



Associate Degree Process – High School Student

The Drury University Dual Credit Program is proud to offer two associate degrees to high school students:

- **Associate of Arts in General Studies**
- **Associate of Science in Behavioral Science**

Below is the process for high school students seeking a Drury University associate degree. It is recommended the high school student begin taking courses no later than the summer after their freshman year. For this document HS = High School; DC = Dual Credit

1. Associate degree Letter of Intent is filled out and signed during the student's freshman year.
 - a. The Letter of Intent must be sent to Beth Nation for her records (enation@drury.edu)
 2. **Immediately upon deciding to pursue an associate degree, the HS student fills out the Drury GO application, which identifies the student as degree-seeking.**
 - a. Go to: [Drury GO application](#) (hyperlinked)
 - i. Student selects: FIRST-TIME USERS and creates an account.
 1. Please use a personal email address.
 - ii. After establishing a new password, follow the application steps. A few helpful tips:
 1. When prompted, click: "Start new application".
 2. Select: "Create application"
 3. Select: "Open application"
 4. When asked, "the type of applicant that best describes you", select: "Pre-College".
 5. When prompted, "Anticipated Major/Program" select one:
 - a. General Studies (AA)
 - b. Behavioral Science (AS)
 6. Campus: Springfield – Main campus
 7. Continue answering questions as necessary.
 - b. The student must submit a high school transcript to: go@drury.edu
 - i. Official transcripts from other colleges in which the student may have earned dual credit must be requested by the student and sent to Drury.
 3. Glori Anne Hedrick will assign the HS student to the closest Drury GO campus and academic advisor.
 4. **During the fall of the HS student's senior year**, the Drury GO site advisor ensures the HS student has applied to graduate.
 - a. The application for graduation is located in MyDrury.
 - i. Student: log into MyDrury account.
 - ii. Click: "Student" at the top of the page.
 - iii. To the left, click "Application for Graduation".
 - iv. Next, select "Drury GO (Evening/Online) Application for Graduation".
 - v. Student: answer EACH REQUIRED question.
 5. If the student chooses to take Dual Enrollment courses at a Drury site campus:
 - a. Student uses registration form and parent permission form already in place at the site campus.
 - b. Site director/advisor loops in Beth Nation, who then loops in HS counselor.
 - i. This ensures the HS is aware of classes student is taking outside of DC and will count towards the AA and AS, as well as count towards credit for HS graduation.
 - ii. Textbooks/materials are the responsibility of the family for courses taken through a site campus.
- It is the responsibility of the HS to determine how they recognize the AA student at the HS graduation ceremony.
 - Drury GO will not officially attend the HS graduation nor supply a recognition certificate.
 - HS students are welcome to participate in the Drury GO graduation ceremony.
 - To receive their diploma and/or be eligible to participate in the Drury graduation ceremony, students must submit an Application for Graduation (directions in #4 above).
 - Students will be charged a graduation fee that must be addressed prior to being able to participate in DruryGO commencement and/or receive their diploma.
 - The commencement dates can be found on the Drury University's website on the [Academic Calendar](#) or on the [Commencement site](#).
 - Students must monitor their Drury student email account for all commencement-related communication.