



**2022-2023
Dual Credit Program
Dual Credit Application and Registration**

Welcome to Drury University's Dual Credit Program! I am grateful you are taking advantage of earning college credit through Drury University while attending high school. If you need any assistance along the way, please do not hesitate to reach with questions and concerns.

Warmest regards,

Beth Nation, MSC
Drury University Dual Credit Coordinator
900 N Benton Ave / Burnham Hall 322
Springfield, MO 65802
417.873.7676
enation@drury.edu

New for the 2022-2023 Academic Year:

Part of the DC process is for all students to establish a multi-factor or 2-step authentication. This is a requirement by the entire Drury University community and directions and steps are listed below.

Any technology related questions during this process may be addressed to Drury's Help Desk. Link below.

<https://www.drury.edu/tech-services/login-email-help-request-form/>

APPLICATION Directions:

ALL NEW Drury DC (Dual Credit) students will need to follow the directions and fill out the DC application.

- The entire application and registration process involves the following steps:
 1. Completion of the DC application.
 2. Setting up a 2-step authentication.
 3. Filling out the Information Release (FERPA).
 4. Registering/Enrolling for a course/s.
 5. Payment.

Current DC students: (students who have taken DC courses through Drury before) **ARE NOT** required to fill out the DC application but all students are **REQUIRED** to set-up the 2-step authentication.

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New students: go to the DUAL CREDIT webpage:
<https://www.drury.edu/go/dual-credit-program/>



[Drury University's Dual Credit Program](#)

Drury University's Dual Credit program allows high school students to take classes during regular school hours or online. Call (417) 873-7676.

www.drury.edu

Then click:

The **RED Start HERE button** takes students to the DC app. ALL first-time students must fill out the DC application.



When filling out the DC application, please do the following:

- Use capital letters appropriately for ALL proper nouns.
- Look closely at the example for entering: SSN, DOB, and phone number.
- **Students SHOULD NEVER fill out the DC application twice** and make up an SSN in an attempt for Drury's system to accept the second application.
 - This is fraudulent and could potentially be someone else's SSN.
 - This also causes multiple departments at Drury to clean up the error.
- If a NEW student has not received their Username and Password and it has been 5 business days, please submit a Help Desk Ticket. See Below.
- Parents and Guardians are encouraged to allow their student to fill out the DC application.

Students must have:

1. Their SSN. Enter as shown.
 - a. Foreign Exchange students must enter all 9's if they don't have an SSN.
2. A Personal Email Address (NOT their parent's/guardian's email) and please avoid using a HS email address, as many are blocked by the school district's firewall.
3. Ability to check their personal email's junk/spam folders for their Username and link to reset password.
 - a. Most students will have to do this on their phone while at school.
4. Patience...students must have patience and grace.

Drury Username and Password:

- Once the DC application is complete and has been submitted, students should be checking their personal email for the next 3-5 business days for communication from OneLogin.
- **OneLogin** will send each NEW student their DRURY USERNAME/EMAIL and a link to "reset" their password. An example of the email they will receive is on the next page.

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From: [OneLogin](#)
To: [Val Serafimov](#)
Subject: Drury University - One Login Account Notification
Date: Monday, August 29, 2022 12:57:01 PM

Hello **test mctester**,

You have been invited to join Drury University's Single Sign-On Portal

Your Username is: test111@drury.edu

Please reset your password by going to the following URL:

[Reset Password](#)

If the link does not open please copy and paste the following URL in your browser:

https://drury.onelogin.com/login2#action=password_reset

The Single Sign-On Portal address is <https://drury.onelogin.com>

Please allow a few hours for all applications to be accessible.

Thank you,
Technology Services
Drury University

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2-Step Authentication Information/Directions:

- Once NEW DC students receive their Drury Username and reset their password using the steps in the email above, the next step is to set up a **2-step authentication** to get into MyDrury.
1. Go to <https://drury.onelogin.com>
 2. Enter Drury email and password (this is your druryusername@drury.edu).



Please Login with your Drury email or Username:

Remember me

Continue

[Instructions](#) | [Forgot Password](#) | [Help](#)

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3. Set up Multi-Factor authentication (MFA)



Multi-factor authentication (MFA) is a secure authentication method that requires users to prove their identity by supplying two or more pieces of evidence (or factors) when they log in. One factor is something the user knows, such as their username and password. Other factors include something the user has, such as an authenticator app or security key.



