



## Dual Credit / 2020-2021 Academic Year

The purpose of offering dual credit to college-bound students is to **deliver high-quality introductory college courses to high-performing high school students**. Drury University's Dual Credit opportunities allow high school students to take classes either during regular high school hours or online with other high school students and **earn both high school and university credit** at a **greatly reduced rate**.

### WHAT ARE THE ADVANTAGES?

- Students enrolled in Drury Dual credit will receive a student ID number allowing them access to resources through Drury's Olin Library and the ability to view their Drury University transcript.
- The dual credit instructor has been approved to teach as an adjunct instructor for Drury University and must have a master's degree in the subject area or a master's degree and at least 18 hours in the subject area.
- Dual credit allows students to earn credit hours that are generally transferable to other accredited two-year colleges and four-year universities.

### STUDENT ELIGIBILITY

- Students in the **11th and 12th grades** with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- **Juniors or Seniors** who have between a 2.5 – 2.99 GPA (4.0 scale) must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian.
- **Sophomores** must have at least a 3.0 GPA (4.0 scale) must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian.
- **Freshmen** must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian.

### APPLICATION and REGISTRATION PROCESS

- *Unless a student has taken a dual credit student before*, students must complete **the online application and registration information to be enrolled in a dual credit course**.
- Students will complete the application and registration process for **SEATED dual credit** courses at their high school. Students will use the following link: <https://www.drury.edu/evening-and-online/dual-credit-program>
- Students will complete the application and registration process for **ONLINE dual credit** courses on their own by going to: <https://www.drury.edu/evening-and-online/dual-credit-program>
- **BE SURE THE ADDRESS PROVIDED ON THE APPLICATION IS THE ADDRESS WHERE MAIL IS SENT.**
- The student's **legal** name is required since this class will become a part of the official college transcript.
- The student's **Social Security Number (SSN) is required**.
  - Providing the student's correct SSN is required by law so that it may be included on IRS information returns filed by the institution. Without a correct SSN, the IRS will not be able to use the Form 1098-T filed by Drury University to confirm eligibility for certain education tax benefits.
- Students 18 years of age must complete a FERPA Form with the parent's/guardian's information.

## ADDING/DROPPING and Withdrawing from A DUAL CREDIT CLASS

- |  |                                       |
|--|---------------------------------------|
| ▪ <b>Add/Drop Dates:</b>                   | <b>Withdraw Dates:</b>                |
| ▪ Summer 2020 – Friday, June 12, 2020      | Summer 2020 – Friday, July 3, 2020    |
| ▪ Fall 2020 – Wednesday, September 2, 2020 | Fall 2020 – Friday, November 13, 2020 |
| ▪ Spring 2021 – Friday, January 29, 2020   | Spring 2021 – Friday, April 16, 2021  |
- Students are **not** allowed to enroll in a dual credit course **after** the semester is over. The application and registration process must be completed to earn credit for a course.
  - If a class is dropped after the ADD/DROP date, the student will be billed for the entire amount of the class.
  - Even though an ADD or DROP can be done online by the student, a must still fin ADD/DROP Form must be filled out and signed by the student, a parent/guardian and the high school counselor. An ADD or DROP will not be recognized without the proper form filled out in its entirety.
  - If a student wants to drop a course/s after the drop dates listed above, they have until the withdraw date to do so. Students who withdraw from a course/s will receive a “W” on their Drury transcript and still owe the Business Office the total bill for the semester. If any withdraws occur after the withdraw date, the student will receive the grade earned.
  - Students will need to visit with their high school counselor about adding or dropping a course and how it may affect their credits for graduation.

## PAYMENT

**Once a student completes the online application and registration process a bill for your student has been processed.**

- Drury’s charge per credit hour for **SEATED courses** offered at the high school is \$70.00/credit hour - \$210.
  - Some seated math courses are 4-credit hours, making the cost of the course \$280.
- Drury’s charge per credit hour for **ONLINE courses** is \$90.00/credit hour, with the exception of College Algebra and Trigonometry. Because these two classes use an online textbook through MyMathLab (purchased by the student), the class fee is \$190.

## Directions for Dual Credit Payment

1. Go to: my.drury.edu
2. Click: “Online payments” (left-hand side of page)
3. Click: “Drury University Online Payments”
4. Enter your student’s ID# and last name (ID# will be on top-right corner of bill that you will receive in the mail).
  - a. Do not enter anything into the boxes pertaining to housing deposit and/or new student tuition deposit.
5. Enter the amount you are paying into “Payment to Account”
6. Next, answer questions
  - a. For summer 2020 courses, the school year will be 2019-20
  - b. For fall 2020 courses and spring 2021 courses, the school year will be 2020-2021The term is spring.
7. To pay by mail, please send check to:  
Drury University-Business Office  
900 N Benton Ave  
Springfield, MO 65802  
(Please included your student’s ID # on the check’s memo)  
There is a fee of 2.75% for credit/debit card payment but no fee for electronic check or payment by mail.

## RECEIVING GRADES ON YOUR HIGH SCHOOL AND COLLEGE TRANSCRIPT

- Courses taken through the dual credit program will be graded with a letter grade and recorded on an official Drury University transcript.
- **The grade earned in your dual credit class will be recorded on both your high school and Drury University college transcript.** It is possible that the college attended after graduation from high school will include your dual credit grade in your first semester grade point average.
- It is important that you plan on making an A or B in your dual credit course.
- It is the responsibility of the student and their parents/guardians to check with the institution and inquire whether or not Drury’s dual credit will transfer.

## COURSE SYLLABUS

- Students will receive a course **syllabus** from the Drury instructor at the beginning of the semester. It is important that **students keep** a copy of the syllabus in case the college/university you attend after high school graduation requires this.

## RECEIVING YOUR DRURY ID#

- Once the student’s application is complete, students will receive a Drury ID# **BY EMAIL**. This number is important when paying a students’ bill or ordering your Drury University transcript.

### ORDERING YOUR OFFICIAL TRANSCRIPT

- To order a transcript go to the website [www.studentclearinghouse.org](http://www.studentclearinghouse.org).
- Hover over the orange tab: “Order, Track, Verify”.
- Choose “Order a Transcript”.
- After a student chooses to order a transcript from Drury University, note the instructions above the green “Start” button to begin the order.
- If students do not know their Drury ID#, a student may use their social security number when prompted.
- Students will need to provide a signature at the end of the order. Make sure students have a mouse or mouse pad on the device when placing an order.
- By Federal law, Drury University is required to have the **student’s** signed authorization to release a transcript.
- There is an **\$8.00 fee payable by debit or credit card**. Funds are secured for payment but are not taken from your account until *Drury University* completes the order.
- A student’s transcript order will be processed in 1 – 2 business days.

### RELEASE OF YOUR TRANSCRIPT

- **Business Office Hold:** Transcripts will not be released until all fees and tuition due is paid to Drury University. All balances, fees or fines must be paid before the transcript can be sent.