



SPRING 2021
STUDENT DIRECTIONS
Drury Online Application, FERPA FORM, 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, you may 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
3. **CLICK:** “Evening & Online”
4. Drop Down menu
 - a. **CLICK:** “Dual Credit”
5. On the right-hand side of the page, you will see a red box with a red hyperlink to the “Dual Credit Application Form”
 - a. **CLICK:** “Dual Credit Application Form”

Here is the link to the application:

https://my.drury.edu/ICS/Dual_Credit/Dual_Credit_Application/Dual_Credit_Application.jnz

1. **Read:** “Requirements for high school students”
2. Is a **Letter of Recommendation** required?
3. If a student needs a Letter of Recommendation, the form is located on the Drury Dual Credit page (you were just on the page above) in the red box on right-hand side of page “2020-21 Letter of Recommendation Form”
4. **CLICK:** “Next”

Student Demographic Information

Students FILL THIS OUR 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*** - It would be a good idea to communicate to students before you have them register and enroll that they MUST have their SS#
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
- 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

Once students complete the application, Drury's Technology Services will send you the following within 3-5 business days:

Students will receive TWO emails:

1. one with their username
2. 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 your **username and temporary password** to get logged in
3. **Students:** change TEMPORARY PASSWORD to a NEW PASSWORD
 - a. Students will type their temporary password in 1X
 - b. Students are required to type their NEW password in 2X
4. **CHALLENGE QUESTIONS & ANSWERS:** Students choose three challenge questions – Students: write this information down somewhere and type answers in Case Sensitive format
5. **CLICK: "Continue"**

➤ **STEP 3 – FERPA FORM**

FERPA Form Directions

ALL 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 is 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 – Information Release) 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, not the student's information
 - a. **FIRST***
 - b. **LAST***
 - c. **PARENT/GUARDIAN EMAIL***
8. Numbers 13, 14, and 15 - it is **required** that DC students give parent/guardian permission to all three statements. We **CANNOT** give information to parents/guardians when they contact us regarding anything having to do with their student if permission is not granted.
9. **CLICK: "NEXT PAGE"**
10. "Submit Permission Forms"
11. **Once the student has completed this Step, please proceed to Step #4 and register for your course/s.**

Your parent/guardian will receive their own username and password for MyDrury to log on and grant you permission **AFTER you register for your DC course/s. Students need to register (Step #4) while the parent login information is being processed.**

➤ **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)
4. At the top of the next page, change term to:
Acad Yr 2020-2021 SPRING Term - SPRING FULL TERM
5. 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 (same username and password) and follow the Registration steps listed above.