How to apply to take IU courses through ACP

Application Overview

IU Bloomington Application Deadline: September 12, 5 PM EDT

Taking an IU course through ACP at your school this fall involves four steps:

Step 1:You – Complete the student application for acceptance to the ACP program (eApplication).This is not regular admission to IU.

In order to apply you must have a:

- 2.70 GPA on a 4.00 scale and a
- personal email account that you check regularly.
- **Step 2:** You Wait for IU to email you instructions on September 17 on how to set up your IT account.
- **Step 3:** You Set up your IT account. Use instructions emailed to you on September 17.
- **Step 4:** You Use your new IT account to register for the IU courses taught in your high school for which you want to earn IU college credit. Register between September 22 and October 3.

Some important reminders:

- Tuition for these courses is \$25.00 per credit hour.
- Tuition is waived (free) for students eligible for the Federal Free/Reduced Lunch Program.
- Enrolling in IU courses will result in an official IU course transcript, and your IU grade will become part of your permanent college academic record.

******The deadline to submit an eApplication (Step 1) is September 12, 2014, 5 PM*******

Advance College Project eApplication Instructions

Application Deadline: Friday, September 12, 5 PM

Follow these steps to become eligible to register for IU courses through the ACP program. After you apply to the program you will still need to follow additional instructions to register for your IU courses. These will be provided later.

What do I need in order to apply?

- You need to have a current GPA of 2.70 or higher on a 4.00 scale to be accepted into the ACP program. Check with your guidance counselor if you are unsure whether you meet this requirement.
- You need a personal email account to receive further instructions. Yahoo, Hotmail, and others offer free email accounts if you do not have one.

How do I apply?

First, you must create a **Guest Account** to use only for the ACP application. Follow the step by step directions below.

W INDIANA UNIVERSITY BLOOMINGTON	1. Go to: <u>http://acp.indiana.edu/bloomington</u>
Create new guest account	2. Click "Create new guest account"
Don't have a guest logon? Click the button below to create a new guest account and begin an application for admissiv Please Note: this guest account will work for all IU campus applications. Create new guest account	This account is temporary; you will be emailed instructions on September 17 on how to create your permanent IU IT account.
INDIANA UNIVERSITY BLOOMINGTON Online Admissions Application - Create New Guest Account	3. Fill in your personal email address, First Name, Middle Name, and Last Name.
Create new guest account After entering all of the requested information, click 'Create new guest account'.	Create your passphrase for your guest log-on. (see rules on website)
Your e-mail address will be your username when logging in. "E-mail Address (must be valid address): ACPStudent@hotmail.com "First Name: Ima Middle Name: A "Last Name: Student	(Note: This will not be your <i>permanent</i> IU passphrase. It is only used with your guest account to start your application.)
*New Passphrase: *Verify Passphrase: Create new guest account	Keep this information 4. Click "Create new guest account ."
W INDIANA UNIVERSITY BLOOMINGTON Online Admissions Application - Guest Account Confirm Guest Account Created	5. Check your email for your Guest Account Confirmation email.
You have successfully created a guest account! A confirmation e-mail message was sent to You must now <i>activate</i> your guest account by clicking on the link in the e-mail.	you at:
Guest Account Created You have successfully created a guest account! A confirmation e-mail message was sent to You must now <i>activate</i> your guest account by clicking on the link in the e-mail.	you at:

 Guest account confirmation 	6.	Open the email and click the "Activate your guest account" link.
noreply@indiana.edu To Me		,
Ima Student:		
You have successfully created a guest account! Click the link below to activa Activate your quest account	te your guest account and continu	
Note: If you can't click on the link, then copy and paste the link below into y	our web browser address area.	
https://ams.iu.edu/guests/ActivateGuest.aspx?pin=b9857c087a49&email=a prd%2Fp%2FGuest.do%3FmethodToCall%3Dactivated%26inst%3D1UBLA%2 3Dabrellamanda%40vahoo.com	brellamanda@yahoo.com&returnU 6career%3DUGRD%26appctr%3Dn	
<		
DO NOT REPLY TO THIS E-MAIL AS THIS IS AN UNMONITORED ACCOUNT.		
Reply, Reply All or Forward More		
W INDIANA UNIVERSITY BLOOMINGTON	7.	Log-in using the information you created
Online Admissions Application - Guest Accour	t Activated	in step 0.
Guest Account Activated	Re	member, your guest account username will
Your quest account has been activated! Your quest account usersame in:	be	your email address.
Tour guest account has been activated: Your guest account username is.	.mastudent@yanoo.com	
After clicking the button below, you will be asked to logon with your guest a Continue Admissions Application	ccount username (e-mail address	
Program Selection Student Information Parent/Guardian Informati	8.	Select "ACP Students" by clicking the
Program Selection	Si Secondary monnation	arrow to the right of the drop down box.
An * marks a required field. You may save your responses by clicking the save button at the bottom of the screen. If you log	out and intend to return to the application \mathbf{Q}	Select "Fall 2014" from the payt drop
your work up to that point has saved. When a date is requested, you may use 01 as the day if you are unsure of an exact date.	J.	down box.
Program Selection		
	10	. Click "Next Page."
* Select ACP in the drop-down: ACP Students		
* What semester do you plan to enter/enroll? Fall 2014 V		
Save	Next Page >	
Questions?	Technical method 2	
Student Information	11	. Enter your personal information.
Student Information An * marks a required field. You may save your reponses by clicking the save button at the bottom of th your work up to that point has saved. When a date is prequested, you may use 01 as the date if you are unsure of an aveid date.	t and intend to return to the application at	. Enter your personal information.
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July V [13		unnauon.	12. Select the appropriate ethnic information
			You must answer " NO " to the question about
Are you Hispanic / La	tino? O Yes O N	0	proviously earning credit from III even if you
What is your ethnicity	v? (Select all that apply)		have earned III (ACP) credit hefore
American Indian/Alas	ska Native Asian Black/African Ame	rican	have earlied to (ACP) credit before.
Native Hawaiian/Paci	ific Islander 🗹 White		12 Click "Next Pege"
			13. CIICK Next Page.
* Have you previously any IU campus?	/ earned credit from Oyes Oyes	o	
	< Previous Page	Save Next Page >	
Parent/Guar	dian Information		14. Fill in parent or guardian information if
An * marks a required field			vou are under age 18.
You may save your respon	nses by clicking the save button at the bottom	of the screen. If you log out and inten	d ,
When a date is requested,	, you may use 01 as the day if you are unsure	e of an exact date.	15. Click " Next Page" when finished.
-			
Parent/Guardiar	n Information		
* Enter parent	info.		
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Name	e:		
		· · · · · · · · · · · · · · · · · · ·	
Pare	nt		
An * marks a required field.	mation		16. Select your HIGH SCHOOL by clicking the
You may save your responses by o your work up to that point has save	clicking the save button at the bottom of the screen. If you log	g out and intend to return to the application at a la	"Search" button.
When a date is requested, you may	y use 01 as the day if you are unsure of an exact date.		
High School/Home S	chool Information		You MUST select your high school. You will not
			be able to register and earn college credit if
Which high school do	o you attend?	ut in a detau in annoncian unus continutio.	the wrong high school is selected.
Search	sys to find your school. Skipping the code could resi	uit in a delay in processing your application	
High School Search			The "High School Search" screen will open.
	and a state formulation and a state Office Management	•	5
 After you select your cou your city listed multiple t 	untry and state/province, select City. If you see times with inaccurate spelling, leave this field		17 Select " State " "City" and enter the first
2. Enter the first few letters	blank and use additional search fields. 2. Enter the <i>first few letters</i> of the name of your school. Click "Search."		few letters of your "School Name"
 If your school doesn't ap state/province field and of 	pear and it is located outside the U.S., clear the click "Search."	•	lew letters of your school Mame.
 If your school doesn't ap Enter your school in the 	fields provided on the application.		10 Click (C eansh)
NPS:			18. CIICK Search.
Partial school names (the second	e first few letters) will yield more matches.		
 You may need to comple 	te more than one search to find your school.		19. From the system generated list, click the
* Country	United States	-	"Select" button next to your school.
* State/Province		-	
City	Bloomington	-	
Eshael Name (sontaine)	Pleem	=	
School Manie (contains)		_	
CEEB Code		-	
L	Search	-	
items retrieved, displaving all items	š.		
School Name	Country State City CFFB Code Action		
Bloomington Graduation School	USA IN Bloomington 150204 Select		
Bloomington High School North	USA IN Bloomington 150220 Select		

