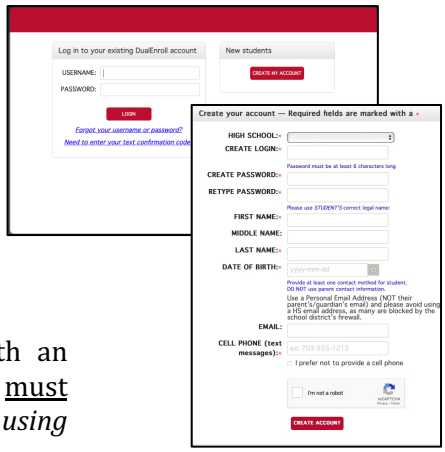
DRURY UNIVERSITY

DualEnroll.com

Welcome to the dual enrollment program at Drury College! Drury provides a convenient online registration process using DualEnroll.com. Here's how to register for your Drury course(s).

First Time Students - Create an Account

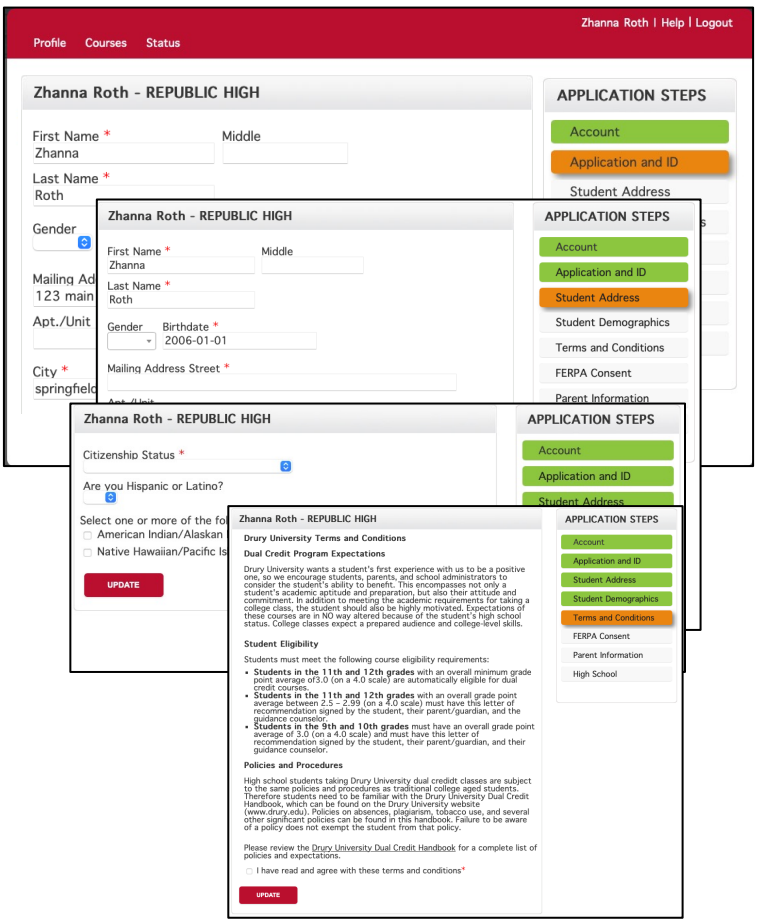


You can register by computer or right on your smart phone by entering https://drury.dualenroll.com and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

SNMEC has six application steps. Completed steps are listed in green under **Application Steps,** and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.



Step 1: **Student Address**
Provide your mailing address, phone, and email. Answer additional application questions.

Step 2: **Student Address**
Provide your mailing address, phone, and email. Answer additional application questions.

Step 3: Student Demographics

Step 4: Terms and Conditions
Read and agree to the Porterville College terms and conditions.

