

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

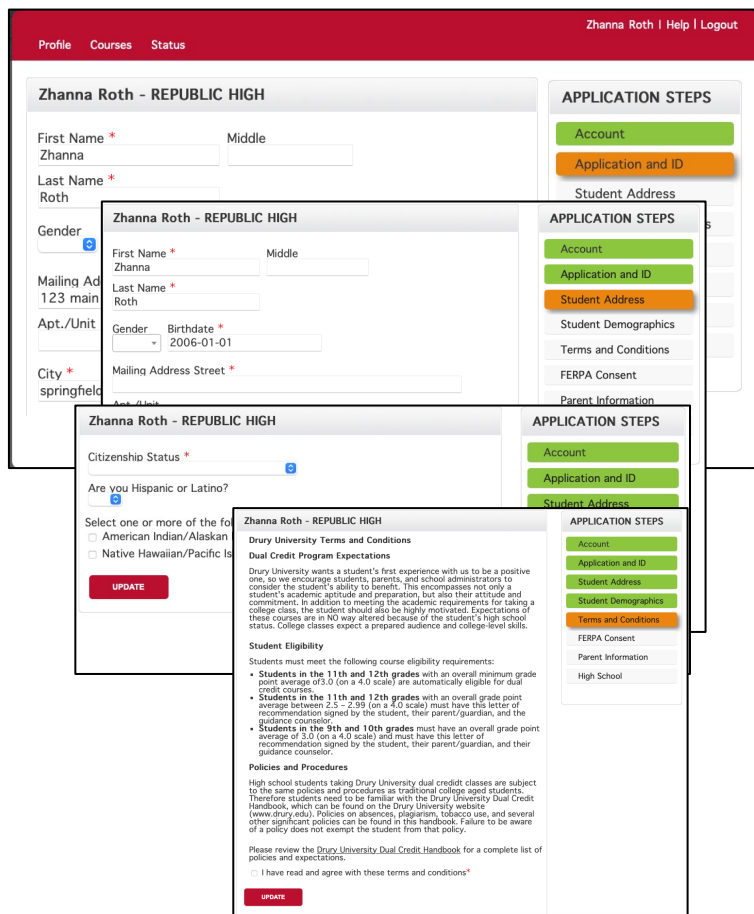
You can register by computer or right on your smart phone by entering <https://drury.dualenroll.com> and clicking on **CREATE MY ACCOUNT**.

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.

Zhanna Roth - REPUBLIC HIGH

Drury University FERPA Consent

Drury University strictly adheres to the Family Education Rights and Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student records. FERPA rights transfer from the parent to the student when the student reaches the age of 18 or attends a postsecondary institution. These rights include:

- Students have the right to inspect and review their education record within 45 days of the request. The student must submit a written request to the University Registrar that identifies the record(s) the student wishes to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- Students have the right to request, in writing, that Drury University correct records which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If Drury University decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if Drury University still decides not to amend the record, the student has the right to place a statement with the record setting forth their view about the contested information.

- The right to provide written consent before Drury University discloses personally identifiable information from the student's education records, consent

APPLICATION STEPS

Account

Application and ID

Student Address

Student Demographics

Terms and Conditions

FERPA Consent

Parent Information

High School

Step 5: FERPA Consent

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

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

Zhanna Roth - REPUBLIC HIGH

Parent or Guardian Contact Information

Parent Or Guardian Name:*

Relationship:*

Contact Preference:*

Parent Or Guardian Email:

Verify Parent

Parent Or

Verify Parent

UPDATE

Zhanna Roth - REPUBLIC HIGH

High School (change if incorrect)
REPUBLIC HIGH

Graduation Year:*

Counselor *
Republic Counselor

UPDATE

APPLICATION STEPS

Account

Application and ID

Student Address

Student Demographics

Terms and Conditions

FERPA Consent

Parent Information

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 High School name here. Enter your high school graduation year 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.

