



REGISTRATION INSTRUCTIONS IGNITING SCHOLARS DUAL CREDIT PROGRAM: STUDENT/PARENT

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

- 1) All first-time dual credit students must complete an Application for Admission and a Registration form. Students who have taken dual credit courses before should complete the Registration form only.
- 2) **Payment for the total amount of tuition** (\$75.00 per credit hour) should be **paid by Sept 15th, 2019 for Fall semester; Feb 15th, 2020 for Spring Semester. There are three methods of payment:** checks may be mailed to **Lincoln University, ATTN: Office of the Controller, PO Box 29, Jefferson City, MO, 65102-0029;** the University also accepts VISA, MasterCard, American Express, and Discover payments either via Student Planner or by *contacting the Cashier's Office at (573) 681-5085*. If you are paying by check, include the Student's Name and Lincoln ID number on the check.

The cost per course is:

3 Credit Hours - \$225.00

4 Credit Hours - \$300.00

5 Credit Hours - \$375.00

It is the student's responsibility to notify Lincoln University at (573) 681-5206 if their schedule changes and they have dropped a Dual Credit class. Failure to notify Lincoln University of any schedule changes may result in that student receiving a failing grade for that course.

- 3) Student eligibility:
 - Students in the 11th and 12th grades with an overall minimum grade points average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
 - Students in the 11th and 12th grades with an overall grade point average between 2.5 and 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor **and** provide written permission from a parent or legal guardian.
 - Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor **and** provide written permission from a parent or legal guardian.
 - Students in the 9th grade 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 provide a signed letter of recommendation from their principal and guidance counselor **and** provide written permission from a parent or legal guardian.

In addition to the above requirements, all students must meet the prerequisites of the specific course(s) in which they wish to enroll.

Course prerequisites are as follows:

Course	Prerequisite
CHM 101/101L Chemistry I	ACT math sub-score of 22 or above, or a math placement score of 33 or above.
CHM 102/102L Chemistry II	CHM 101.
ENG 101 Composition and Rhetoric I	ACT English sub-score of 18 or above.
ENG 102 Composition and Rhetoric II	A grade of 'C' or higher in ENG 101.

MAT 113 College Algebra	ACT math sub-score of 22 or above, or a math placement score of 33 or above.
MAT 114 Plane Trigonometry	A grade of 'C' or higher in MAT 113, or an ACT math sub-score of 26 or above, or a math placement score of 42 or above.
MAT 117 Elementary Statistics	ACT math sub-score of 22 or above, or a math placement score of 33 or above.
MAT 121 Precalculus Mathematics	ACT math sub-score of 22 or above, or a math placement score of 33 or above.
MAT 123 Calculus I	A grade of 'C' or higher in MAT 113 and MAT 114, or a grade of 'C' or higher in MAT 121, or an ACT math sub-score of 30 or above, or a math placement score of 48 or above.
MAT 203 Calculus II	A grade of 'C' or higher in MAT 123.
PHY 101/101L College Physics I	ACT math sub-score of 22 or above, or a math placement score of 33 or above. MAT 113 or 121 recommended.
PHY 102/102L College Physics II	PHY 101; MAT 114 or 121 recommended.
SPA 105 Spanish I	Enrolled in or completed ENG 101 or equivalent.
SPA 205 Spanish II	Grade of 'C' or better in SPA 105, or a satisfactory score on the placement test.
SPA 230 Introduction to Spanish Composition	A grade of 'C' or better in SPA 205, or placement by examination.

- 4) After you have completed the application and/or registration form(s), please return them to your instructor before the deadline below. Your instructor will forward them to Lincoln University, Division of Educational Innovation and Extended Studies.
- 5) Grades: Grades will be available after the date listed below ONLY through the Student Planner portal. **Students will not receive Lincoln University grades in the mail.** Instructions for accessing Student Planner are found on the Portal Instruction page.
- 6) Transcripts: Starting on December 1st, 2018, **the Lincoln University Transcript Request Form will no longer be in use.** Students can request **unofficial** transcripts in person only at the Lincoln University Office of the Registrar in B4 Young Hall. **Official transcripts must be obtained online from National Student Clearinghouse** (<https://studentclearinghouse.org>). The cost for each transcript is \$10, plus an online fee if ordered online. **Official** Transcripts are not available until **two** weeks after grades are posted.

7) Deadlines:	Fall 2019	Spring 2020
Applications and registrations turned into LU	September 1, 2019	January 17, 2020
Last day to drop a course with full refund	September 8, 2019	January 17, 2020
Last day to drop a course with 50% refund	September 15, 2019	February 1, 2020
Last day to drop a course with 25% refund	September 22, 2019	February 15, 2020
Last day to withdraw from the University	September 30, 2019	February 24, 2020
Enter Grades into Student Planner	December 16, 2019	May 11, 2020
Grades Available to Students	December 27, 2019	May 29, 2020

- 8) For more information, contact: Division of Educational Innovation and Extended Studies
Lincoln University
452 Martin Luther King Hall
812 E. Dunklin St.
Jefferson City, MO 65101
Telephone: (573) 681-5206