Drury Online Registration/Class Enrollment
Student Directions

New Student
- ➔ Direct students to go to drury.edu
- ➔ **CLICK:** "Hamburger"/"menu bar" at the top right corner
- ➔ **CLICK:** "Evening & Online"
- ➔ Drop Down menu
  - ◆ **CLICK:** "Dual Credit"
- ➔ On the right-hand side of the page, you will see a red box with a red hyperlink to the "Dual Credit Application Form"
  - ◆ **CLICK:** "Dual Credit Application Form"

Here is the link for your convenience if you want to provide a hyperlink on your counseling webpage:
https://my.drury.edu/ICS/Dual_Credit/Dual_Credit_Application/Dual_Credit_Application.jnz

- ➔ **Instruct students to read "Requirements for high school students" - Students need to decide for themselves whether they should take the course or not.**
  - ◆ A **Letter of Recommendation** is still required for freshman or for students who do not meet GPA requirements and are still good candidates for DC.
    - ● The form is located on the Drury Dual Credit page - red box on right-hand side of page - "2020-21 Letter of Recommendation Form".
- ➔ **CLICK: "Next"**

Student Demographic Information - Please instruct students to type their information in Case Sensitive format: (**F**irst **L**ast) on ALL required fields
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
- ➔ **Click: "Next"**
9. **City high school is in?***
10. **What is the name of your high school?***
11. **Graduation Year***
12. **Current GPA***

13. **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"***

Once students complete this section, there will be a 1-3 business day processing period. I would instruct students to check their emails daily for an email from:
> **TECHNOLOGY SERVICES**
> **Students will receive TWO emails:**
> 1. **one with their username**
> 2. **one with a temporary password**

Students will use the link in the email to go to https://my.drury.edu
- They will click on the LOGIN tab in the top right corner and use their **username and temporary password**.
1. Once students go to this link, this will prompt the student to use their TEMPORARY PASSWORD to create a NEW PASSWORD
   a. Students will type their temporary password in 1X
   b. Students are required to type their NEW password in 2X
2. Students will choose three challenge questions - I would encourage them to write them down somewhere and type answers in Case Sensitive format and record these somewhere, as well. (You'd be surprised at how many students forget the questions and answers they chose.)
➔ **CLICK: "Continue"**

FERPA Form Directions
ALL students are required to fill out a FERPA Form if they want to take a Dual Credit class.
- 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.
1. Go to: mydrury.edu
2. Login (top-right corner)
➔ **CLICK:** "Student" in the red bar at the top of the page
3. On the left-hand side,
➔ **CLICK: "INFORMATION RELEASE"** (FERPA)
4. Define New Permissions - Follow Directions
5. Scroll to the bottom and
➔ **CLICK: "NEXT PAGE"**
6. 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*
7. Numbers 13, 14, and 15 - it is STRONGLY recommended that 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.
➔ **CLICK: "NEXT PAGE"**
8. Submit Permission Forms

Registration Directions
1. Students: Go to MyDrury.edu
➔ **CLICK: "Student"** in the red bar at the top of the page
2. On left-hand side
➔ **CLICK: "My Registration"**
3. Scroll all the way to the bottom of the page
➔ **CLICK: "Course Search"** (magnifying glass)

➔ At the top of the next page, please change the **Term: Acad Yr 2020-2021 Fall Term - FALL FULL TERM**
   a. Students will need to ignore all the options after the correct term appears and scroll until they see a drop down titled, "Campus"
   CLICK: "Campus"
   b. Choose: **"DUAL CREDIT"**
➔ **CLICK: "Search"**
   c. List of Courses in ABC order – can toggle through them at the bottom of the list
   d. Students check the box to the left of each course they need to register for

Existing Students (Students who have taken a DC course before with Drury.)

1. Existing students will log into their My.Drury.edu account (same username and password) and follow the Registration steps listed above.