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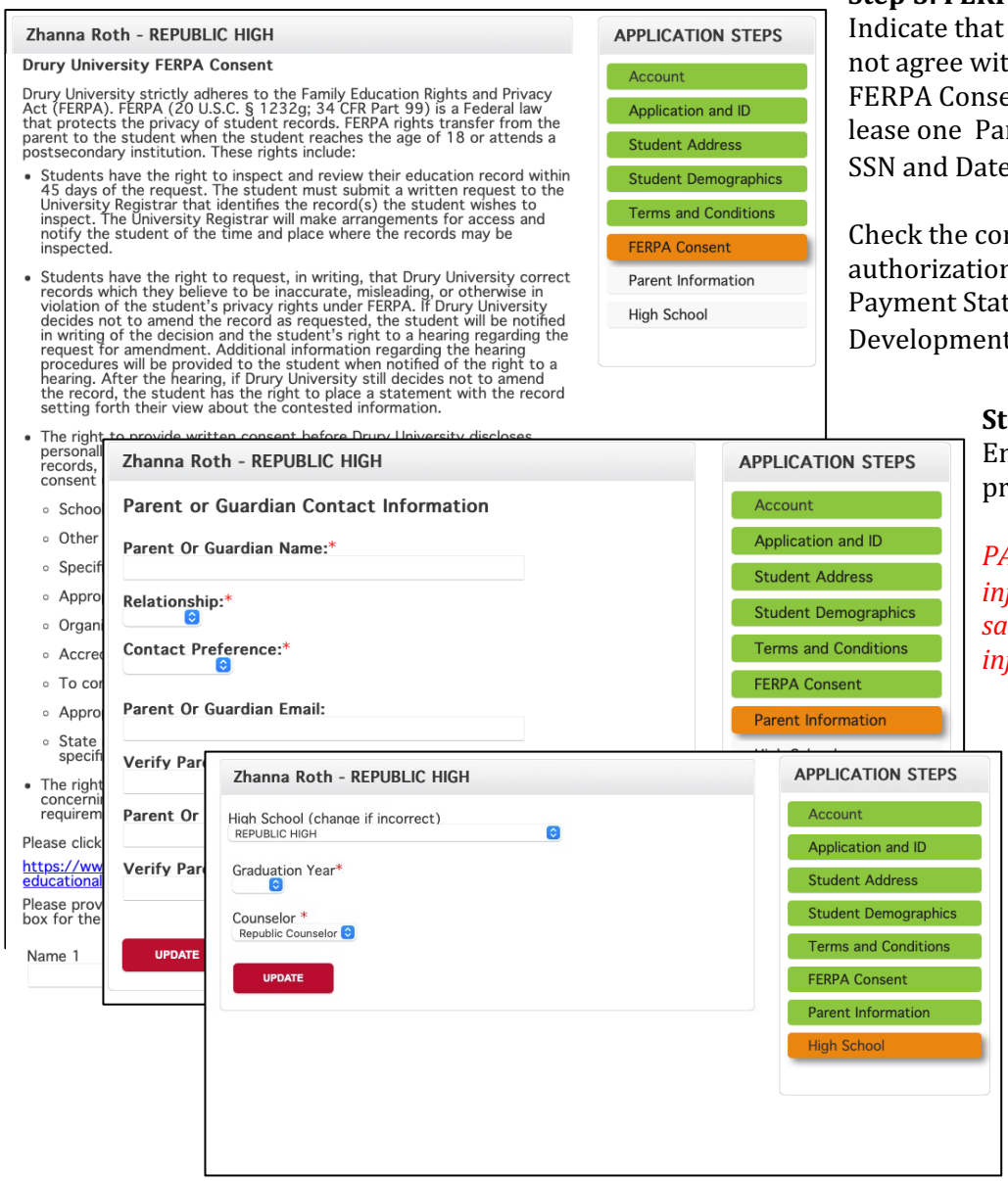

Step 5: FERPA Consent
Indicate that you either agree or do not agree with the various levels of FERPA Consent. You must enter at lease one Parent/Guardian Name, SSN and Date of Birth.

Check the consent types you give authorization, Academic Progress, Payment Status and Personal Development.

Step 6: Parent Information
Enter parent contact preference and information.

PARENT CONTACT information can not be the same as the student contact information.

