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.

	1. Go to: http://acp.indiana.edu/bloomington 2. Click "**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.
	3. Fill in your personal email address, First Name, Middle Name, and Last Name. Create your passphrase for your guest log-on. (see rules on website) (Note: This will not be your *permanent* IU passphrase. It is only used with your guest account to start your application.) Keep this information 4. Click "**Create new guest account**."
	5. Check your email for your **Guest Account Confirmation** email.

6. Open the email and click the "**Activate your guest account**" link.

7. Log-in using the information you created in step 6.

Remember, your guest account username will be your email address.

8. Select "**ACP Students**" by clicking the arrow to the right of the drop down box.

9. Select "**Fall 2014**" from the next drop down box.

10. Click "**Next Page.**"

11. Enter your personal information.

Notes:
Non-US citizens can take ACP courses if academically eligible.

Registration information will be sent to the email account entered here. Be sure to check the email account regularly.

The birthday entered here becomes part of a permanent IU record. Make sure the birthday is correct.

Your current age is 17. If this is not correct, please change your birthdate information. July ▾ 13 ▾ 1996 **Are you Hispanic / Latino?** ○ Yes ◉ No **What is your ethnicity? (Select all that apply)** ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☑ White *** Have you previously earned credit from any IU campus?** ○ Yes ◉ No [< Previous Page] [Save] [Next Page >]	12. Select the appropriate ethnic information You <u>must</u> answer "**NO**" to the question about previously earning credit from IU *even* if you have earned IU (ACP) credit before. 13. Click "**Next Page**."
Parent/Guardian Information 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 at a la 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. **Parent/Guardian Information** *** Enter parent info.** 		*** First (Given)**	**Middle**
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Name:			 **Parent**	14. Fill in parent or guardian information if you are under age 18. 15. Click "**Next Page**" when finished.
Secondary Information 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 at a la 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. **High School/Home School Information** **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...]	16. Select your HIGH SCHOOL by clicking the "**Search …**" button. You MUST select your high school. You will not be able to register and earn college credit if the wrong high school is selected.
High School Search 1. After you select your country and state/province, select City. If you see your city listed multiple times with inaccurate spelling, leave this field blank and use additional search fields. 2. Enter the *first few letters* of the name of your school. Click "Search." 3. If your school doesn't appear and it is located outside the U.S., clear the state/province field and click "Search." 4. If your school doesn't appear, then select 'School attended not in list'. Enter your school in the fields provided on the application. **TIPS:** · Partial school names (the first few letters) will yield more matches. · You may need to complete more than one search to find your school. |	
* Country	United States ▾
* State/Province	Indiana ▾
City	Bloomington ▾
School Name (contains)	Bloom
CEEB Code	| [Search] 5 items retrieved, displaying all items. | School Name	Country	State	City	CEEB Code	Action
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Bloomington Graduation School	USA	IN	Bloomington	150204	Select
Bloomington High School North	USA	IN	Bloomington	150220	Select		The "**High School Search**" screen will open. 17. Select "**State**", "**City**", and enter the first few letters of your "**School Name.**" 18. Click "**Search.**" 19. From the system generated list, click the "**Select**" button next to your school.

High School/Home School Information **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] * **Current Grade:** 9th Grade * **Select Counselor from list:** ? Rillo,Kathy	This will take you back to the **"High School/Home School Information section."** 20. Select your "**Current Grade**" from the dropdown box. 21. Select a guidance counselor from the list of options. 22. Click "**Next Page**."
✓ Program Selection ✓ Student Information ⊖ Parent/Guardian Informat **Affirmation** 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 convicted of a misdemeanor or a felony or** ○ Yes ○ No	23. Complete all affirmations.
* **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 you addition, you understand that Indiana University may refer your past due account for collection, report your delinquency 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. ☐ Financial Responsibility: I affirm that I have read and understood the statement above. 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. ☐ Federal Free/Reduced Lunch Program * **Type your full legal name:** * **Today's date:** (mm/dd/yyyy) < Previous Page Save Next Page >	24. Complete the Financial Responsibility section. 25. Enter your "**full legal name**" and "**Today's date.**" 26. Click "**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 **Application Fee** NO FEE **Submit** **Click the button below to submit your application** Submit Application	**Note:** If there are any problems with your application, you will be asked to fix them before you will be able to submit. 27. Click "**Submit Application**."

INDIANA UNIVERSITY **BLOOMINGTON** **Online Admissions Application - Receipt** **Application Submitted** Ima: Your application was successfully submitted on 11/22/2013 at 12:20:46 PM. An e-mail was sent to y **Application Number:** IU001332628 **There was no fee for this application.** Dear Ima: Congratulations! 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 Offi 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 Mailing 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]	28. After submitting, a receipt page will appear. Be sure that it references **IU Bloomington ACP.** Print the receipt and save it for your records.

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: acp@indiana.edu or 800-255-7943.