



Dual Credit

The purpose of offering dual credit to college-bound teens is to **deliver high-quality introductory college courses to high-performing high school students**. Drury University's Dual Credit opportunities allow high school students to take classes either during regular high school hours or online with other high school students and **earn both high school and university credit at a greatly reduced rate**.

WHAT ARE THE ADVANTAGES?

- Students enrolled in Drury Dual credit will receive a student ID number allowing them access to resources through Drury's Olin Library and the ability to view their Drury college transcript.
- The dual credit instructor has been approved to teach as an adjunct instructor for Drury University and must have a master's degree in the subject area or a master's degree and at least 18 hours in the subject area.
- Dual credit allows students to earn credit hours that are generally transferable to other accredited two-year colleges and four-year universities.

STUDENT ELIGIBILITY

- 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.
- **Juniors or Seniors** who have between a 2.5 – 2.99 GPA (4.0 scale) must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian. Letter of recommendation is attached in this packet.
- **Sophomores** must have at least a 3.0 GPA (4.0 scale) must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian.
- **Freshmen** must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and must have a signed letter of recommendation from the student's counselor, the principal, an instructor from the department, and the student's parent/guardian.

ENROLLMENT PROCESS – ONLINE COURSES

ONLINE Enrollment Form DUE DATE: Friday, November 15, 2019

Online courses:

- **The cost for ONLINE courses is \$90/credit hour = \$270.00.**
 - **There are 3 exceptions to this cost: College Algebra, Trigonometry, and Statistics. Students have to purchase an online book for these courses, so the price for these courses is \$200.00**
- Students will complete the online enrollment form. Forms can be obtained in the following ways:
 - given to students by their high school counselor or designated person
 - printed from the Drury website
- Students must complete **all** information on the enrollment form **printed legibly in black ink.**
 - The information students provide is establishing their university transcript.
- **BE SURE THE ADDRESS LISTED ON THE ENROLLMENT FORM IS THE ADDRESS WHERE MAIL IS SENT.**
- The student's **legal** name is required since this class will become a part of the official college transcript.
- The student's Social Security Number (SSN) is required.
 - Providing the student's correct SSN is required by law so that it may be included on IRS information returns filed by the institution. Without a correct SSN, the IRS will not be able to use the Form 1098-T filed by Drury University to confirm eligibility for certain education tax benefits.
- Students 18 years of age must still have the parent signature on the enrollment form.
- Students will be instructed by the school's dual credit contact where they should return their form.
- The **FERPA form** must be filled out and **signed by the student.**
 - If a FERPA form was turned in **for FALL 2019**, there is no need to turn one in for spring 2020.

ENROLLMENT PROCESS – SEATED COURSES AT YOUR HIGH SCHOOL

SEATED Enrollment Form DUE DATE: Friday, January 17, 2020

Seated courses offered at your high school:

- **The cost for SEATED courses is \$70/credit hour = \$210.00.**
- Students will enroll at their high school, in their specific dual credit class.
- Students must complete **all** information on the enrollment form **printed legibly in black ink.**
 - The information students provide is establishing their university transcript.
- **BE SURE THE ADDRESS LISTED ON THE ENROLLMENT FORM IS THE ADDRESS WHERE MAIL IS SENT.**
- The student's **legal** name is required since this class will become a part of the official college transcript.
- The student's Social Security Number (SSN) is required.
 - Providing the student's correct SSN is required by law so that it may be included on IRS information returns filed by the institution. Without a correct SSN, the IRS will not be able to use the Form 1098-T filed by Drury University to confirm eligibility for certain education tax benefits.
- Students 18 years of age must have the parent signature on the enrollment form.
- Students will be instructed by the school's dual credit contact where they should return their form.
- The **FERPA form** must be filled out and **signed by the student.**
 - Once a FERPA form has been filled out **ONE TIME by a student**, there is no need to turn one in again.