Step 7: High School
You can change your Highs School name here. Enter your high school graduation or GED/HiSET Completion year, and your HS counselor from the dropdown box.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

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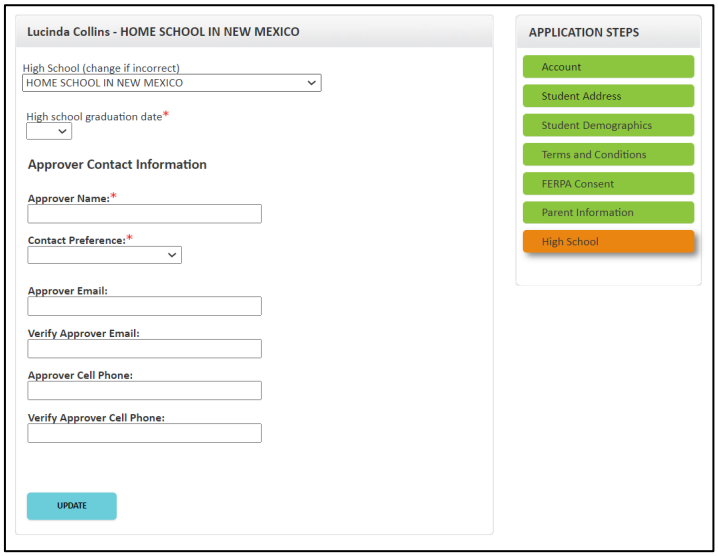
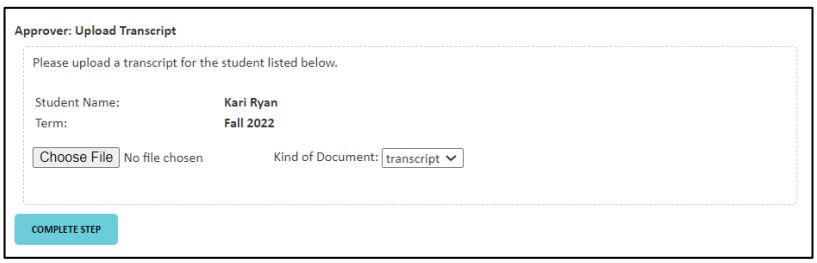
Home Schooled Students

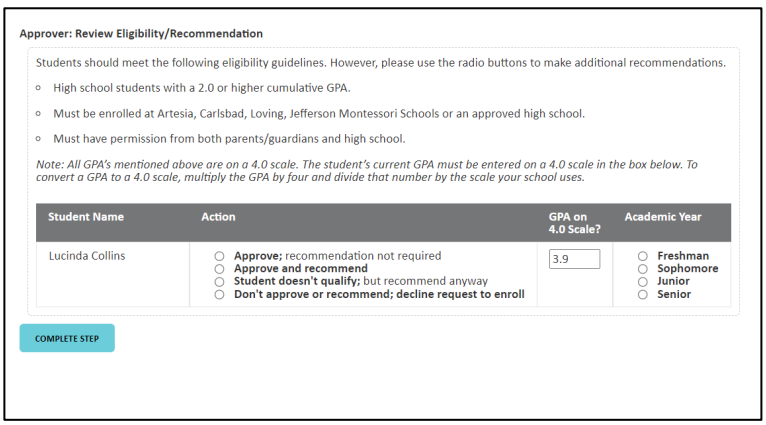


Registration: If you are homeschooled, also enter the contact information for the person responsible for approving your enrollment.



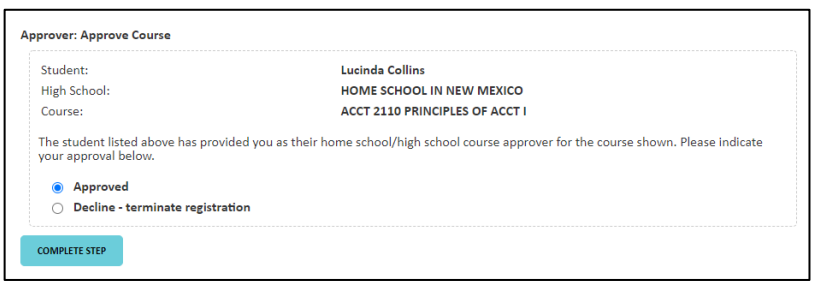
Approver: Upload Transcript: Student approver must upload transcript.

Click **COMPLETE STEP.**



Approver Review Eligibility: Student approver must approve student.

Click **COMPLETE STEP.**



Approver must approve each individual course.

