are available.
  - **(Note:** Some classes require prerequisites and others have restrictions. Pay attention to the RESTRC and COREQ under each class listing)
- When you find the class you want, select “Add Course” to shopping cart.
- When you have picked all your classes, return to the “Current Students” page and click on “Course Request.”
- At the “Course Request” screen, you will see the list of all your selected classes at the bottom of the page.
- Check all of the classes you want, and click “Add Checked Courses” to add them to your schedule.
  - **(Note:** Remember that the course request period is NOT first come first serve. Schedules are processed based on the number of credit hours earned. You may not get all of the classes or times you request.
- Submit your schedule, and when prompted (normally 2-3 weeks), you can check “See My Schedule” at the “Current Students” page to see what classes have been added.

### Drop a Course

- Make sure you are fully committed before dropping the course.
- If it is after the withdraw period at the beginning of the semester, you will be required to inform your professor that you are planning on dropping the course before you fill out any forms. It is best to meet in person, but an e-mail is also sufficient.
- After informing your professor, visit the Office of the Registrar in the lower level of Lucina Hall.

- At the Registrar's office, you will be given a yellow form to fill out. On this form it will ask for your name, the date, you BSU I.D. number, course title, number of credits, the section number, and the reference number.
- Once you finish filling out the form, take it to the Registrar's desk, and they will confirm the withdrawal.

#### View Your schedule

- Go to Ball State's main website, [www.bsu.edu](http://www.bsu.edu).
- Click on "Current Students" at the top left corner of the page.
- In the right hand column, under the "My Courses" heading, click "See my Schedule."
- Log in using your Ball State username and password.
- Read through the consent material.
- Then scroll to the bottom of the screen and click "I Accept."
- Your current course schedule will then appear.
- If you want to see a different term, use the drop box below your current schedule to select another term, and then click "submit."
- The date and time of your final exam for each course is listed in the far right hand side of the screen.
- When done, you should click "logout" at the top right corner.

#### Schedule InQsit Test

- Go to the main InQsit testing site, [www.bsu.edu/inqsit](http://www.bsu.edu/inqsit).
- Click on the blue "Reservations" button, located in the top right hand corner.
- You will need to enter your Ball State username and password, as well as select "Testing Labs," and click "Login."



- Chose the dates you are available to take your test in the first two drop-down boxes.
- Chose the allotted time slot you wish to take your test within, and click “Search.”
- A list of all available appointments will be presented to you.
- Click whichever one best suits your schedule, and click “Add.”
- Your testing time is now reserved. Make sure you know which testing lab you are scheduled for.
- **Note:** It is very important that students only register for one time slot per test being taken. InQsit labs fill up quickly, and when students sign up for multiple time slots for one test, other students are often unable to get in.

#### Calculate GPA

- Go to [www.back2college.com/gpa.htm](http://www.back2college.com/gpa.htm).
- Enter your Course, Credit Hours, and Letter Grade.
- Then click “Calculate your GPA.”

#### Your Advisor

- Under the “Current Students: web page, there is a whole category designated for advising with links to academic advising, the advising center, your DAPR, who is your advisor, and transferring credits.
- As a freshman, you will have a freshman advisor to help you figure out your core classes and what courses you have to take to be accepted into your major.
- Once you apply and get accepted into your major, you will be given a different advisor called your major advisor.

#### Requesting a Transcript

- To request a transcript, go to the Ball State's "Currents Students" page.
- Under the headline "Key Academic Services," click the link that says "Transcripts."
- When you click on that, it will take you to a page where you then need to scroll down to the middle where it says "Transcript Request Form."
- Click on the link, download the form and fill it out. Once filled out, you need to turn it into the Registrar's office located in Lucina Hall.

#### Career Center

- Go to [www.bsu.edu/careers](http://www.bsu.edu/careers) to get started.
- Here you will find everything you need to know about picking a major/minor, mapping out your career path, finding an on/off-campus job, internship, Federal Work Study Program, and so much more.
- Feel free to explore the site and see all of the opportunities offered. If you have specific questions you can talk with a Career Center Advisor.

#### Cardinal Career Link

- Career Link is a web site of the Career Center that allows students to upload their resume and send it to potential employers. It enables students to apply for on-campus interviews.
- Cardinal Career Link also offers resume books for employers.
  - **Note:** A resume book is a file of resumes that Ball State provides employers with when they are looking for students with certain majors

and interests. Students are allowed to submit their resume into multiple resume books.

