

# Dual Credit Application and Registration Instructions

# Important Reminders!

- It is important for all students to complete this process themselves.
  - Parents can act as a helping hand during the process, but it is important for students to become familiar with Drury's systems.
- Students should use their **personal email address**, not their high school or a parent's email address, to ensure they receive Drury's communication.
- We are now partnering with DualEnroll where all registration and parent consent/payment occurs.

# NEW DUAL CREDIT STUDENTS:

All NEW DC students must fill out the DC application before creating their DualEnroll account. This creates their Drury ID # and Canvas/email/MyDrury login.

1. Go to the Drury DC webpage:  
<https://www.drury.edu/go/dual-credit-program/>
2. Click on “Dual Credit Student Application” and fill out the application in its entirety.

DRURY UNIVERSITY

Undergraduate Admission Evening & Online Graduate

## Drury University's Dual Credit Program

Drury University > Drury GO > Drury University's Dual Credit Program

Drury Dual Credit is excited to begin a new partnership with DualEnroll, an online application and registration system for dual credit students! New dual credit students must fill out the Drury Dual Credit application and will continue to DualEnroll for course registration. Please see the application and registration instructions linked below for more information. Thank you for choosing Drury Dual Credit!

**Click Here!**

- Dual Credit Student Application
- Application and Registration Instructions
- Drury DualEnroll
- 2023-2024 Online Timeline
- Spring 2023 SE Timeline
- Dual Credit Course Offerings

# RETURNING DUAL CREDIT STUDENTS:

**\*New students** will complete these steps immediately after filling out the DC application.

1. Go to Drury's DualEnroll page at <https://drury.dualenroll.com/>
2. If a student has used DualEnroll at a different university, they may use the same login information here.
3. If a student is \*new to DualEnroll, please select "Create My Account."

https://drury.dualenroll.com/login

DRURY UNIVERSITY

Help Desk  
DualEnroll

Login

Log in to your existing DualEnroll account

USERNAME:  
PASSWORD:

LOGIN

[Forgot your username or password?](#)  
[Need to enter your text confirmation code?](#)

New students

CREATE MY ACCOUNT

Click Here!

Privacy Policy | Terms of Use | FERPA Compliance  
© 2023 CourseMatch, Inc. All rights reserved.

# DualEnroll – New Student Account Creation

- Fill in all required fields marked with a red asterisk \*.
- Once you have created your login, you will need to confirm your account through the text or email you received.
- After confirming your account, you may begin filling out the fields in “Application Steps”.

# DualEnroll “Application Steps” Overview

## 1. Application and ID

- a) If a student knows their Drury ID, they can enter it here. If NOT, they may leave it blank OR fill in “123456.” Drury DC staff will update this once their Drury application is processed.

## 2. Student Address

- a) Please ensure this information is correct as we will reference this page when contacting the student.

## 3. Student Demographics

## 4. Terms and Conditions

## 5. FERPA Consent

- a) FERPA consent is important if students wish for information regarding their academic progress and status at Drury to be shared with their parent/guardian. Please be sure to fill this section out in its entirety.

## 6. Parent Information

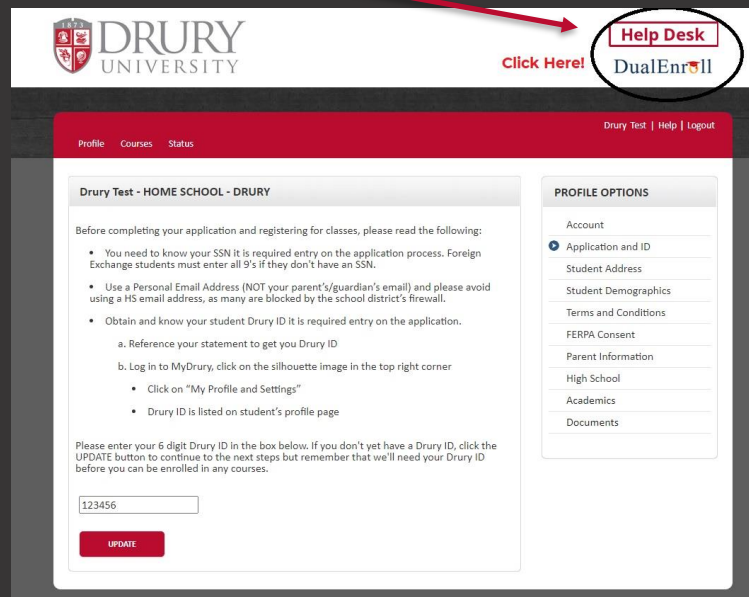
- a) The information provided here will be used to contact parents/guardians as well as notify them of when parent consent and payment is needed.
- b) **PLEASE NOTE: Students will not officially be enrolled in their desired course if parent consent and payment is not made.**

## 7. High School

- a) Home School students will list Beth Nation ([enation@drury.edu](mailto:enation@drury.edu)) as their approver.

# DualEnroll Help Desk

- If you are having issues creating or logging in to your DualEnroll account, please use their Help Desk!
  - Phone or email issues, duplicate account issues, DualEnroll login questions, etc.
  - The Drury DC department cannot assist with DualEnroll technological issues.