Click **COMPLETE STEP.**

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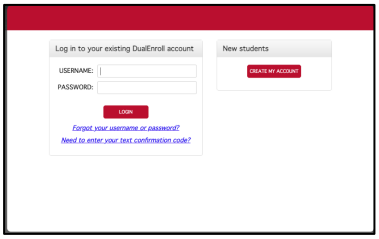
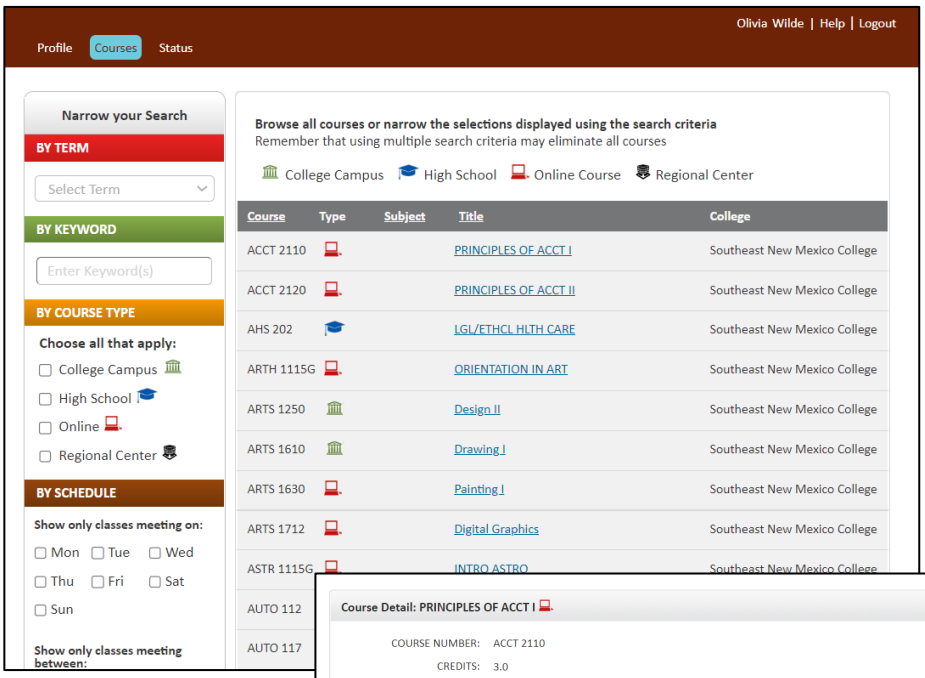
Student Guide - Course Registration

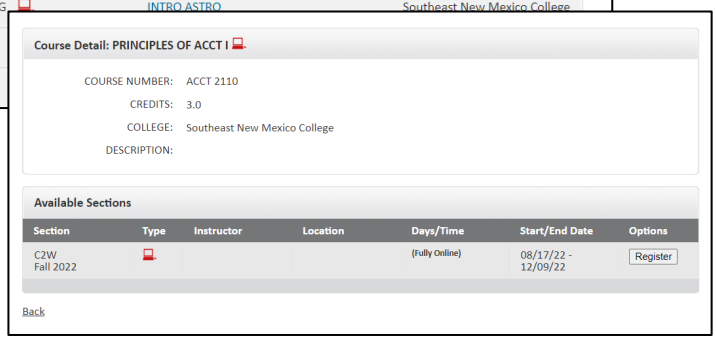
If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.



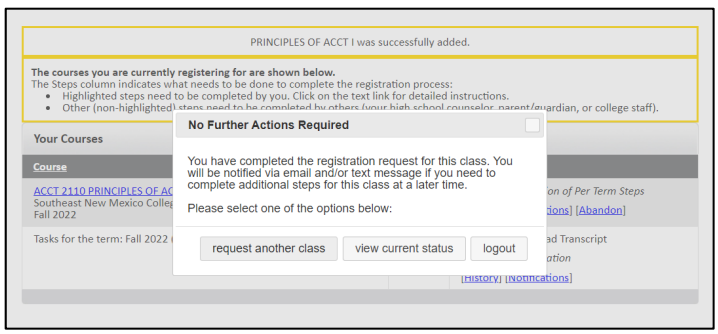


Register for Course(s):
Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.



When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.