- To sign up for Cardinal Career Link go to [www.bsu.edu/careers](http://www.bsu.edu/careers). On the right hand side of the page, there will be a link that says “Cardinal Career Link.” Once you click on that, you will have the option of “For Students” or “For Students & Alumni.”
- Click on the “Students & Alumni” link. Scroll to the bottom of the page, and click on “Cardinal Career Link.”
- Follow the directions on the top of this page, and you will be on your way to getting an internship or a job.

#### Transferring Credits

- Go to the “Current Students” page on the Ball State web site.
- Under the “Advising” headline, there will be a link that says “Transferring Credits from Other Colleges and Universities.” Once you click on this link, you will have the option to choose between Ball State’s Automated Course transfer system and Transfer Indiana. These links will help you figure out what can be transferred to Ball State from other universities.
- If you do have a problem, call the Office of Academic Affairs at 765-285-1333.

#### Find Your BSU ID Number

- Go to Ball State’s main website, [www.bsu.edu](http://www.bsu.edu).

- At the Ball State Home Page, click on “Current Student” at the top left corner of the page.
- Scroll down to the section labeled “My Ball State Information,” the second on the right side column, and click “Get my Ball State ID Number.”
- Here you will need to enter your username and password.
- On the following page you will be able to see your BSU ID number.
- It is very important that you keep your ID number private. Many offices and Ball State forms require your ID number but remember not to give it out to your friends, roommate, or any other unauthorized person.
- **Note:** The beginning 3 zeros are part of your ID number, DO NOT disregard them.

## **Ball State Organizations**

### **Get Involved in Hall Council**

- Living on campus can be fun, especially when you get to have a say in what goes on. Every residence hall on campus has a governing body known as Hall Council. Most councils meet one night a week with the purpose of building hall unity and making big decisions for the hall. These can include anything from how the hall is going to spend its money to what activities the hall will put on each week for residents.
- Hall Council is made up of resident assistants, representatives from each floor, as well as major organizations on campus and an executive board. Elections for the leadership positions usually take place in the spring and fall and are open to all residents.
- Generally, nominations take place in the second or third week of the semester. Residents running for executive positions have one week to campaign and form a platform. Elections take place at the following hall council after all nominees give their platforms.
- Executive positions that students can run for in their hall council include President, Vice President, Secretary, Treasurer, SAT representative, RHA representative, SGA representative, Public Relations, as well as any other positions instated by the hall.
- To find out more information or to get involved in hall council, contact the Residence Hall Director of your building.

### **Get Involved in SGA**

- Student Government Association (SGA) is the governing body of Ball State. It consists of a diverse group of students divided into multiple branches, much like that of the federal government.
- Students can enter SGA as a residence hall representative, an organizational representative, or through the at-large or off-campus caucuses.
- Each senator is assigned to a specific committee, such as Community and Environmental Affairs, Student Services, or Diversity and Multicultural, in which they can focus on more specific topics within the University.
- Student Senate meets once a week in the Student Center Ballroom with the purpose of making the voices of the students known within the university. They also write and vote on legislation, benefiting the university and the student population.
- Through Student Government, Ball State students are given the opportunity to get involved on a level far beyond that of the traditional student.
- Applications can be found in the SGA office. For more information or to find out how to get involved in SGA, go to [www.bsu.edu/sga](http://www.bsu.edu/sga).

#### Get Involved in RHA

- Ball State Residence Hall Association (RHA) serves as the voice of students living on-campus to the university. Every hall elects a representative from their hall council to serve in RHA, which meets once a week in the Park Multi-Purpose Room.
- Representatives bring issues and ideas from their hall council to RHA, where as a whole, decision can be made concerning on-campus living.
- For more information concerning RHA or to find out how to get involved, contact the Residence Hall Director for your building, or go to [www.bsu.edu/RHA](http://www.bsu.edu/RHA).

### Get Involved in Late NITE

- Have you ever sat in your room on a weekend wondering what to do? Every week Ball State University puts on the “Best Party on Campus” and wants you to get involved.
- Every Saturday night from 9pm to 1am, University Program Board offers all students great food, fun activities, movies, crafts, and nonstop dance parties, and the best part is, with a Ball State Student ID card, everything is free!
- Every Late Nite week has a different theme, ranging from Wild, Wild West to Experiment Late Nite.
- For more information or to get involved in planning Late Nite with UPD, go to [www.bsu.edu/latenite](http://www.bsu.edu/latenite).

### Going Greek

#### Sorority

- At Ball State, fall recruitment is formal, meaning that all ten national Pan-Hellenic Council sorority chapters recruit following the same guidelines. Spring Recruitment varies from sorority to sorority and not all participate in recruiting new members. It is recommended that you rush a sorority in the fall, so you do not limit yourself in the spring.
- To learn more about the benefits and different sororities, visit the Greek Life page at [www.bsu.edu/greeklife](http://www.bsu.edu/greeklife).
- There is also a Facebook group call Ball State Greek with information about Greek Life and events.