[Begin Setup](#)

4. Select your preferred form of MFA. It is **highly** recommended to choose the OneLogin Protect App as the student's school may have protections/firewalls from alternate email accounts.



Select Authentication Factor

	OneLogin Protect App	+
	Alternate Email	+
	Authenticator	+

5. Choose OneLogin Protect App. Scan the QR code with your phone (be sure to use the student's phone for this, not a parent/guardian's phone). Skip the extension installation for now (you can install later).



 OneLogin Protect App

iPhone & Android

- 1 Open OneLogin Protect
- 2 Scan below QR Code



[Can't scan the code?](#)

[Change Authentication Factor](#)

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6. Download the OneLogin Protect App from your phone's app store.



OneLogin Protect App

- 1 Download and install OneLogin Protect on your device



- 2 When the app is installed, come back to this screen and click **Activate**



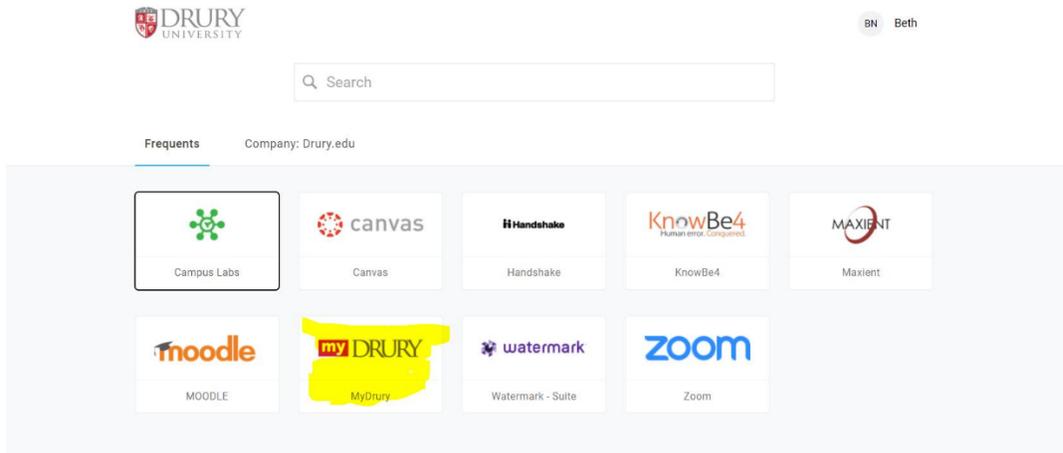
[Change Authentication Factor](#)

7. When the app is installed, click "**Activate**" on the previous screen from step 6. Select "**Accept**" on the OneLogin Protect App. Every time you login to MyDrury, Canvas, or your Drury email you will be prompted to click accept on the OneLogin Protect App.



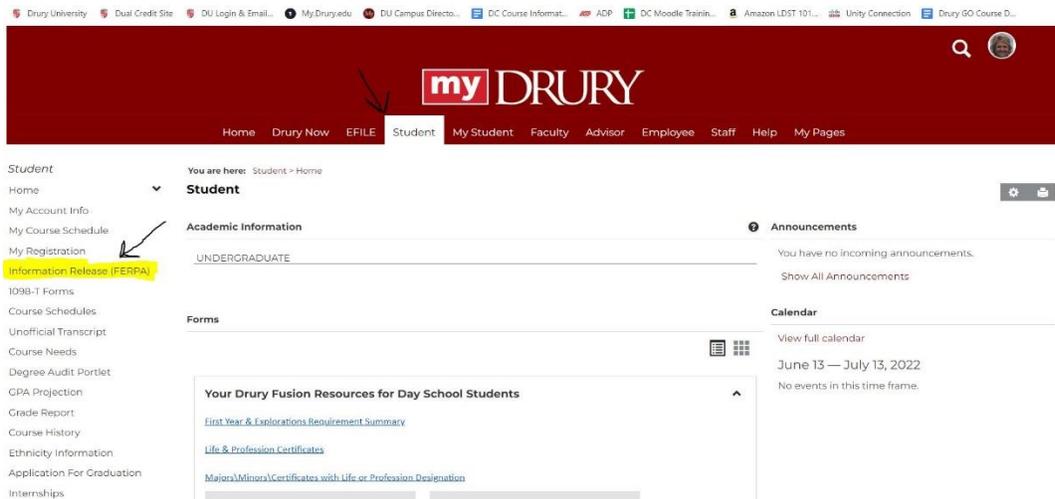
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- Students may see the Option Screen below at various times that can take them to various landing pages within Drury and My Drury.
 - If the student is trying to get into MyDrury, simply click on MyDrury.
 - If the student is trying to get to Canvas, click on Canvas.



