



**2021-2022
Dual Credit
Online Application, FERPA, 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 may start at STEP #3.
If you already filled out the Information Release (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 (three horizontal lines)
3. **CLICK:** “Evening & Online” or “Undergraduate”
4. In the Drop-Down menu
 - a. **FIND & CLICK:** “Dual Credit”
5. You are on now at Drury’s Dual Credit page.
6. Locate the RED rectangle in the middle of the page “**APPLY FOR DUAL CREDIT COURSES**”
7. This link takes you to the Dual Credit Application

PLEASE READ:

1. “**Requirements for high school students**”
2. Is a **Letter of Recommendation** required? If so, the student needs to see their counselor.
3. **CLICK:** “Next”

APPLICATION: Student Demographic Information

Students FILL THE APPLICATION OUT 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*** - Counselors: please make sure student know before filling out the application they will need their SSN
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, school emails are not advised
9. **Click:** “Next”
10. **City high school is located?*** (Homeschool students please select “Springfield” even if you do not live in Springfield)
11. **Choose your high school?*** (Homeschool students – you should see the “homeschool” option for the 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

Within 3-5 business days, Drury's Technology Services will send students TWO emails containing MyDrury Login Credentials: one with a username and 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 the **username (never changes) and temporary password Drury sent you** and login
3. Once logged in, **click on the HOME tab** (under MyDrury in the red bar)
4. **Click on "Password Management"** and change the temporary password given to you by IT to a permanent password of your choice.
5. **Your new password must be at least 8 characters long and contain:**
 - One lowercase letter
 - One uppercase letter
 - One number
 - One special characterPlease do not use part of your name or username when creating your new password.
6. Students are required to type their NEW password in 2X
7. **CHALLENGE QUESTIONS & ANSWERS:** Students choose three challenge questions
Students: write this information down somewhere and type answers in Case Sensitive format
8. **CLICK: "Continue"**

➤ STEP #3 – FERPA FORM – ONLY FOR NEW DUAL CREDIT STUDENTS

FERPA Form Directions

ALL NEW students are required to fill out a FERPA Form if they want to take a DC class. **Once you fill this out once, you do not have to do this again.**

- Regardless if a student is living at home or not or 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) 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, this is NOT the student's information
 - a. FIRST NAME*
 - b. LAST NAME*
 - c. PARENT/GUARDIAN EMAIL*
8. Numbers 13, 14, and 15 - it is **required** that DC students give parent/guardian permission to all three statements. IF permission is not given, We CANNOT give information to parents/guardians if they contact Drury University needing academic, financial, or personal information about their student.
9. **CLICK:** "**NEXT PAGE**"
10. "Submit Permission Forms"

STUDENTS: Once you complete Step #3, please proceed to Step #4 and register for your course/s.

Parents/Guardians will receive two emails from Drury's Technology Services with a username and password (just like the student) to log into MyDrury and grant the student permission to take dual credit classes.

Parents/Guardians: this step occurs **AFTER your student registers for DC course/s**. Students should proceed to STEP #4 and register for courses while the parent/guardian is waiting to receive their login information.

➤ STEP #4 – REGISTERING 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) **DO NOT CHOOSE ADD/DROP COURSES**
4. At the top of the next page, change term to:
Acad Yr 2021-2022 FALL Term - FALL FULL TERM (note: this will change with every term – summer, fall, spring)
5. **Next: 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); 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 (use your username and password) and follow the directions in STEP #4.
2. Parents/guardians **MUST** log into their MyDrury account and give permission EVERY semester their student registers for a dual credit course.

Important information:

Once a student fills out the Online Application for Drury Dual Credit and has received their emails with a username and password, they now have access to the following:

- MyDrury account
- Email account
 - The student’s Drury email is: username@drury.edu (example: enation@drury.edu)
- Moodle account
 - Any student taking a dual credit course **ONLINE will access their ONLINE course in Moodle.**
 1. Log into MyDrury with your username and password
 2. Click on Moodle in the top right corner.
 3. Use your username and password again to gain entrance into Moodle.
 4. Find your course/courses on the left-hand side of the page.