#### Fall Recruitment

- To begin the weeklong process, you must first register online through the BSU Greek Life page. There will also be girls from all sororities around campus

promoting recruitment and handing out information. They will be able to answer any questions that you have.

- If you are unsure if you want to register for formal recruitment since there is a small non-refundable fee, you can attend Greek open houses. These take place in the evenings the week before recruitment starts. All sororities will be represented, and you can get a feel for what each sorority is about and ask any other questions.
- The official week of recruitment takes place approximately the second week of September. You are required to attend one orientation, where they explain the process you will be going through in the next five days.
- On Thursday, First Rounds start. You are assigned to a Pi Chi group from your dorm and together you meet half the sororities for approximately 15 minutes. You can wear nice, comfortable, casual clothing.
- On Friday, First Rounds are continued, and you meet the other half of the sororities. At the end of this night, you are asked to rank all then sororities from 1 (your favorite) to 10 (least favorite). Based on what they thought of you and how you ranked them, you will be asked back to up to six sororities.
- On Saturday, Second Rounds begin. This is when you learn about your top six sororities' philanthropies and participate in an activity to benefit their philanthropy. You are required to wear business casual, and each round lasts for 30 minutes. Since each girl has a different top six, you will not be with your Pi Chi group, instead you will have your own schedule. At the end of this night, you will again rank your six and based on the same criteria as First Rounds, you will be asked back to three sororities.
- On Sunday, the last round, Preference Rounds, take place. This round is when you will get to know the girls in the sorority a lot better. You are to wear a cocktail dress. You will hear seniors give testimonies and will learn the values that are important to them and what makes each sorority special. Again, that



night you will rank your top three. From one of these three, you will most likely receive a bid.

- On Monday, Bid Day occurs. You will find out which sorority offered you a bid and finally get to join them. From here, you will become a pledge and start a new member program to become an official member of a sorority.

### Spring Recruitment

- Each sorority has different dates and lengths of time that they conduct spring recruitment.
- At the beginning of each spring semester, the Pan-Hellenic Council sponsors a sorority informational that allows you to learn about which sororities may be conducting spring recruitment.
- It is recommended that you directly contact the sororities that you are interested in. They will appreciate when you take initiative and show that you are truly interested in them.

### Fraternity

- Ball State fraternities host a Recruitment Week, or commonly known as "rush," at the beginning of each semester.
- During the week of events, every fraternity will be hosting recruitment events at their houses, or if the fraternity does not have a house, they will organize an event somewhere on or off campus.
- Be sure to check out every fraternity the first day. After the first day, narrow your top 3 or 4 favorite fraternities, and go back the next day during their events.
- After the second day, it should be easier to choose which group of guys you mesh with the best. Be careful though when making your decision because these guys will be your brothers for life.

- After you have chosen your favorite fraternity, be sure to go to the rest of the events throughout the week and meet as many of the brothers as possible. On Thursday of "Rush Week," fraternities will start to hand out bids (an invitation to join).

## **Making/Saving Money**

### **Avoid Parking Tickets**

- The most important thing to remember when parking your vehicle is to check the lot sign, garage, or meters in the space you parked.
- When entering the space you are parking in, read the signs posted for specific times that permits are required. If it is during that time and you do not have a permit, DON'T PARK THERE!
- If it is after the specific time stated on the lot/garage/meter, then you are able to park there, but be aware of what time enforcement begins again. Many lots have early morning hours i.e. Commuter lots at 3:30 AM, or some have no overnight parking, like the parking garage by Woodworth.
- Some parking spaces on campus have a posted sign designating it a "Special 97" permit or a Director's spot. These and other designated areas are 24-hour tow zones.
- Meters are also very important to pay attention to. Always remember to check how much time you have left, and if need be, add another quarter.
- There is one benefit for students' families living in the residence halls. Your parents are able to apply for a free Cardinal Pride permit, which allows them to park at the meters outside of YOUR DORM and any green (commuter) or yellow (faculty/staff) parking lots. These permits hang from the rear view mirror and are to be displayed at all times while parking in the designated spots on campus.
- Always check before you park!

### **Pay a Parking Ticket**

- So you got your first parking ticket? First things first, DO NOT DELAY taking care of your ticket! From the date that you receive the ticket, you have 10 business days to act before late fees will ensue.