Home Schooled Students

Lucinda Collins - HOME SCHOOL IN NEW MEXICO

High School (change if incorrect)
HOME SCHOOL IN NEW MEXICO

High school graduation date*

Approver Contact Information

Approver Name:*

Contact Preference:*

Approver Email:

Verify Approver Email:

Approver Cell Phone:

Verify Approver Cell Phone:

UPDATE

APPLICATION STEPS

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School

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

Approver: Upload Transcript

Please upload a transcript for the student listed below.

Student Name: Kari Ryan
Term: Fall 2022

Choose File No file chosen Kind of Document: transcript

COMPLETE STEP

Approver: Upload Transcript: Student approver must upload transcript.

Click **COMPLETE STEP**.

Approver: Review Eligibility/Recommendation

Students should meet the following eligibility guidelines. However, please use the radio buttons to make additional recommendations.

- High school students with a 2.0 or higher cumulative GPA.
- Must be enrolled at Artesia, Carlsbad, Loving, Jefferson Montessori Schools or an approved high school.
- Must have permission from both parents/guardians and high school.

Note: All GPA's mentioned above are on a 4.0 scale. The student's current GPA must be entered on a 4.0 scale in the box below. To convert a GPA to a 4.0 scale, multiply the GPA by four and divide that number by the scale your school uses.

Student Name	Action	GPA on 4.0 Scale?	Academic Year
Lucinda Collins	<input type="radio"/> Approve; recommendation not required <input type="radio"/> Approve and recommend <input type="radio"/> Student doesn't qualify; but recommend anyway <input type="radio"/> Don't approve or recommend; decline request to enroll	3.9	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior

COMPLETE STEP

Approver Review Eligibility: Student approver must approve student.

Click **COMPLETE STEP**.

Approver: Approve Course

Student: Lucinda Collins
High School: HOME SCHOOL IN NEW MEXICO
Course: ACCT 2110 PRINCIPLES OF ACCT I

The student listed above has provided you as their home school/high school course approver for the course shown. Please indicate your approval below.

☒ Approved
☐ Decline - terminate registration

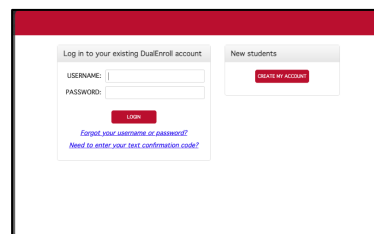
COMPLETE STEP

Approver must approve each individual course.

Click **COMPLETE STEP**.

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.



Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

Log In

[Forgot your username or password?](#)

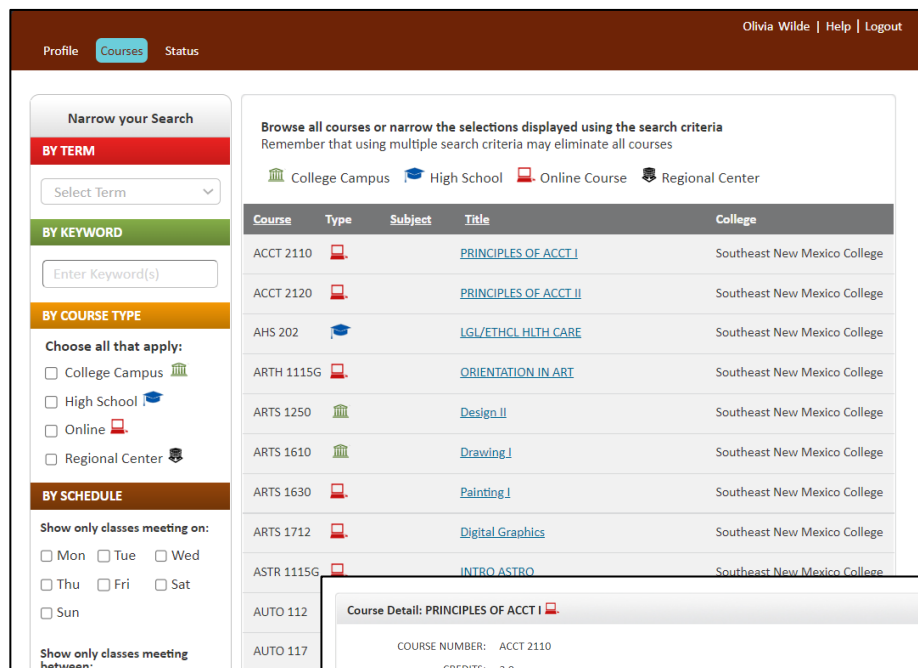
[Need to enter your text confirmation code?](#)

New students: **CREATE MY ACCOUNT**

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.