INFORMATION RELEASE (FERPA) Directions:

1. Student: Log into MyDrury
2. Click on STUDENT at the top of the page.
3. To the left, click Information Release (FERPA)



4. Once you click on Information Release, and you land on the next page, **CLICK: Define New Permissions**
 - a. Definition: FERPA is a dual credit student giving permission for Drury University to talk to parents/guardians concerning a student’s academic, financial, and personal items of interest if needed. Because a dual credit student is still in high school, the FERPA is a Drury University requirement.

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Drury University Dual Credit Site DU Login & Email MyDruryedu DU Campus Directo DC Course Informat ADP DC Moodle Trainin Amazon LDST 101 Unity Connection Drury CO Course D

Student

You are here: Student > Information Release (FERPA) > Student Consent for Information Release

Information Release (FERPA)

Student Consent for Information Release

Student Consent for Information Release (FERPA)

Jump to page (Introduction)

Introduction

DIRECTORY INFORMATION

This is information the university is allowed to release without student consent. Directory information is defined as information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Regulations specify that directory information could include, but is not limited to: student name, address, phone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, and other similar information.

Having the directory information available enables the university to assist students in many ways. The public relations office receives requests and makes available to the news media information about student's activities such as academic accomplishments (i.e., *Dean's List, awards, recognitions and honors*) as well as organizational/club involvement. The Offices of Financial Aid and Office of Institutional Advancement are frequently asked to provide information to donors of scholarships that you have received or which you might receive. They may also seek scholarship donations on behalf of Drury University students utilizing the same type of information.

If you do not wish to have directory information disclosed, please [click here](#) to alert the Registrar's office.



Quick Links

My Pages

Email

5. Student: **Please fill out the following numbers ONLY about your PARENT/GUARDIAN.** DO NOT USE YOUR PERSONAL information.
 - a. # 1 – Parent/Guardian FIRST NAME
 - b. #3 – Parent/Guardian LAST NAME
 - c. #6 – Parent/Guardian EMAIL ADDRESS
 - d. #7 – Parent/Guardian RELATION TO YOU
 - e. Answer YES to questions: #13, #14, #15
6. Click: NEXT PAGE
7. Review the information provided about parent/guardian
8. You can choose to submit a FERPA for one parent/guardian or both – ONLY 1 parent/guardian is required
9. Click SUBMIT FERPA if ALL information is correct

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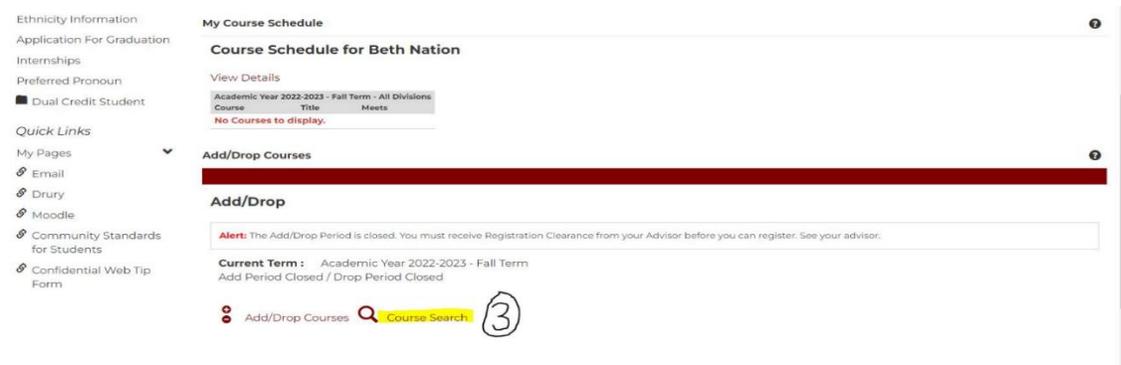
REGISTRATION DIRECTIONS:

Once a student is successfully logged into MyDrury, they're ready to REGISTER/ENROLL for their DC course/s.