- If this is your first ticket and you have a permit, you should have received an Oops! Voucher. This is your “get out of jail free” card. Unfortunately, there are a few exceptions that the Oops! CANNOT be used for: Written on complaint, Issued when the vehicle is towed at the operator's expense, Issued in a Handicap Space, Special 97 Space, or a Director Space, even if the vehicle is not towed, or Issued for Improper Registration. The guidelines on Oops! vouchers can also be found on the parking services website [www.bsu.edu/parking](http://www.bsu.edu/parking), or under the current students- Key Student Services and Resources section.

- The payment options are as follows:

In-person: Parking tickets may be paid at the Office of Parking Services, located in the Student Center, during business hours or in the drop box after business hours. Payments made in the drop box will be applied during the next business day.

By Mail: Ticket payments may be mailed in the envelope provided. If you do not have the envelope, mail the ticket and payment to the Office of Parking Services, L. A. Pittenger Student Center, Room L-1, Muncie, IN 47306. Payments made through the mail should be check or money order. Do not mail cash. Make checks payable to Ball State University. Payments made by mail must be post marked by the tenth business day in order to avoid a late fee being applied.

By phone: Ticket payments may be made by phone during business hours by calling 765-285-1208. Parking Services accepts Visa and MasterCard for phone payments. You must know the ticket number or license plate number for the vehicle that the ticket was issued to in order to pay by phone. You cannot pay for a ticket over the phone the same day it is issued.

At the University Police Department: After business hours, ticket payments may be made at the University Police Department for vehicles that have been **booted**

**or towed only.** These payments must be made in person. The University Police Department accepts cash, check (up to \$100), money order, Visa, or MasterCard. Credit card payments will not be accepted over the phone.

- A vehicle will be booted and/or towed if it has accumulated five or more outstanding parking tickets. In addition to the fines, there is a \$25 boot fee for the removal of the boot.
- Wasn't your fault? Appealing a ticket is a written process. Appeal forms are available at the Office of Parking Services or can be printed online. Turn in your completed appeal form at the Office of Parking Services. You must file your appeal within ten business days after the ticket is issued. Appealing a ticket does not hold the late fee. To avoid a late fee, the ticket that is being appealed should be paid within ten business days of issuance. If an appeal is granted for a ticket that has already been paid, a refund will be issued. Diagrams and repair receipts are helpful when applicable. There must be "substantial and valid evidence" that the parking violation was not committed, or it occurred due to circumstances beyond your control.

### Earn Extra Money

- There are many different ways to earn extra money while still attending classes.
- The most popular option is getting an on-campus job. Dining, Recreational Center, and even some professors offer jobs throughout the year. Go to Ball State's Career Center website at [www.bsu.edu/careers](http://www.bsu.edu/careers), and sign up for an interview, if you are interested in a position.
- Another option is to get an off-campus job. The City of Muncie offers plenty of businesses at the Muncie Mall, Wal-Mart, Best Buy, and many more around campus that are often looking for students to work. Pick up an application if you are interested in a job.

- If it is the end of the semester and you have books from classes that you no longer need, consider returning them to either TIS Bookstore or CBX Bookstore. Both bookstores accept a large amount of used books, but if you are unhappy with their offer, consider selling them on Amazon.com or other websites.
- These are just a couple of the many options you have to make some extra money at Ball State. Keep your eyes open for signs or e-mails offering small projects that could help you make a few bucks with little effort.

### Find an Internship

- Before you begin searching for internships, develop or update your resume. Make sure to include education, work history, special qualifications, organizations, special awards etc.
- Ball State's webpage has a link specifically for internships. Go to [www.bsu.edu](http://www.bsu.edu) and type internships in the search bar in the top right corner of the screen.
- At the Google Search screen, click the first link "Ball State University- Internships."
- The following screen will offer some background information, but it will also direct you to BSU's Career Center page. Click the link to go to the page or continue your search elsewhere.
- At the Career Center page, the "Employers" link on the right hand side will offer information about all of the job fairs, employers, on-campus, off-campus, and organizational information.
- Job Fairs are a great way to get to know employers around Muncie and to gain some networking. Networking is a major tool you can use to help find an internship.
- Some majors require you to have internship hours in order to graduate. If this applies to your major, ask your professor for more information about internships.

### Cheap Posters

- At the beginning of every semester, either at the Scramble Light or in the Atrium, Ball State has a group that comes in and sells a variety of posters. Most of these posters are very cheap and range from six to ten dollars. Keep your eyes open for the time and locations of these poster sales.
- Although looking online is an obvious choice, websites will only have a limited selection and may make you pay for framed posters. If you do look online, pay special attention to what exactly you are paying for.
- Other stores like the mall and the bookstores in the village sell many movie/sports/funny posters for a very fair price.