ADDING & DROPPING A DUAL CREDIT CLASS (ONLINE/SEATED)

- **Students have until Friday, January 31 to DROP or ADD an ONLINE OR SEATED course after the initial enrollment process. Students will be required to pay for any DC classes dropped after this date.**
- If a class is dropped after JANUARY 31 or at any time during the semester, the student will be billed for the entire amount of the class.
- Dropping the dual credit portion of a class does not mean the student has to drop the high school class. The student needs to visit with their high school counselor.
- When dropping a dual credit class, the student must sign the Drop Form, as well as their parents and their high school counselor.
- Students are **not** allowed to enroll in a dual credit course **after** the semester is over.

PAYMENT

**PAYMENT FOR SPRING DUAL CREDIT CLASSES (online & seated)
IS DUE on or before: Friday, March 6, 2020.**

Seated and ONLINE Payment Process

- **There are no refunds on seated, dual credit classes after Friday, January 31, 2020.**
- **Drury's charge per credit hour for SEATED classes offered at the high school is \$70.00/credit hour (\$210.00).**
- **Drury's charge per credit hour for ONLINE courses is \$90/credit hour = \$270.00.**
 - **There are 3 exceptions to this cost: College Algebra, Trigonometry, and Statistics. Students have to purchase an online book for these courses, so the price for these courses is \$200.00**
- Payment must be made to **DRURY UNIVERSITY** (not your high school) in the form of:
 - Personal Check
 - Money Order/Cashier's Check
 - E-Check
 - Credit Card

Payment cannot be made with cash, UNLESS the student or parent/guardian brings it directly to Drury, Burnham 101.

- **After receiving the bill, parents/guardians have the following options to pay:**
 - **To make an online payments (credit card, e-check or payment plan), please use the following link:**
 - <https://www.drury.edu/business-office/payment-plan-information>
 - **Please note: You will need your student’s Drury ID # to make payment. This is located on the bill.**
 - **To pay by mail:**
 - **Send payment (check, cashier’s check or money order only – NO CASH) to:**

Drury University
Business Office – Burnham 100
900 Benton Ave
Springfield, MO 65802
 - Please include the student’s class/es name and Drury ID# on the check, cashier’s check or money order.
- Dual Credit payments are **non-refundable**. Dual credit does not follow the same payment calendar as students attending the Drury campus.

RECEIVING GRADES ON YOUR HIGH SCHOOL AND COLLEGE TRANSCRIPT

- Courses taken through the dual credit program will be graded with a letter grade and recorded on an official Drury University transcript.
- **The grade earned in your dual credit class will be recorded on both your high school and Drury University college transcript.** It is possible that the college attended after graduation from high school will include your dual credit grade in your first semester grade point average.
- It is important that you plan on making an A or B in your dual credit course.

COURSE SYLLABUS Students will receive a course **syllabus** from the Drury instructor at the beginning of the semester. It is important that **students keep** a copy of the syllabus in case the college/university you attend after high school graduation requires this.

ORDERING YOUR OFFICIAL TRANSCRIPT

- To order a transcript go to the website www.studentclearinghouse.org.
- Hover over the orange tab: “Order, Track, Verify”.
- Choose “Order a Transcript”.
- After a student chooses to order a transcript from Drury University, note the instructions above the green “Start” button to begin the order.
- If students do not know their Drury ID#, a student may use their social security number when prompted.
- Students will need to provide a signature at the end of the order. Make sure students have a mouse or mouse pad on the device when placing an order.
- By Federal law, Drury University is required to have the **student’s** signed authorization to release a transcript.
- There is an **\$8.00 fee payable by debit or credit card**. Funds are secured for payment but are not taken from your account until *Drury University* completes the order.
- A student’s transcript order will be processed in 1 – 2 business days.
- **Business Office Hold:** Transcripts will not be released until all fees and tuition due is paid to Drury University. All balances, fees or fines must be paid before the transcript can be sent.