Your part of the registration is done for now. You will receive an email letting you know when your registration is complete or if more information is needed.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

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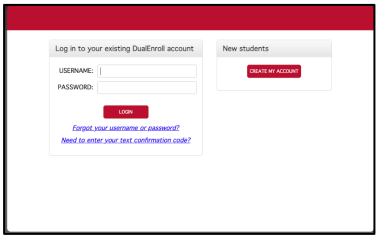

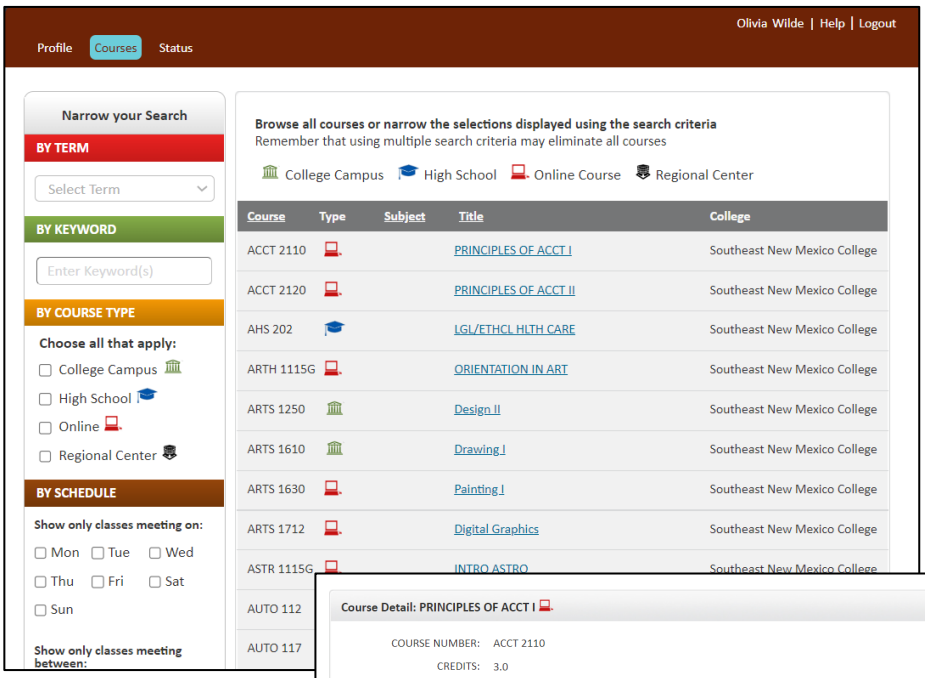

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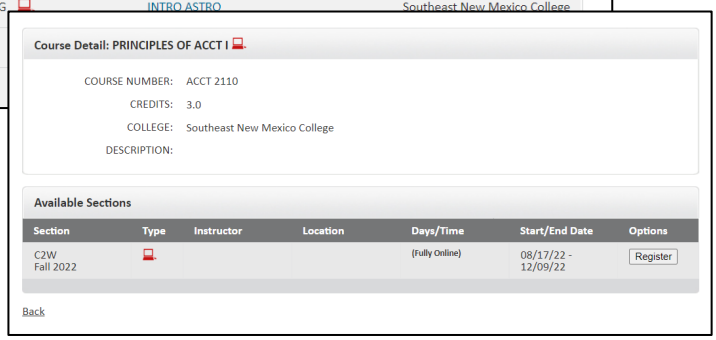

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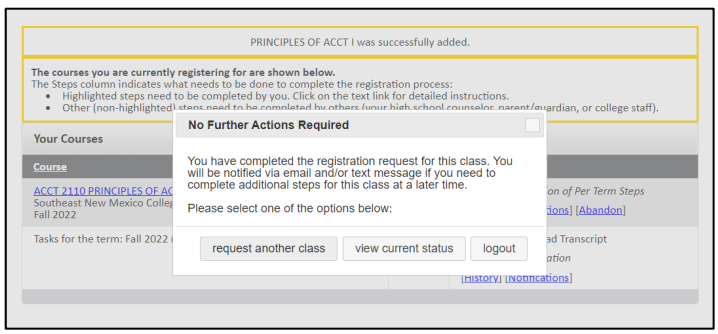