DRURY UNIVERSITY

Click Here! **Help Desk** DualEnroll

Drury Test | Help | Logout

Profile Courses Status

**Drury Test - HOME SCHOOL - DRURY**

Before completing your application and registering for classes, please read the following:

- You need to know your SSN it is required entry on the application process. Foreign Exchange students must enter all 9's if they don't have an SSN.
- Use a Personal Email Address (NOT your parent's/guardian's email) and please avoid using a HS email address, as many are blocked by the school district's firewall.
- Obtain and know your student Drury ID it is required entry on the application.
  - a. Reference your statement to get you Drury ID
  - b. Log in to MyDrury, click on the silhouette image in the top right corner
    - Click on "My Profile and Settings"
    - Drury ID is listed on student's profile page

Please enter your 6 digit Drury ID in the box below. If you don't yet have a Drury ID, click the UPDATE button to continue to the next steps but remember that we'll need your Drury ID before you can be enrolled in any courses.

123456

UPDATE

**PROFILE OPTIONS**

- Account
- Application and ID
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents

# REGISTERING FOR COURSES

- In the “Courses” tab, you will register for your desired courses.
  - You may filter your search by course name (e.g. Principles of Biology), number (e.g. BIOL 100), or type (online or seated).

1. Click on the title of the course:

Profile Courses Status Drury Test | Help | Logout

Narrow your Search

Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
BIOL 0100	High School		<b>PRINCIPLES OF BIOLOGY</b>	Drury University
BIOL 0130	High School		INTRODUCTION TO BIO-MEDICAL SCIENCE	Drury University
BIOL 0245	High School		INTRODUCTION TO HUMAN NUTRITION	Drury University
BIOL 0250	High School		FOUNDATIONS OF MEDICAL TERMINOLOGY	Drury University
COMM 0211	High School		PRESENTATIONAL SPEAKING	Drury University
CRIM 0120	High School		PRINCIPLES OF CRIMINAL JUSTICE	Drury University
ENGL 0150	High School		COMPOSITION	Drury University
ENGL 0200	High School		LM: FOUNDATIONS OF LITERATURE	Drury University
ENGL 0207	High School		EXPOSITORY WRITING: ART OF ESSAY	Drury University
ENGL 0268	High School		CREATIVE WRITING I: NONFICTION	Drury University
GSTU 0110	High School		END OF COLLEGE & PROFESSIONAL SUCCESS	Drury University
GSTU 0210	High School		DESKTOP APPLICATIONS	Drury University
HIST 0101	High School		U.S. HISTORY TO 1865	Drury University

2. Click on “Register” in the appropriate section:

## Seated courses:

Choose the section with your appropriate instructor/high school

## Online courses:

These are pre-assigned depending on your high school. Be sure to select the correct **term** of the course.

Profile Courses Status Drury Test | Help | Logout

Course Detail: PRINCIPLES OF BIOLOGY

COURSE NUMBER: BIOL 0100  
CREDITS: 3.0  
COLLEGE: Drury University  
DESCRIPTION:

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
10L Summer 2023	High School	Courtney Dryden	Online	(Fully Online) (Fully Online)		Register
10L Fall 2023	High School	Courtney Dryden	Online	(Fully Online) (Fully Online)		Register
0LB Fall 2023	High School	Courtney Dryden	Online	(Fully Online) (Fully Online)		Register



# After Registration... Attention Parents/Guardians!

Your counselor will confirm your registration for your desired courses.

**After counselor confirmation occurs, your parent/guardian will receive text/email notifications that payment is due, shown below. Select “[Click here](#)” to make payment.**

From: noreply@dualenroll.com  
Date: June 27, 2023 at 12:10:47 PM CDT  
To: [REDACTED]  
Subject: DualEnroll.com: Provide Consent (ref #1536057)

Dear Parent/Guardian,

You have a task, Provide Consent, related to the following:

**Student:** Drury Test  
**College:** Drury University  
**Course:** BIOL 0100 PRINCIPLES OF BIOLOGY 10L  
**Term:** Fall 2023  
**Instructor:** Courtney Dryden

The amount you are responsible for is \$270.00. [Click here](#) to review the documentation and complete your task.

**No additional instructions provided for this task.**

Note: You have received this email because Drury provided it as Drury's parent/guardian's email address on the dualenroll.com website when Drury signed up for the class.

## Payment Information:

1. Parents/guardians must e-sign under “Policies and Procedures.” This gives your student your consent to take their DC course/s.
2. The total is automatically generated depending on your student's course/s. Payment is made separately for each individual course. Drury University no longer accepts payment for DC courses.
3. You may pay via **Credit Card or Echeck**.
  1. Credit card: 3.6% non-Drury convenience fee
  2. Echeck: \$2.00 non-Drury convenience fee.

# MyDrury/Canvas/Email Account Activation

After their registration is confirmed by Drury and marked complete in DualEnroll, all DC students will receive an email from [dualcredit@drury.edu](mailto:dualcredit@drury.edu) titled “Drury DC Account Activation” that contains the following:

- Drury username/email address
  - Drury ID#
- Password and authentication set-up

Please follow the instructions in this email closely. It is recommended to use the OneLogin Protect app for the authentication factor.

# Questions or Concerns?

- **Drury DC Resources:**

- **DC Webpage:** <https://www.drury.edu/go/dual-credit-program/>

- All DC resources are linked on the DC webpage.

- Transcript information, instructions, timelines, course offerings, a link to DualEnroll, and more!

- **DC email:** dualcredit@drury.edu

- For general Dual Credit inquiries, feel free to reach out to the DC email.

- **Drury University HelpDesk:** helpdeskticket@drury.edu

- If you are experiencing any technological or login issues, please email the Drury IT HelpDesk with your issues to submit a ticket.

- The DC department cannot assist with these issues, so please reach out to the HelpDesk with these concerns. You may Cc the DC email in your initial ticket.

- **Drury Dual Credit Director, Beth Nation:** enation@drury.edu