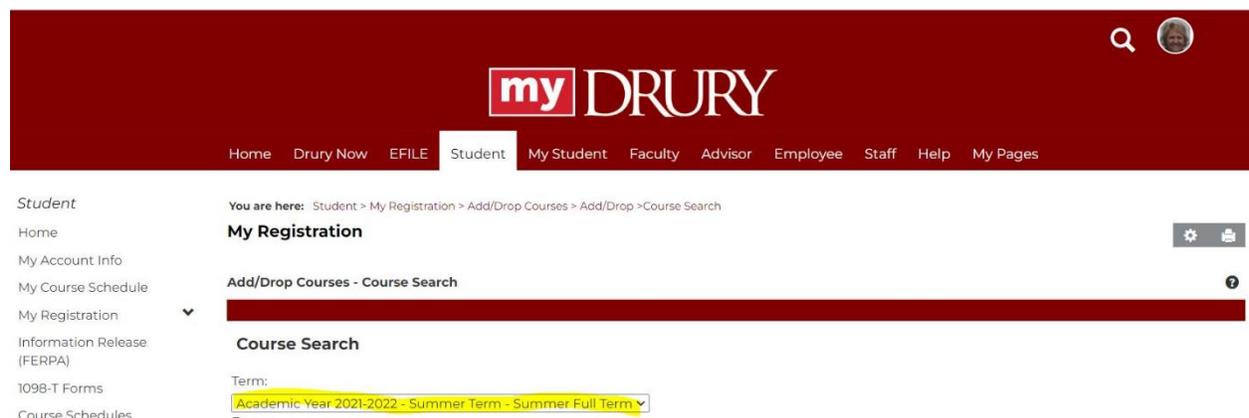
1. Student clicks on STUDENT at the top of the page (located in the red bar).
2. Student clicks: My Registration in the column to the left.



3. Student scrolls to the bottom of the page and selects: COURSE SEARCH (magnifying glass)

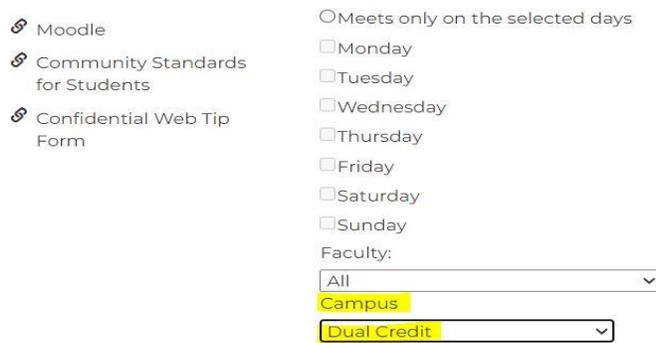


4. At the top of the next page, change the TERM field (first pull-down box) to the TERM you are needing to register:
 - a. Acad Yr 2021-2022 Summer Term - Summer Full Term OR
 - b. Acad Yr 2022-2023 Fall Term - Fall Full Term





1. Next, scroll down to below the days of the week and click on the CAMPUS field, select DUAL CREDIT.



2. Next, click SEARCH



CONTINUED Next Page

Selecting the course/s:

- Students should see all the DC courses listed alphabetically.
- Scroll to the bottom of the page and use the alpha range or click through each page individually to select the COURSE you are looking to take (Ex: College Algebra = MATH 0109; Public Speaking = COMM 211)
- The course available to the student and / or high school will have a small box to the left. To successfully register / enroll in a course, the student MUST click inside the small box.

Add/Drop Courses - Results

Search Results

Search Again

Term: Academic Year 2021-2022 - Summer Term - Summer Full Term

Division: Undergraduate

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		BIOL 0100 S MAIN DC 1OL	PRINCIPLES OF BIOLOGY	Dryden, Courtney A	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
<input type="checkbox"/>		BIOL 0130 S MAIN DC 1OL	INTRODUCTION TO BIO-MEDICAL SCIENCE	Peterson, Diane M	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
<input type="checkbox"/>		BIOL 0245 S MAIN DC 1OL	INTRODUCTION TO HUMAN NUTRITION	Peterson, Diane M	49/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
<input type="checkbox"/>		BIOL 0250 S MAIN DC 1OL	FOUNDATIONS OF MEDICAL TERMINOLOGY	Peterson, Keith Alan	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
		COMM 0211 S MAIN DC 1OL	PRESENTATIONAL SPEAKING	Nelson, Diana Kaye	49/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
		COMM 0211 S MAIN DC 2OL	PRESENTATIONAL SPEAKING	Rowe, Nancy E	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
<input checked="" type="checkbox"/>		COMM 0211 S MAIN DC 3OL	PRESENTATIONAL SPEAKING	Tobin, Kathy S	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022