### Get Student Discounts at Muncie Businesses

- TIS and CBX, bookstores in the Village, both offer rewards cards that you can accumulate points on which can be redeemed for prizes.
- Another big discount are the coupon books that are available at the beginning of each semester. These books can be acquired in your residence halls ,at the front desk and also, at TIS bookstore. They offer anything and everything from food, tanning, housing, and many other services.
- Also, at the Muncie Mall, many stores or food shops offer student a discount. For example, at Auntie Ann's pretzel's, if you show your ID card, you get 10% off!

## **Safety**

### Emergency text alerts

- Ball State has a communication service where if something happens on campus to where students are in potential harm or in weather emergencies emails are sent out. Text messages are also sent to all students who have signed up for the service.
- To sign up for this service, there is a link called "Text Messaging" under the "Wireless Services" category on the "Current Students" web site. There you can sign up for the emergency text and email system.

### Important Numbers

- Go to [www.bsu.edu](http://www.bsu.edu)
- Click on "Current Students."
- Scroll down to the bottom left hand column and click on "Critical Phone Numbers" under "Security Resources."



## **Need to Do Before Graduation**

### Writing Competency Exam

- The writing competency exam is something that every Ball State student has to take and pass in order to graduate.
- You must be of junior standing to apply for the exam.
- Every student has two chances to pass the exam. If you do not pass it, you have to take an English or Writing class to take its place.
- To apply for the exam, there is a link under the “For Juniors and Seniors” on the Ball State “Current Students” page. This will bring you to a page that tells you everything you need to know about the writing competency exam and how to sign up.

### Applying for Graduation

- Under the “Current Students” page of the Ball State web site. Find “For Juniors and Seniors.” Under this heading, click the link that says “Application for Graduation.”
- Enter your username and password to continue. Once the page loads, follow the directions of the page, and you will be on your way to graduation.

## For Class

### Get Better Grades

It doesn't matter if you graduated from high school with a 4.0 or a 2.0, once you get to college everyone starts at zero. Here are a few suggestions to get you started:

- It really does help if you look over the chapter before you go to class.
- If the professor teaches off of PowerPoint, bring copies of the slides to class; note taking will be much easier.
- Find someone in your class that you can study with. "Two heads are always better than one."
- Sitting in the front half of the classroom does make it easier to pay attention and follow along with the professor.
- If you are lost or confused, go to the graduate assistant. They are helpful in many ways. Because they always know what is on the test.
- Ask your professors for help, they appreciate it. Also, if they see you are trying and you are on the fence between two grades, they will most of the time bump your grade up.
- You might have been able to get away with procrastination in high school, but it will not work here. Give yourself ample time to finish assignments.

### Studying for finals

- Depending on what class you are taking and what professor you have, your finals will be like any other test or cumulative.
- If your test is not cumulative, study for your final like every other test you have taken.
- If your test is cumulative, start studying at least a few days before the final. Most professors give regular tests back after they are graded. KEEP THEM. The

majority of the questions on your cumulative final will come from your previous tests

#### Printing at Bracken

- When you click the “Print” button on your computer, a drop down box will tell you which printer you are sending to. This is also posted on every computer on a green paper attached to the monitor.
- Printer stations are spread out on the FIRST FLOOR. If you are at a computer on an upper level floor, follow the steps above to print, and it will print at the designated printer on the first floor.
- When you go up to a printing station, you will see a screen with your document on it, your name, how many pages, and other information on the line.
- Scroll down to find your document(s), and click on it, so it is highlighted. Click “Start Printing.” Continue doing this for each document you printed.

## Important Decisions

### Find a Major or Job That Best Suits You

- First you will want to go to [www.bsu.edu/careers](http://www.bsu.edu/careers)
- On the Career Center Main Page, click “Quest”
- Here, you will find resources about majors, minors, and even what career opportunities there are within your major or minor.
- If after looking through the information provided, you are still not able to decide on what interests you, click *Go on a Quest*.
- At the following screen, click “Begin Survey.”
- The survey consists of 98 yes/no questions asking about some of your hobbies/interests/activities. Fill out the survey and click “Submit Answers.”
- You will be given categories followed by careers, BSU majors, and BSU classes to take.
- For more information, feel free to stop by the Career Center in room 220 of Lucina Hall.

### How to Study Abroad

- Do you want an experience that you will never forget? Meet friends that you will keep in touch with years later and visit some of the most exciting, and cultural places in the world? Then, studying abroad is the right program for you!
- To get started, go to the Ball State homepage [www.bsu.edu](http://www.bsu.edu) and click “Current Students.”
- On the first left hand column, Key Academic Resources, click the link “Study Abroad.”
- Here you will find all the information you will need to research and explore a program that is right for you. There is everything from the preparation, actual study and travel, and finally arrival back home.

