



## Dual Credit Information

The purpose of offering dual credit to college-bound students is to deliver high-quality introductory college courses to 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 University transcript.
- The Drury Dual Credit adjunct instructor has been approved to teach 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.
- Drury Dual Credit allows students to earn credit hours that are generally transferable to other accredited two-year colleges and four-year universities.

### STUDENT ELIGIBILITY

- **Juniors and Seniors** with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- **Juniors and 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.
- **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.

### APPLICATION and REGISTRATION PROCESS

- *Unless a student has taken a dual credit course before*, students must complete the online application and registration to be enrolled in a dual credit course.
- Students should complete the application and registration process for **SEATED dual credit** courses at their high school with help from their high school counselor and teacher. Students will use the following link: <https://www.drury.edu/evening-and-online/dual-credit-program>
- Students should complete the application and registration process for **ONLINE dual credit** courses on their own by going to: <https://www.drury.edu/evening-and-online/dual-credit-program>
- BE SURE THE HOME ADDRESS PROVIDED ON THE APPLICATION IS THE CURRENT ADDRESS WHERE MAIL IS RECEIVED.
- 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.
- ALL Drury Dual Credit students, even those students 18-years-old must complete the Information Release (FERPA) with the parent's/guardian's information.

### RECEIVING STUDENT'S DRURY ID#

- Once the student's application is complete, students are assigned a Drury ID#. This number is important while the student is enrolled with Drury University, when paying a student's bill, and when ordering a Drury University transcript.
- The Drury ID# can be found when the student is logged into MyDrury by clicking on the profile icon in the top right corner.
- The Drury ID# is always located on statements from the Drury Business Office that are mailed to the student's home.

## ADDING/DROPPING and Withdrawing from A DUAL CREDIT CLASS

- Please refer to [Drury's Academic Calendar](#) for important dates. The timeline for ONLINE courses follows the Drury Academic Calendar; the timeline for SEATED courses follows a different calendar that can be found on the Drury Dual Credit webpage. Both timelines are available from the high school counselor and are located on [Drury's Dual Credit webpage](#).
- Students are **not** allowed to enroll in a dual credit course **after** the semester is over. The application and registration process must be completed by the due date to earn credit for a course.
- If a class is dropped after the ADD/DROP date, the student will be billed for the entire amount of the class.
- Even though an ADD or DROP can be done online by the student, the student must fill out the ADD/DROP Form (ask the high school counselor for the form) and receive signatures from the student, a parent/guardian, and the high school counselor. An ADD or DROP will not be recognized without the proper form filled out in its entirety.
- If a student wants to drop a course/s after the drop date, they have until the WITHDRAW date. Students who withdraw from a course/s will receive a "W" on their Drury transcript and still owe the Business Office the total amount for the semester. If any withdraws occur after the withdraw date, the student will receive the grade earned.
- Students must visit with their high school counselor about adding or dropping a course and how it could affect their credits for high school graduation.

## PAYMENT

**Once a student completes the online application and registration process, a bill for your student has been processed.**

- Drury's charge per credit hour for **SEATED courses** offered at the high school is \$70.00/credit hour.
  - *Some seated math courses are 4-credit hours, making the cost of the course \$280.*
- Drury's charge per credit hour for **ONLINE courses** is \$90.00/credit hour, except for some math courses. Please refer to the list of semester courses to determine the cost of all courses.
- Because some math courses use an online textbook through MyMathLab (purchased by the student), the course fee varies.

## Directions for Dual Credit Payment

1. Go to: [my.drury.edu](http://my.drury.edu)
2. Click: "Online payments" (left-hand side of page)
3. Click: "Drury University Online Payments"
4. Enter your student's ID# and last name (ID# will be on top-right corner of bill that you will receive in the mail).
  - a. Do not enter anything into the boxes pertaining to housing deposit and/or new student tuition deposit.
5. Enter the amount you are paying into "Payment to Account".
6. Next, answer questions
  - a. For summer courses, the school year will be the previous academic year.
  - b. For fall and spring courses, the school year will be the current academic year.
7. To pay by mail, please send check to:  
Drury University-Business Office  
900 N Benton Ave  
Springfield, MO 65802  
(Please include your student's ID # on the check's memo)  
There is a fee of 2.75% for credit/debit card payment but no fee for electronic check or payment by mail.

## RECEIVING GRADES ON YOUR HIGH SCHOOL AND COLLEGE TRANSCRIPT

- Courses taken through Drury's 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.
- It is the responsibility of the student and their parents/guardians to check with the institution and inquire whether Drury's Dual Credit will transfer.
- The best site to use to order any dual credit transcript is: [studentclearinghouse.org](http://studentclearinghouse.org) (see below)

## COURSE SYLLABUS

- Students will receive a course syllabus from the Drury adjunct instructor at the beginning of the semester. It is important that students keep a copy of the syllabus in case the college/university attended after high school requires documentation for credit earned.

## ORDERING YOUR OFFICIAL TRANSCRIPT

- To order a transcript go to the website [www.studentclearinghouse.org](http://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.
- 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.

## RELEASE OF YOUR TRANSCRIPT

- **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.

## IMPORTANT INFORMATION FOR STUDENTS:

**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.