



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.
- **To pay by check:** Make check payable to: Drury University and **include student last name and Drury ID# on Memo line.**
Mail to: Drury University / Attn: Business Office / 900 N Benton Ave. / Springfield, MO 65802.
- Do not pay the \$100 housing fee or any other fee that does not pertain to Dual Credit.
- **Do not pay with a Parent ID# and PIN.** This will not apply payment to the student's account.

Dual Credit Fees:

SEATED COURSES (taught at your student's high school)

- \$210 for seated courses - \$70/credit hour.
- NOTE: some courses are 4-credit hours, so the cost could be more.

ONLINE COURSES

- \$270 for online courses - \$90/credit hour
- NOTE: MATH 231 (Calculus) is a 4-credit hour course, so cost is \$360.
- The ONLINE LDST 101 course is \$70/credit hour because students are responsible for renting or buying the book for this course.
- MATH 110 and MATH 227 are \$190/semester because the students are responsible for purchasing the online text book

IF YOU ARE LOGGED IN UNDER YOUR STUDENT'S ACCOUNT, please follow these directions:

1. **STUDENT is already logged into their MyDrury account.**
2. Click on "STUDENT" at the top of the page.
3. Click "MY ACCOUNT INFORMATION" on the left-hand side of the page.
 - A. Select: "Course and Fee Statement" – this will create a statement for the student and provide payment amount due.
 - B. Select: "View My Course and Fee Statement (PDF)."
4. Click on "My Account Info" on the left-hand side of the page.
5. Select: "Pay Online"
6. Select "Make a Payment" to the left or bottom right corner.
7. In the box, "Payment to Account", click the "View Details" hyperlink.
8. To the right: Enter the amount to be paid (provided on the statement).
 - A. Make sure the correct academic year is selected
 - B. Select the term (fall, spring, or summer)
9. Enter the dollar amount to be paid.
10. Follow the directions for making online payments with a credit card or through your bank account.

IF YOU ARE NOT LOGGED UNDER YOUR STUDENT, please follow these directions. YOU WILL NEED YOUR STUDENT'S ID NUMBER AND LAST NAME.

1. Go to my.drury.edu
2. Select "ONLINE PAYMENTS" to the left.
3. Click on the red hyperlink: "Drury University Online Payments..."
4. Enter your student's ID #.
5. Enter the student's last name.
6. In the box, "Payment to Account", click the "View Details" hyperlink
7. To the right: Enter the amount to be paid.
 - A. Make sure the correct academic year is selected
 - B. Select the term (fall, spring, or summer)
8. Enter the dollar amount to be paid.
9. Follow directions for making online payments with a credit card or through your bank account.
10. Click: "CHECKOUT" and continue through the process.

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

- An itemization of your transaction will appear for your review. Click "SUBMIT PAYMENT" to complete your transaction.
- 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.
- Click "SIGN OUT" when finished.