- The Study Abroad office is located in the Student Center room 102 for any further questions you might have regarding, classes, expenses, and traveling.

### Find a Place to Live Off-Campus

- There are many websites, newspaper advertisements, and flyers available to look at houses and apartments for lease.
- Some of the top apartment livings are: Windermere, University Estates, SilverTree, and Cardinal Villas. University Apartments and Scheidler Apartments are owned by Ball State and are also available to students that technically still want to live on-campus.
- After browsing through the potential places, you will want to call the landlord, and set up an appointment time to look through the houses and/or apartments.
- Be aware rent may NOT always include utilities such as water, electric, cable, phone, or Internet.

### Typing Your Resume

- **Start by making a list of all the jobs you had and the dates you were employed.** Don't leave anything out. Include jobs, awards, educational degrees, skills, and personal projects: anything that would be impressive and/or interesting to anyone (even if not impressive or interesting to *everyone*). Even after your resume is finished, maintain this list. That way, you don't have to revisit those portions year after year. Organize your list by category.
- **Tailor your list to the position you're applying for** (this will require a bit of research). Trim out each item that is not directly relevant to the job and add on two or three sentences explaining the relevance of each item. Whenever

possible, list your experience in terms of accomplishments and achievements rather than tasks and responsibilities. Show your success. You may end up with many different versions of your resume, each one emphasizing a different set of skills.

- **Consider stating your objective.** Again, keep this short and to the point, a single sentence. Personalize it to the position. Make sure your objective doesn't contradict the position you are applying for. Many employers will ignore an objective; so if it doesn't add something to the resume, don't include it.
- **It's time to format.** Mind the look and feel of your resume. It should have clean lines and be easy to read. Make it two pages max, and only one page if you're just out of school, if you have more to share, save it for the interview. The font should be 10-13, no smaller, no bigger, but you should be able to read it well when you print it out. Black and white is best unless you're emphasizing your artistic or publishing skills (and even then be careful with colors). Keep the format neat and organized. Blotchy ink and smears are not appealing to employers.
- **Include an address, phone number and email address.** But, do not include an email that shows you shouldn't be taken seriously, such as hottiegirl23@email.com. Don't use your current employer's name, number or email, either. If necessary, get an extra email address with a professional name that you can use for job searches. Your BSU email address would work great.
- **Proofread, proofread and proofread again.** Have a friend or professional that you trust proofread. Have a friend proofread. Have a stranger proofread. Then proofread it again and again and again! Remember, this decides your future!! Take criticism well and remember that just because someone suggests something doesn't mean you have to make the change. Also, tell people to be honest. Don't boast about written communication skills with a typo.
- **Follow directions.** This is a huge indicator of responsibility to a hiring manager. If the ad says "no calls please," then don't call! If the job description asks you to

provide your salary history, then you will *probably* want to include that information in your resume. However, this is not an absolute: it may limit your negotiating power to get the best possible salary.

- **The point of a resume is not to get the job, it's to get the interview.** Focus on your best accomplishments. Focus on things you've accomplished so that whoever reads the resume will think, "I want to find out more about how this person did that."
- **Be consistent!** Format each entry in your resume in the same way.
- **Include an Executive Summary.** Many (most) resumes only get a brief look-through (there may well be over 50 applicants for one job). Sometimes, just five or ten seconds is spent scanning through on each one. Therefore, consider including an Executive Summary as the very first thing the employer sees. This will be a concise (3-5 line) note on your education, experience, and abilities. Label this prominently (in a contrasting color).
- **Don't over-qualify yourself for a position.** Give enough information for interest and save the "wow" factor for the interview. Write the resume for the position you are applying for without altering the truth.
- **Don't go overboard with your attachments!** Don't attach 6 letters of recommendation, your diploma, your birth certificate, and your CPR and fitness certifications. Indicate your current certifications and be prepared to give references upon request.
- **If you list your references in your resume** (which many employers request anyway), be sure you have their permission to list them.
- **If you're just out of school** put your educational details in before your employment details, with the most recent first on both of them. If you've been out of school for more than a year, or you have significant job credentials then list past employment and accomplishments first.

