



## Dual Credit Payment Information

There is a 2.75% service charge on all credit card transactions. There is no fee associated with paying by electronic check.

Dual Credit students only pay their course fee (seated: \$70/credit hour or online: \$90/credit hour) – do not pay the \$100 housing fee or any other fee that does not pertain to Dual Credit.

1. **STUDENT:** Log into your MyDrury account at my.drury.edu
2. Click “MY ACCOUNT INFORMATION” on the left-hand side of the page.
3. Click “PAY ONLINE”
4. Enter your Drury ID # and your last name.
  - a. If the student doesn’t know their Drury ID #, click on the student silhouette picture at the top of the page, then Click “MY PROFILE AND SETTINGS”
  - b. Your Drury ID # is listed on this page. Write it down for future use.
5. Click “PAYMENT TO ACCOUNT”
  - a. Enter the Payment Amount.
    - \$210 for seated courses (taught at high schools) - \$70/credit hour. NOTE: MATH 231 (Calculus) is a 4-credit hour course, so the cost would be \$280.
    - \$270 for online courses. NOTE: MATH 231 (Calculus) is a 4-credit hour course, so cost is \$360.
  - b. Select: Fall 2020-Summer 2021 Year.
  - c. Select: Fall Term.
  - d. Click “ADD TO PAYMENT CART”
6. If the login box asks you for a Parent PIN, click the link below the box that says, “Click here to login if you know the Login but do not have the password”. It will switch your options to ID# and last name.
  - **(Do not pay with a Parent ID# and PIN. This will not put the payment on the student’s account).**
7. Click “CHECKOUT”.
8. Select either “Enter new credit card information” or “Enter new electronic check information”.
9. Click “CONTINUE CHECKOUT”.
10. Please enter all information requested and Click “CONTINUE CHECKOUT”.
11. A CashNet SmartPay box will appear. It will list the amount of the 2.75% fee for using a credit card. Please check the acknowledgement box and Click “CONTINUE CHECKOUT”. If you use an electronic check there is no service fee.
12. An itemization of your transaction will appear for your review. Click “SUBMIT PAYMENT” to complete your transaction.
13. A Transaction Approved page will appear when your transaction is complete. If you wish to print a receipt, Click “View Printable Receipt”, at the bottom left side of the page. You will also receive a receipt in your email.
14. Click “SIGN OUT” when finished.
15. To pay by check: Drury University/Attn: Business Office/900 N Benton Ave./Springfield, MO 65802.  
**Please include student last name and Drury ID# on Memo line.**