High School/Home School Information	This will take you back to the "High
	School Home School mormation section.
Which high school do you attend? We provide a number of ways to find your school. Skipping the code could result in a delay in processing your application. Search Bloomington High School North [Bloomington, IN, USA]	20. Select your " Current Grade " from the dropdown box.
* Current Grade: 9th Grade V	
* Select Counselor from list:	21. Select a guidance counselor from the list of options.
	22. Click "Next Page."
Program Selection Student Information Parent/Guardian Informat	23. Complete all affirmations.
An * marks a required field. You may save your responses by clicking the save button at the bottom of the screen. If you log your work up to that point has saved. When a date is requested, you may use 01 as the day if you are unsure of an exact date.	
Behavior	
* Have you ever been charged with or OYes ONo convicted of a misdemeanor or a felony or	
* Financial Responsibility By submitting this application you are entering into and agreeing to a legally binding contract to pay all tuition and fees course tuition through ACP is \$25.00 per credit hour). You understand that if you allow your bursar account to become services such as future registration, transcripts, diploma, and other certifications will be restricted until such time as yon addition, you understand that Indiana University may refer your past due account for collection, report your delinquence authorize legal action against you for the collection of this debt You agree to be liable for all reasonable collection cost other charges necessary for the collection of your past due amount.	 24. Complete the Financial Responsibility section. 25. Enter your "full legal name" and "Today's date."
I believe I am eligible for the Federal Free/Reduced Lunch Program and want ACP to verify this with my school. Tuition students who qualify for the Free/Reduced School Lunch Program.	26. Click " Next Page ."
* Type your full legal name:	
* Today's date:	
< Previous Page Save Next Page >	
✓ Program Selection ✓ Student Information ✓ Parent/Gu: Submit An * marks a required field. You may save your responses by clicking the save button at the bottom of the your work up to that point has saved. When a date is requested, you may use 01 as the day if you are unsure of an	Note: If there are any problems with your application, you will be asked to fix them before you will be able to submit.
Application Fee	27. Click "Submit Application."
NO FEE	
Submit	
Click the button below to submit your application	
Submit Application	

INDIANA UNIVERSITY BLOOMINGTON Online Admissions Application - Receipt	 After submitting, a receipt page will appear. Be sure that it references IU Bloomington ACP.
Application Submitted	
lma:	
Your application was successfully submitted on 11/22/2013 at 12:20:46 PM. An e-mail was sent to yo	
Application Number: IU001332628	Print the receipt and save it for your records.
There was no fee for this application.	
Dear Ima:	
CongratulationsI You have successfully completed STEP ONE of the application process for admissi- tremendous academic achievement at IU. In fact, more than ten thousand high school students enroll in actual college classes like Biology, Chemistry, English Composition, Calculus, Physics, and World	
ACP allows you to enroll in IU courses offered right in your high school - these courses will result in a permanent IU academic record.	
Your application Number is: IU001332628. Please refer to this number when contacting the ACP Office	
ACP will hold your application until after your school's guidance liaison has submitted your official hig	
Once the program-wide application process is complete, an admission decision will be made and you into your IU courses.	
REMEMBER: you must have your GPA submitted by your high school for your application to be com	
IU Bloomington ACP Malling Address: Maxwell Hall 122 Bloomington, IN 47405 Email Address: ACP@indiana.edu Phone: (812) 855-7912 Web Address: http://acp.indiana.edu/	
Print Receipt View PDF Return to Summary	

What else do I need to know?

- You have submitted an *application* to take IU course(s). You have not *registered* for IU course(s).
- You must wait until you receive an email from ACP on September 17. It will outline your next steps.
- Tuition is \$25 per credit hour. Each course is from 3-5 credit hours.
- If your school confirms you are eligible for Free and Reduced lunch your tuition will be waived (free).
- Enrolling in IU courses through the ACP program will result in an Official IU College Transcript.
- Your IU Grade will become part of your *permanent* college academic record

Need more information?

Contact the ACP office at: <u>acp@indiana.edu</u> or 800-255-7943.