Profile Courses Status

Olivia Wilde | Help | Logout

Narrow your Search

BY TERM

Select Term

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus

☐ High School

☐ Online

☐ Regional Center

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed

☐ Thu ☐ Fri ☐ Sat

☐ Sun

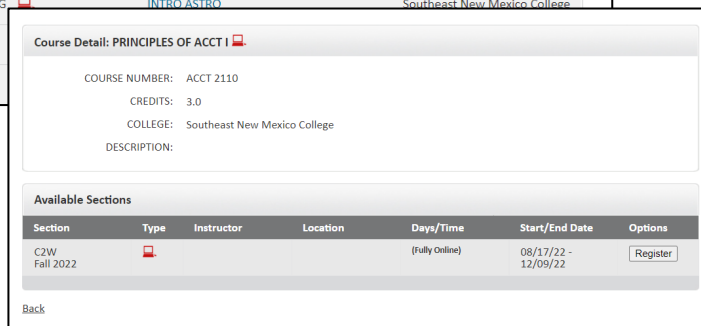
Show only classes meeting between:

Browse all courses or narrow the selections displayed using the search criteria

Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
ACCT 2110	Online	Accounting	PRINCIPLES OF ACCT I	Southeast New Mexico College
ACCT 2120	Online	Accounting	PRINCIPLES OF ACCT II	Southeast New Mexico College
AHS 202	High School	Health Care	LGL/ETHCL HLTH CARE	Southeast New Mexico College
ARTH 1115G	Online	Art History	ORIENTATION IN ART	Southeast New Mexico College
ARTS 1250	Online	Art	Design II	Southeast New Mexico College
ARTS 1610	Online	Art	Drawing I	Southeast New Mexico College
ARTS 1630	Online	Art	Painting I	Southeast New Mexico College
ARTS 1712	Online	Art	Digital Graphics	Southeast New Mexico College
ASTR 1115G	Online	Astronomy	INTRO ASTRO	Southeast New Mexico College
AUTO 112	Online	Automotive		Southeast New Mexico College
AUTO 117	Online	Automotive		Southeast New Mexico College



Course Detail: PRINCIPLES OF ACCT I

COURSE NUMBER: ACCT 2110

CREDITS: 3.0

COLLEGE: Southeast New Mexico College

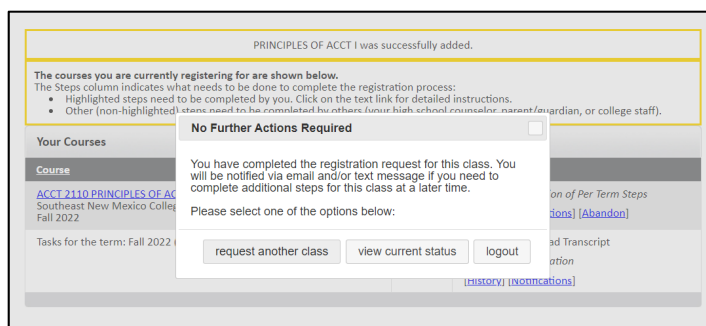
DESCRIPTION:

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
C2W Fall 2022	Online			Fully Online	08/17/22 - 12/09/22	Register

Back

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



PRINCIPLES OF ACCT I was successfully added.

The courses you are currently registering for are shown below.