- **Consider leading with your strong suit**, whether it be education, skills, work or volunteer experience. The idea is to showcase your strengths and minimize your weaknesses.
- **Detail your duties within each position** but don't go overboard.  
Accomplishments are more impressive than duties. "Cut expenses by 25% over six months while maintaining historic revenue levels," is more impressive than, "Was responsible for a \$500,000 budget." The latter says, "I did this," the former says, "I did this and I can do it for you."
- **Highlight your expertise in any particular skills that will impress the interviewer**, such as software programs, foreign languages, customer service, or anything else that might be relevant to the job.
- **Listing personal hobbies** is optional (and can make you look well-rounded), but make sure they are sending the right impression. You may be proud of your skateboarding prowess, but the employer will probably be more impressed with your Toastmaster's International speaking experience.
- **Quantify your accomplishments**, if possible, by applying specific numbers to your successes. For instance, if you streamlined the flow of work for your department, define how much time it saved the company over a period of, say, 4 months. Time is money.
- **Think hard about what you've done and what you've accomplished.** Many people are somewhat shy and modest about what they have done on the job. Don't be! For instance, instead of saying "answered phones," say "answered multi-line phone and routed calls for an office of 43 people." The example here shows the prospective employer the volume of work you've handled and the complexity of the equipment.
- **Consider double submissions:** Send one application to Human Resources, another to the most applicable ranking officer (research and find out who that



is). HR clerks have been known to disqualify resumes on a technicality, while it may catch the (less bureaucratically inclined) officer's eye.

- If possible, keep the resume for a day or two before **reading it again**. You may think of something else you want to add before submitting it to prospective employers.
- Write a [cover letter](#) that is short, sweet and to the point (and specifically written for the job you're applying for). If at all possible, do not write more than a page-long cover letter (make sure, though, that you include everything the employer asks for). Try and remember that the person reading it is **probably looking at hundreds of resumes**. Address logical questions in your cover letter. If you're applying for a position in California but your resume has a New York address, explain why. If you don't, the reader will probably trash the resume (unless the company is ready and willing to pay for a relocation package).
- **Keep your layout simple**. For example, don't use too many type fonts, two or three at most. Sans-serif fonts are best for headers, serif fonts are best for listing the details. White space is free and makes for easier reading. Be very careful in using colour (except very occasionally and for emphasis). Make it easy for the employer to find the information he wants.
- **Backup your resume**, on a USB, hard-copy, or even in the draft folder of your email.
- **Do not pad your resume**. This may be illegal, and, if discovered, may well cost you the job, if not immediately, then months or even years later.
- **Do not include irrelevant personal information**. This includes age, religion, political affiliation, race, and similar (unless these are job-related).
- **Be culturally aware**. In some cultures, it is customary to list your age, marital status, and family status, it is not common everywhere (such as in the US). If you

think age is important, you can allude to it with the year you graduated college or high school. Otherwise, these dates aren't necessary. Beware that, depending on the industry, you may face age discrimination if you graduated many years ago. For example, in creative industries, having graduated more than a few years ago may disqualify you from getting an interview for a junior position.

- **Including a photograph?** In some countries, or for certain jobs, this is expected. Elsewhere, it may be illegal for the employer to ask for one. It certainly personalizes your resume and adds visual appeal (assuming you don't make Quasimodo look handsome!)
- **Fill-in-the-blank style resume builders** are readily available, particularly on Microsoft word processors.
- **Draft, re-draft, and revise again!**
- **Remember, the resume lands you the interview, and the interview gets you the job!**
- **Have the Career Center double-check it if you are still having doubts!**

## Miscellaneous

### How to Get a Summer Tan at School

- Winter has come and you are starting to lose your summer time glow. What do you do?
- Located behind TIS Bookstore in the Village, Ultra Image Tanning is a close walk.
- Other places located around Muncie included A Place to Tan, Sun Kiss Tanning, Island Tan, and Tan U Very Much to name a few. They have many locations that can be found in the Yellow Book or online.
- If you are like most college students, broke and out of money, you can always go for the free option. Throw on a swimsuit, grab a blanket and lay out in the grass outside of your residence hall.

### How to Navigate the MITS Bus

- The MITS bus is a big help for students that do not have a car on campus. It is FREE for students when you show your BSU ID. It can take you to Walmart, the Mall, and other places around Muncie.
- To go to Walmart, you will want to wait for the bus on the east side of McKinley heading north. The MITS bus comes by about every 10-20 min. To go to the mall, you will want to stand on the west side of McKinley heading south. The mall bus will also take you to a second complex of stores, including Kohl's and Target. There are other MITS buses that have different routes, which you can check out online [www.mitsbus.org](http://www.mitsbus.org), but the mall and Walmart routes are the only two that run through campus.
- There are also brochures available on the buses that list the days and times of operation. You can always ask the driver if you have any questions.
- To signal the driver for a stop, simply press on the yellow bars on the sides of the bus by the windows about a block before your stop to give the driver ample amount of preparation to stop.