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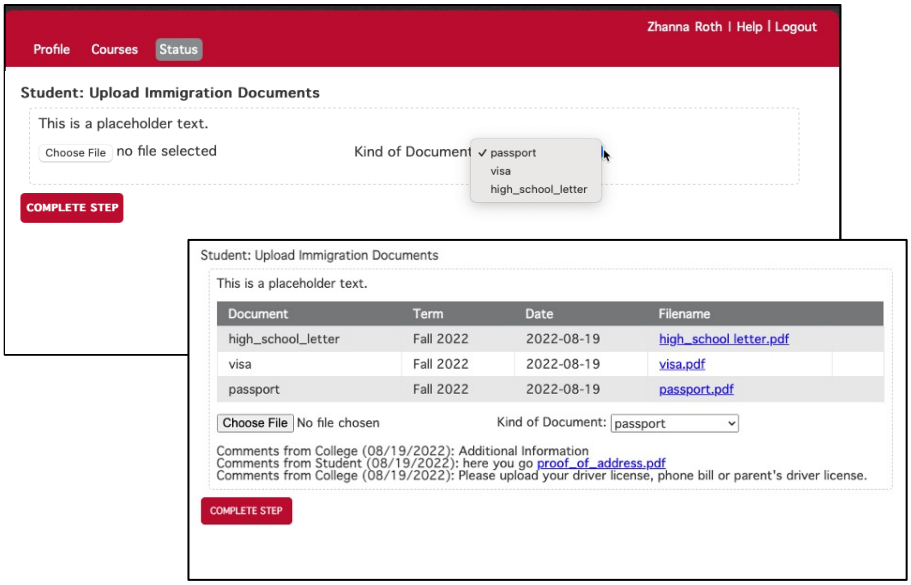


Student: Upload Immigration Documents

The step will only appear when the student identifies as a non-citizen. The college is requesting documents to prove your immigration status.

You must upload three documents. Upload your Visa, Passport and High School Letter. Select the document type to upload then choose the file.

Click the COMPLETE Step button when finished uploading all documents.

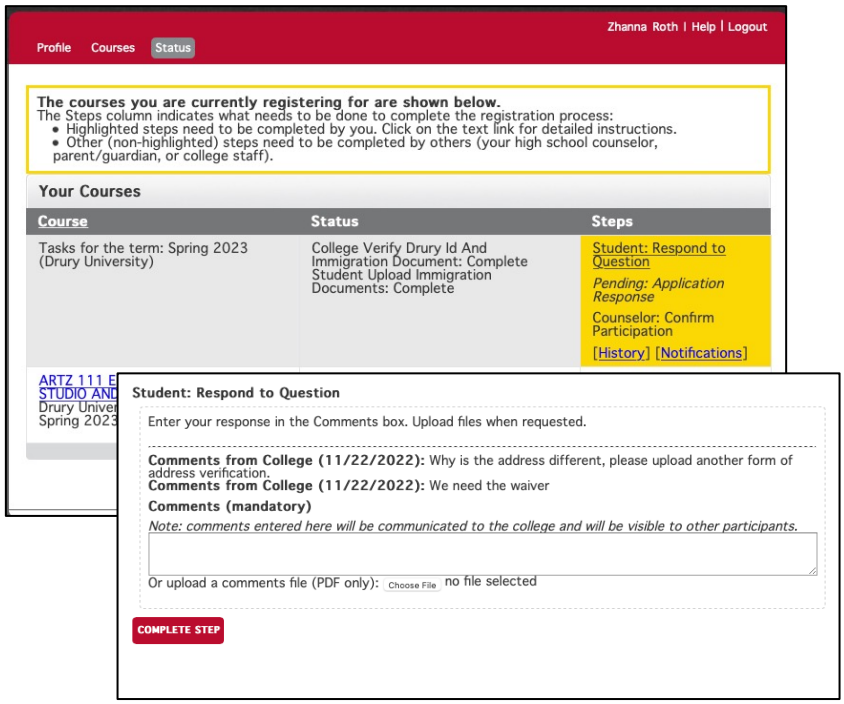
Student: Respond to Question

The step will only appear when the college needs to clarify your information.

Read the Comments box to deter what is being asked.

Enter your response in the Comments box. When a file is requested, click on Choose File button then select the document to upload and click the upload button.