3. LAST, click Add courses at the bottom of the page.

<input checked="" type="checkbox"/>		ENGL 0266 S MAIN DC 1OL	CREATIVE WRITING I - FICTION	McCully-Mobley, Kim	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022
<input type="checkbox"/>		GSTU 0210 S MAIN DC 1OL	DESKTOP APPLICATIONS	Sanders, Karalin Amber	50/50	Open	Online Course; Dual Credit	3.00	6/6/2022	8/5/2022

Add Courses

BI - GS | HI - PS | PS - SO Next page -->

The student has successfully added the course/s for the term and should have a confirmation of registration at the top of the next page.

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Payment Information:

- Dual Credit Billing is handled like any other purchase.
- At the time of registration/enrollment, the process of billing has started.

Please read carefully:

- If the DC family can make immediate payment after registration is completed, this option is best. Directions below.
- If payment cannot be made immediately, the family will receive a statement from the Drury Business Office each billing cycle until payment has been made.
- Statements are mailed from the Drury Business Office in 30-day cycles.
 - Depending on when the DC student registers, the statement is mailed in the next billing cycle.
 - Families have 30 days to make payment before a \$50 late fee is applied.
- College courses are billed by Credit Hour (CH).
- There are no additional fees for DC courses.
 - Please ignore any housing or student fees – YOU ARE ONLY PAYING FOR DUAL CREDIT!

Cost of Dual Credit:

- ONLINE courses are \$90/CH (credit hour)
 - Most ONLINE courses are 3 CH, except for some math and science courses
 - 3 CH X \$90/CH = \$270 (sometimes: 4 CH X \$90 = \$360)
 - Marching Band and Choir are 1 CH
- SEATED courses are \$70/CH (credit hour)
 - Most SEATED courses are 3 CH, except for some math and science courses
 - 3 CH X \$70/CH = \$210 (sometimes: 4 CH X \$70 = \$280)
- SOME MATH COURSES utilize an online textbook, and the cost of the course has been discounted since the family purchases the online textbook out of pocket.
 - Ex: MATH 109 – College Algebra = \$190 (\$270 - \$80 = \$190)

To Make a Payment:

1. Family: Click the Link
 - a. https://my.drury.edu/ICS/Online_Payments.jnz
2. Click on the RED Hyperlink: Drury University Online Payments



3. Enter STUDENT'S DRURY ID and Last Name
 - a. Payment cannot be made under anyone else's Drury ID.
 - i. The student's Drury ID is listed on the statement (if you have it).
 - ii. The student's Drury ID can be found when the student is logged into MyDrury.
 1. Student logs into MyDrury, clicks on the silhouette image in the top right corner
 2. Click on "My Profile and Settings"
 3. Drury ID is listed on student's profile page

4. Click: "Payment to Account"
5. Enter amount to be paid (refer to DC cost above)
6. Select the Year (please take note of year)
7. Select the Term (Summer, Fall, Spring)
8. Click: Add to payment
9. Next page: Click Red CONTINUE oval
10. Select Payment Method:
 - a. Credit Card
 - b. Bank (requires bank account and routing number)
 - c. 529 Savings Plan
11. Click Red Continue oval
12. Proceed through steps
13. Statement can be viewed in student's MyDrury account
 - a. Student
 - b. My Account Info
 - c. Generate / View Statement

Helpful videos:

These videos can be found at the bottom of the MyDrury webpage.

Setting up "authentication" method:

<https://www.youtube.com/watch?v=ugyISjAUlro>

Resetting a password:

https://www.youtube.com/watch?v=DvrbiUB_09c

Any technology related questions may be addressed to Drury's Help Desk by clicking on the link below.

<https://www.drury.edu/tech-services/login-email-help-request-form/>