Steps to apply and register for Drury Dual Credit

1. Go to this webpage:
   https://my.drury.edu/ICS/Dual_Credit/Dual_Credit_Application/Dual_Credit_Application.jnz
2. Fill out the dual credit application – use Student LIST Directions to help you.
   a. It is best for students to use a personal email account in the application instead of their school email account – some district's may have a firewall and the emails with the username and temporary password may never make it to the student
3. Once students fill out and complete the application, there is a processing period of approximately 3-5 business days
   a. Once the application is processed, students should receive their username and temporary password within 3-5 business day.
   b. When the student receives their username and temporary password, they need to go to MyDrury and follow the directions to change their password.
4. Once the application is processed the student's high school counselor should grant clearance.
5. Once the student has changed their password, the student needs to log into MyDrury and select "Student" at the top of the page.
6. Go to "Information Release (FERPA)" on the left and fill out the FERPA Form – use **parent/guardian** information, **not student information**
   a. Once the FERPA Form is processed (1-3 business days), your parent/guardian should receive their username and password via email provided on the FERPA Form
7. After the FERPA Form is complete, click "student" at the top of the page:
   a. On the left, select "**My Registration**" – student registers for the semester's course
   b. Scroll all the way to the bottom and select **"Course Search"** with the magnifying glass next to it – DO NOT select add/drop course
   c. On the next screen, make sure to change the term from SUMMER to **FALL Term**-**FALL FULL TERM** – the registration will not go through if the student not in the correct term.
   d. Next, scroll to bottom and in the campus field, select: **Dual Credit**
   e. Scroll to the bottom of the page to find courses - courses are listed alphabetically
   f. Courses available to the student will have a small box to the left of each course -the student must click the box (do not click the hyperlink of the course to register)
   g. Select "Add Course" when all course/s have been selected
8. Once the student has registered and the parent/guardian has received their username and password, the parent/guardian needs to log into MyDrury and grant their student clearance to take the class/es selected.
9. This should complete the process and the student should be in the course/s of their choice.