Click the COMPLETE Step button when finished



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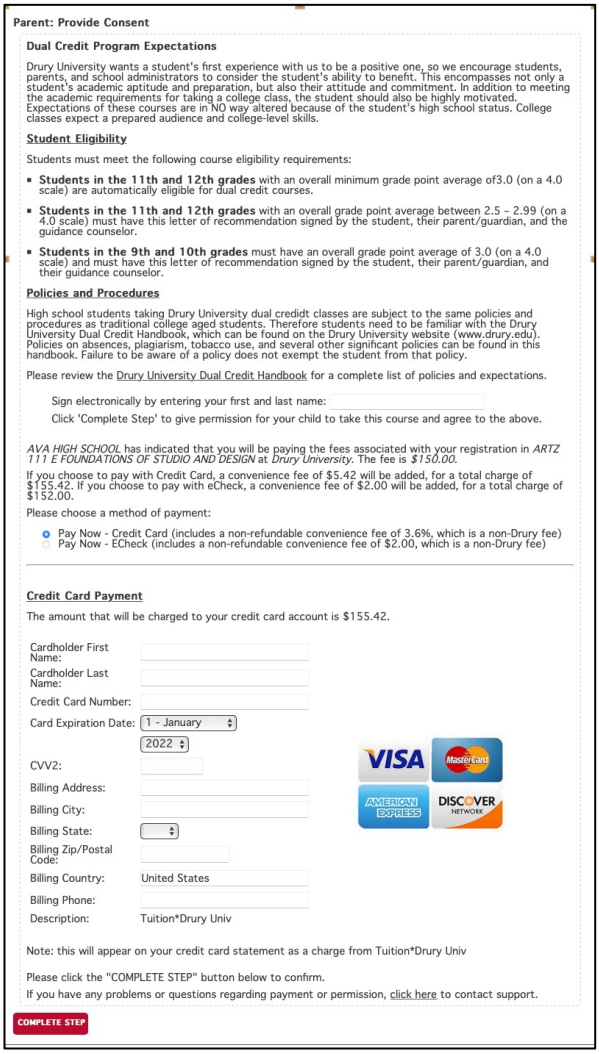
Student Guide - Course Registration

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note: sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Parent: Provide Consent

Dual Credit Program Expectations

Drury University wants a student's first experience with us to be a positive one, so we encourage students, parents, and school administrators to consider the student's ability to benefit. This encompasses not only a student's academic aptitude and preparation, but also their attitude and commitment. In addition to meeting the academic requirements for taking a college class, the student should also be highly motivated. Expectations of these courses are in NO way altered because of the student's high school status. College classes expect a prepared audience and college-level skills.

Student Eligibility

Students must meet the following course eligibility requirements:

- **Students in the 11th and 12th grades** with an overall minimum grade point average of3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- **Students in the 11th and 12th grades** with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must have this letter of recommendation signed by the student, their parent/guardian, and the guidance counselor.
- **Students in the 9th and 10th grades** must have an overall grade point average of 3.0 (on a 4.0 scale) and must have this letter of recommendation signed by the student, their parent/guardian, and their guidance counselor.

Policies and Procedures

High school students taking Drury University dual credidt classes are subject to the same policies and procedures as traditional college aged students. Therefore students need to be familiar with the Drury University Dual Credit Handbook, which can be found on the Drury University website (www.drury.edu). Policies on absences, plagiarism, tobacco use, and several other significant policies can be found in this handbook. Failure to be aware of a policy does not exempt the student from that policy.

Please review the Drury University Dual Credit Handbook for a complete list of policies and expectations.

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission for your child to take this course and agree to the above.

AVA HIGH SCHOOL has indicated that you will be paying the fees associated with your registration in *ARTZ 111 E FOUNDATIONS OF STUDIO AND DESIGN* at *Drury University*. The fee is *$150.00*.

If you choose to pay with Credit Card, a convenience fee of $5.42 will be added, for a total charge of $155.42. If you choose to pay with eCheck, a convenience fee of $2.00 will be added, for a total charge of $152.00.

Please choose a method of payment:

- Pay Now - Credit Card (includes a non-refundable convenience fee of 3.6%, which is a non-Drury fee)
- Pay Now - ECheck (includes a non-refundable convenience fee of $2.00, which is a non-Drury fee)

Credit Card Payment

The amount that will be charged to your credit card account is $155.42.

Cardholder First Name:
Cardholder Last Name:
Credit Card Number:
Card Expiration Date: 1 - January 2022
CVV2:
Billing Address:
Billing City:
Billing State:
Billing Zip/Postal Code:
Billing Country: United States
Billing Phone:
Description: Tuition*Drury Univ

Note: this will appear on your credit card statement as a charge from Tuition*Drury Univ

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems or questions regarding payment or permission, click here to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at Drury.

Enter echeck or credit card information if a fee is due. The course fee will not be charged to your credit card until successful registration of the course.

Click **COMPLETE STEP**.