The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

No Further Actions Required

Your Courses

Course	Steps
ACCT 2110 PRINCIPLES OF ACCT I Southeast New Mexico College Fall 2022	1. Complete Registration Request 2. Review Per Term Steps 3. Review Prerequisites 4. Review Course Description 5. Review Registration Fee 6. Review Registration Status 7. Review Registration History 8. Review Registration Notifications

Tasks for the term: Fall 2022

You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.

Please select one of the options below:

[request another class](#) [view current status](#) [logout](#)

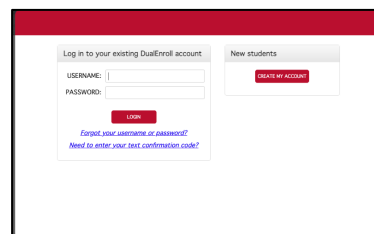
[history](#) [notifications](#)

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.

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.



Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

Log In

[Forgot your username or password?](#)

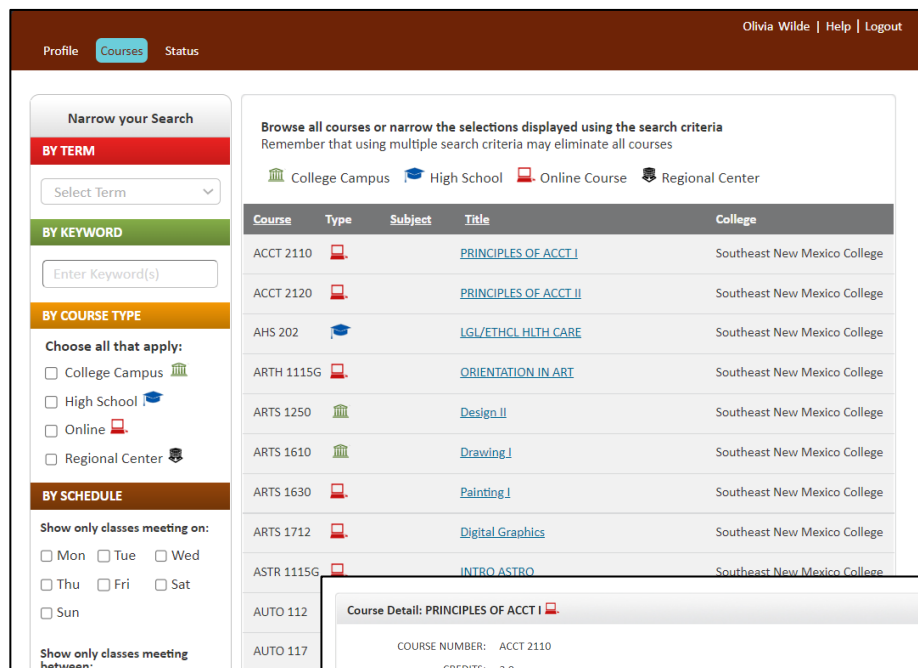
[Need to enter your text confirmation code?](#)

New students: **CREATE MY ACCOUNT**

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.



Profile Courses Status

Olivia Wilde | Help | Logout

Narrow your Search

BY TERM

Select Term

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus

☐ High School

☐ Online

☐ Regional Center

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed

☐ Thu ☐ Fri ☐ Sat

☐ Sun

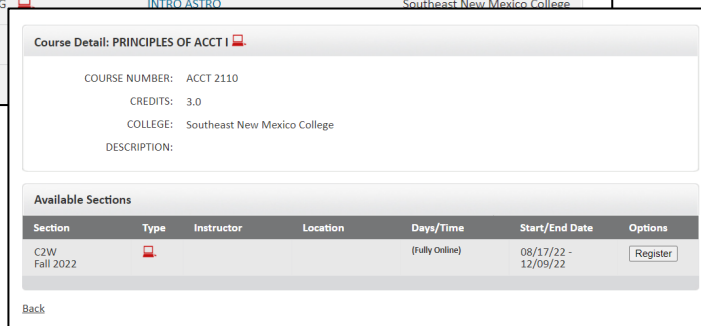
Show only classes meeting between:

Browse all courses or narrow the selections displayed using the search criteria

Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
ACCT 2110	Online	ACCT	PRINCIPLES OF ACCT I	Southeast New Mexico College
ACCT 2120	Online	ACCT	PRINCIPLES OF ACCT II	Southeast New Mexico College
AHS 202	High School	HLTH	LGL/ETHCL HLTH CARE	Southeast New Mexico College
ARTH 1115G	Online	ARTH	ORIENTATION IN ART	Southeast New Mexico College
ARTS 1250	Online	ARTS	Design II	Southeast New Mexico College
ARTS 1610	Online	ARTS	Drawing I	Southeast New Mexico College
ARTS 1630	Online	ARTS	Painting I	Southeast New Mexico College
ARTS 1712	Online	ARTS	Digital Graphics	Southeast New Mexico College
ASTR 1115G	Online	ASTR	INTRO ASTRO	Southeast New Mexico College
AUTO 112	Online	AUTO		Southeast New Mexico College
AUTO 117	Online	AUTO		Southeast New Mexico College



Course Detail: PRINCIPLES OF ACCT I

COURSE NUMBER: ACCT 2110

CREDITS: 3.0

COLLEGE: Southeast New Mexico College

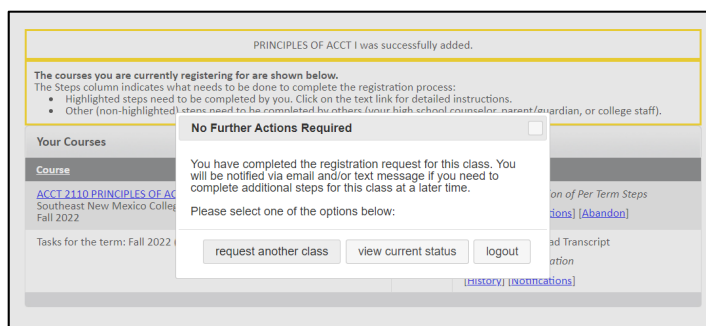
DESCRIPTION:

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
C2W Fall 2022	Online			Fully Online	08/17/22 - 12/09/22	Register

Back

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



PRINCIPLES OF ACCT I was successfully added.

The courses you are currently registering for are shown below.

The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

No Further Actions Required

Your Courses

Course	Steps
ACCT 2110 PRINCIPLES OF ACCT I Southeast New Mexico College Fall 2022	View Details View Per Term Steps [Abandon]

Tasks for the term: Fall 2022

You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.

Please select one of the options below:

[request another class](#) [view current status](#) [logout](#)

[\[history\]](#) [\[notifications\]](#)

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.

Student Guide - Course Registration

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.

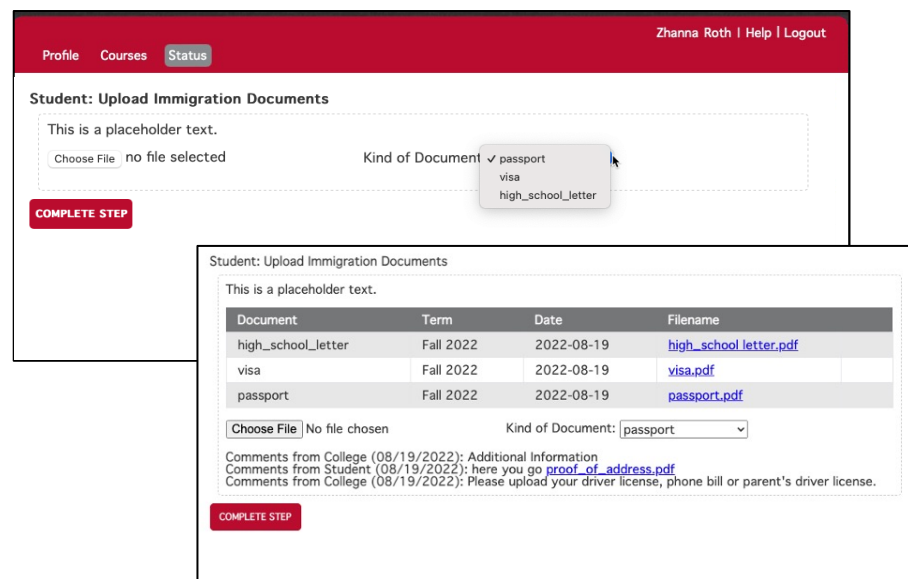
Student: Respond to Question

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



Profile Courses **Status** Zhanna Roth | Help | Logout

Student: Upload Immigration Documents

This is a placeholder text.