- Also, some students may go to the Biolife Center to donate plasma, if you want to ride the MITS bus there you should get on the Walmart bus, and it will take you past Biolife along with College Park and Windermere Apartment complexes.

### Find a Ride Home

- Finding a ride home is important if you don't have a car on campus. You can email your friends and ask around. Facebook is also a great way to find people from your area, but be careful.
- One service offered on the "Current Students" page at [www.bsu.edu](http://www.bsu.edu). It lets you search for a ride home. If you can't find anyone you can go home with on your own, go to the "Current Students" page, and go down the left side column fifth section down labeled "Save Money." Click on the "Carpool and Share Rides" link. You will be directed to enter your username and password, and then you can search for a ride home and back or a ride to and from campus for commuters.

### Shortcut Through the Atrium

- When it gets cold in Muncie we look for anyway to keep warm and this short cut is a great way to get from one building to another, without having to brave the cold.
- Whichever end you start at (Atrium or Robert Bell,) Begin by going to the second floor.
- For this explanation, we will start at the Atrium, at the top of the stairs continue straight following the art displays on the walls toward the Art History lecture halls. Take a right and continue down the hallway. You will go down a small ramp or a few stairs. Continue weaving around the corridors of the Ball Building. You will eventually walk across the walkway in the Letterman building, you have the

option to take the main staircase or continue down the hall all the way to the Bell Building to go down the elevator or stairs to the first floor.

- If you are traveling from the opposite direction, just reverse the directions.

## **BSU LINGO**

Fly Swatter-Place to hang banners/signs between North Quad and the Scramble Light

MITS-Muncie's public transit system

Charlie's Charter- Ride that takes students anywhere on campus 6:30pm-3:30am Mon.-Thurs.

Call (765) 760-7433

Funcie-"Fun" in Muncie

TIS & CBX-Bookstores in the Village

Cooper- Short for Cooper Science Complex located on Riverside

Frog Baby-Statue in the pond outside Bracken Library

The Whisper Wall- Brick wall behind Frog Baby. Supposedly, you put your ear to one end and someone talks into the other end & you are able to hear what they say. It is located between Frog Baby, Bracken Library, and the Whiting Business Building

Concannon's- A wonderful bakery in Muncie. It is located a block behind from Steak & Shake. The original one is on Walnut Street. They have everything! Almost all of the gas stations here that do not sell Krispy Kreme doughnuts sell Concannon's.

Pita Pit-Restaurant in the Village across from Jimmy John's

MT Cup-Coffee shop located in the Village

Bdubs-Buffalo Wild Wings

Club Bracken-Studying at Bracken Library

Shwoody-Woody/Shales Halls

The Schue(pronounced "shoe")-Scheumann Stadium

OOB-Out of Bounds

Greek's-Pizza restaurant in the Village

Carter's-Hot dog vendor that comes out in the Village late at night

“TMA” -The people that performs maintenance for the Residence Halls through the fix my home feature online

Stu’s-Studebaker West and East

Shafer-The bell tower on McKinley Avenue

AJ-Arts & Journalism Building

The Naked Lady-Statue in Bracken Library

BotSwin-Botsford/Swinford Halls

Benny-Nickname for the bronze statue located next to Lucina Hall. Beneficence has been the symbol of Ball State since she was installed in 1937.

The Scramble Light- A unique stoplight at McKinley & Riverside. When the cardinal chirps, all four ways of traffic stop, and students can cross straight through the middle of the intersection.

Schmilson- Schmidt/Wilson Halls

The Nest- Student section in Worthen Arena

The Cow Path-sidewalk behind Robert Bell, Letterman, AJ, and Teacher’s College Buildings that connects the two ends of campus

The Nunnery-Woodworth Residence Hall which houses only females

The Village-Shopping/dining area south of campus

The Buff-LaFollette Buffet

DeHo-DeHority Halls

The Fishbowl-The glass area that between the inside and outside doors of the Studebaker and Schmilson Residence Halls

The Gum Tree-Tree covered in gum located behind Pruis Hall and in front of the Emens parking garage

PNM-Potential New Member

Pi Chi-Sorority Recruitment- Women who leave their sororities during recruitment to help potential women have an unbiased opinion of sorority life

IFC-Interfraternity Council - Governing body of fraternities at BSU

PHC-Panhellenic Council - Governing body of sororities at BSU

NPHC-National Panhellenic Council - Governing body of historically black and Latino fraternities and sororities on campus

Legacy-A potential new member that has an immediate family member that was a part of the fraternity or sorority they are interested in joining