



## 2021-2022 Dual Credit Online Application, FERPA, and Registration

**Brand New Students to Drury Dual Credit (DC) must start at STEP #1**

**Existing Students or students who have taken DC through Drury before may need to start at STEP #3. If you already filled out a FERPA FORM, move to STEP #4.**

### ➤ **STEP #1 – Fill out DC Application**

1. **GO TO:** drury.edu
2. **CLICK:** “Hamburger”/ “Menu bar” at the top right corner (three horizontal lines)
3. **CLICK:** “Evening & Online” or “Undergraduate”
4. In the Drop-Down menu
  - a. **FIND & CLICK:** “Dual Credit”
5. You are on now at Drury’s Dual Credit page.
6. Locate the RED rectangle in the middle of the page “**APPLY FOR DUAL CREDIT COURSES**”
7. This link takes you to the Dual Credit Application

#### **PLEASE READ:**

1. “**Requirements for high school students**”
2. Is a **Letter of Recommendation** required? If so, the student needs to see their counselor.
3. **CLICK:** “Next”

#### **APPLICATION: Student Demographic Information**

Students FILL THE APPLICATION OUT COMPLETELY in Case Sensitive format: (First Last) on ALL required fields

#### **ALL FIELDS WITH AN ASTERIK\* ARE Required**

1. **Name\***
  - a. **Last\***
  - b. **First\***
2. **Social Security Number\*** - Counselors: please make sure student know before filling out the application they will need their SSN
3. **Date of Birth\*** 00/00/0000
4. Gender - not required
5. **Ethnicity\***
6. Race - not required
  - **CLICK:** “Next”
7. **Address\***
  - a. **Street Address\***
  - b. **City\***
  - c. **State\***
  - d. **Zip Code\***
  - e. **County\***
8. **Email\*** - Please instruct students to use a personal email they check on a daily basis, school emails are not advised
9. **Click:** “Next”
10. **City high school is located?\***
11. **Choose your high school?\***
12. **Graduation Year\***
13. **Current GPA\***
14. **Must Check: “I Agree” box\*** - student is agreeing that the information regarding their dual credit class will be shared with their high school
  - **CLICK:** SUBMIT\*

➤ **STEP #2 – Username and Password Emails**

**EMAILS FROM TECHNOLOGY SERVICES**

Within 3-5 business days, **Drury's Technology Services** will send students **TWO** emails containing **MyDrury Login Credentials**: one with a username and one with a temporary password

**CHANGING THE PASSWORD & ESTABLISHING SECURITY QUESTIONS:**

Students will use the link in the email to go to <https://my.drury.edu>

1. **CLICK:** LOGIN tab in the top right corner
2. Use the **username (never changes)** and **temporary password Drury sent you** and login
3. Once logged in, **click on the HOME tab** (under MyDrury in the red bar)
4. **Click on "Password Management"** and change the temporary password given to you by IT to a permanent password of your choice.
5. **Your new password must be at least 8 characters long and contain:**
  - One lowercase letter
  - One uppercase letter
  - One number
  - One special characterPlease do not use part of your name or username when creating your new password.
6. Students are required to type their **NEW** password in 2X
7. **CHALLENGE QUESTIONS & ANSWERS:** Students choose three challenge questions  
Students: write this information down somewhere and type answers in Case Sensitive format
8. **CLICK: "Continue"**

➤ **STEP #3 – FERPA FORM – ONLY FOR NEW DUAL CREDIT STUDENTS**

**FERPA Form Directions**

**ALL NEW** students are required to fill out a FERPA Form if they want to take a DC class. **Once you fill this out electronically once, you do not have to do this again.**

- Regardless if a student is living at home or not or 18 years-old, **a parent/guardian MUST be identified on the FERPA form.**

**STUDENTS:**

1. **Go to:** my.drury.edu
2. **Login** (top-right corner) with username and password
3. **CLICK:** "Student" in the red bar at the top of the page
4. **CLICK: "INFORMATION RELEASE"** (FERPA) on the left-hand side of the page
5. **CLICK:** Define New Permissions - Follow Directions
6. **CLICK: "NEXT PAGE"**
7. **Students enter parent/guardian information** - THIS MUST BE THE PARENT/GUARDIAN information, this is NOT the student's information
  - a. FIRST NAME\*
  - b. LAST NAME\*
  - c. PARENT/GUARDIAN EMAIL\*
8. Numbers 13, 14, and 15 - it is **required** that DC students give parent/guardian permission to all three statements. IF permission is not given, We CANNOT give information to parents/guardians if they contact Drury University needing academic, financial, or personal information about their student.
9. **CLICK: "NEXT PAGE"**
10. "Submit Permission Forms"

**STUDENTS: Once you complete this Step #3, please proceed to Step #4 and register for your course/s.**

The students' parent/guardian will receive two emails from Drury's Technology Services with a username and password (just like the student) in order to log into MyDrury and grant the student permission to take dual credit classes.

Parents/guardians: this step occurs **AFTER your student registers for DC course/s**. Students should proceed to **STEP #4** and register for courses while the parent/guardian is waiting to receive their login information.

## ➤ **STEP 4 – REGISTER FOR DC COURSES**

### Registration Directions

1. **GO TO:** my.drury.edu OR CLICK "Student" at the top of the page (if still logged into MyDrury account)
1. **CLICK:** "**Student**" in the red bar at the top of the page
2. **CLICK:** "**My Registration**" (left-hand side of page)
  - a. Scroll to the bottom of the page
3. **CLICK:** "**Course Search**" (magnifying glass) **DO NOT CHOOSE ADD/DROP COURSES**
4. At the top of the next page, change term to:  
**Acad Yr 2021-2022 FALL Term - FALL FULL TERM (note: this will change with every term – summer, fall, spring)**
5. **Next: IGNORE ALL FIELDS – GO TO BOTTOM OF PAGE**
  - a. **CLICK:** "Campus"
  - b. Choose: "**DUAL CREDIT**"
6. **CLICK:** "**Search**"
  - a. Courses are listed in ABC order (see: bottom of page)
  - c. Students can move through courses by clicking on different letter ranges
7. Students: when you see the course/s you need to register for, check the box to the left of each course
8. Click on "Add Course" at the bottom of the page once all courses are checked

### **Existing Students (Students who have taken a DC course before with Drury.)**

1. Existing students will log into their MyDrury account (use your username and password) and follow the directions in **STEP #4**.