Choose File no file selected Kind of Document: ✓ passport
visa
high_school_letter

COMPLETE STEP

Student: Upload Immigration Documents

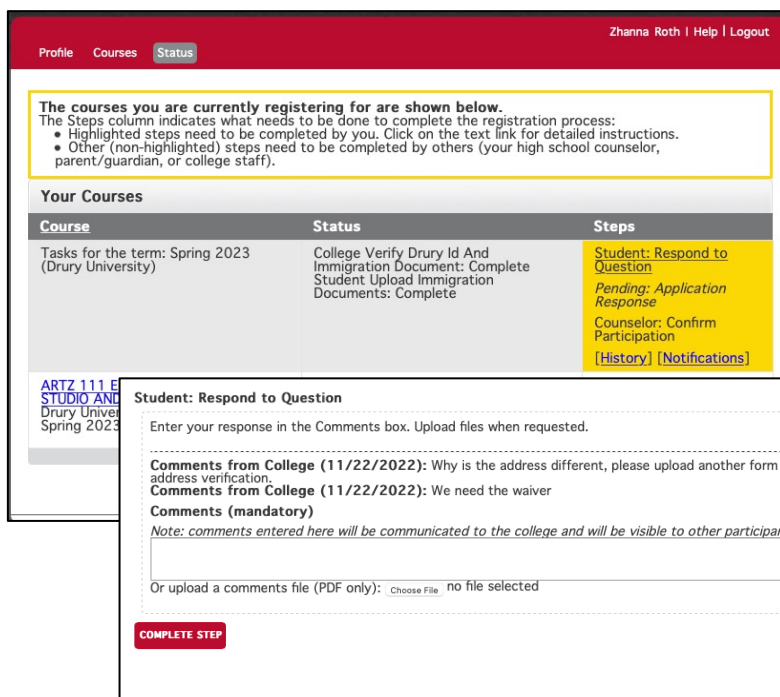
This is a placeholder text.

Document	Term	Date	Filename
high_school_letter	Fall 2022	2022-08-19	high_school letter.pdf
visa	Fall 2022	2022-08-19	visa.pdf
passport	Fall 2022	2022-08-19	passport.pdf

Choose File No file chosen Kind of Document: passport

Comments from College (08/19/2022): Additional Information
Comments from Student (08/19/2022): here you go [proof of address.pdf](#)
Comments from College (08/19/2022): Please upload your driver license, phone bill or parent's driver license.

COMPLETE STEP



Profile Courses **Status** Zhanna Roth | Help | Logout

The courses you are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration process:
• Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
• Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

Your Courses

Course	Status	Steps
Tasks for the term: Spring 2023 (Drury University)	College Verify Drury Id And Immigration Document: Complete Student Upload Immigration Documents: Complete	Student: Respond to Question Pending: Application Response Counselor: Confirm Participation [History] [Notifications]

Student: Respond to Question

Enter your response in the Comments box. Upload files when requested.

Comments from College (11/22/2022): Why is the address different, please upload another form of address verification.
Comments from College (11/22/2022): We need the waiver
Comments (mandatory)
Note: comments entered here will be communicated to the college and will be visible to other participants.

Or upload a comments file (PDF only): Choose File no file selected

COMPLETE STEP

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 of 3.0 (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 credit 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:

CVV2:

Billing Address:

Billing City:





Billing State:

Billing Zip/Postal Code:

Billing Country:

Billing Phone:

Description:

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**.