



Dual Credit

The purpose of offering dual credit to college-bound teens 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 college transcript.
- Faculty members teaching dual credit courses are approved by the same process as all Drury University adjunct faculty. Faculty teaching dual credit courses hold a minimum of a master's degree in the subject field.
- 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. Letter of recommendation is attached in this packet.
- **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.

ENROLLMENT PROCESS

Seated courses offered at your high school:

- Students will enroll at their high school, in their specific dual credit class.
- Students must complete **all** information on the enrollment form.
- Information must be **printed legibly in black ink**.
- Remember the information students provide is establishing their university transcript.
- **BE SURE THE ADDRESS LISTED ON THE ENROLLMENT FORM 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.
- Once the enrollment form is completed it must be signed by the **student and parent**.
- Students 18 years of age must have the parent signature on the enrollment form.
- Students will be instructed by their dual credit school representative when and where they should return their completed form and payment.
- The **FERPA form** must be filled out and **signed by the student**.
 - Once a FERPA form has been filled out **ONE TIME by a student**, there is no need to turn one in again.

Online and Launch courses:

- Students will complete the online enrollment form. Forms can be obtained in the following ways:
 - given to students by their high school counselor or designated person
 - printed from the Drury website
 - printed from the high school website
- Students must complete **all** information on the enrollment form.
- Information must be **printed legibly in black ink**.
- Remember the information students provide is establishing their university transcript.
- **BE SURE THE ADDRESS LISTED ON THE ENROLLMENT FORM 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.
- Once the enrollment form is completed it must be signed by the **student and parent**.
- Students 18 years of age must still have the parent signature on the enrollment form.
- Students will be instructed by their dual credit school representative when and where they should return their completed form and payment.
- The **FERPA form** must be filled out and **signed by the student**.
 - Once a FERPA form has been filled out **ONE TIME by a student**, there is no need to turn one in again.

ADDING A CLASS

- **Students have until Friday, August 30, 2019 to add a class.**
- Students are **not** allowed to enroll in a dual credit course **after** the semester is over.

DROPPING A CLASS

- **Students have until Friday, August 30, 2019 to drop a class and get a 100% refund.**
- If a class is dropped after August 30 or at any time during the semester, the student will be billed for the entire amount of the class.
- Dropping the dual credit portion of a class does not mean the student has to drop the high school class. The student needs to visit with their high school counselor.
- When dropping a dual credit class, the student must sign the Drop Form, as well as their parents and their high school counselor.

PAYMENT

**PAYMENTS FOR DRURY DUAL CREDIT CLASS/ES ARE DUE NO LATER THAN:
FRIDAY, SEPTEMBER 20, 2019.**

Seated Payment Process

- **There are no refunds on seated, dual credit classes.**
- Drury's charge per credit hour for SEATED classes offered at the high school is \$70.00/credit hour.
- Payment must be made to **DRURY UNIVERSITY** (not your high school) in the form of:
 - Personal Check
 - Money Order/Cashier's Check
 - E-Check
 - Credit Card
- **Payment cannot be made with cash.**
- The student's enrollment **will not be processed** if payment is not attached or taken care of on the Drury's website.
- **After receiving the bill, parents/guardians have the following options to pay the bill:**
 - **Online payments (credit card, e-check or payment plan), please use the following link:**
 - <https://www.drury.edu/business-office/payment-plan-information>

- **To pay by mail:**
 - **Send payment (check, cashier's check or money order only – NO CASH) to:**

Drury University
Business Office – Burnham 100
900 Benton Ave
Springfield, MO 65802
 - Please include the student's class/es name and Drury ID# on the check, cashier's check or money order.
- Dual credit payments are **non-refundable**. Dual credit does not follow the same payment calendar as students attending the Drury campus.

Online Payment Process

- Drury's charge per credit hour for ONLINE classes is \$90.00/credit hour, with the exception of College Algebra and Trigonometry. Because these two classes use an online textbook that is purchased by the student, the class fee is \$200.
- Payment must be made to **DRURY UNIVERSITY** (not your high school) in the form of:
 - Personal Check
 - Money Order/Cashier's Check
 - E-Check
 - Credit Card
- **Payment cannot be made with cash.**
- **Students/families will be sent a Drury bill after the student enrolls in a DC class/es.**
 - Please make sure to look for a bill in a Drury University envelope.
- **After receiving the bill, parents/guardians have the following options to pay their bill:**
 - **To make an online payment (credit card, e-check or to set up a payment plan), please use the following link:**
 - <https://www.drury.edu/business-office/payment-plan-information>
 - **To pay by mail:**
 - **Send payment (check, cashier's check or money order only – NO CASH) to:**

Drury University
Business Office – Burnham 100
900 Benton Ave
Springfield, MO 65802
 - Please include the student's class/es name and Drury ID# on the check, cashier's check or money order.

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 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.
- **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.

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 enrollment is complete, students will receive their Drury ID# **BY MAIL**. This number is important when students order their college transcript.

ORDERING YOUR OFFICIAL TRANSCRIPT

- To order a transcript go to the website 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.