



ADMINISTRATORS AND COUNSELORS

June 04, 2018



Talking Points for this Session

Use of Dual Credit Website to access information

Student Requirements

Single Contact/Point at the school

MoU's (Roles & Responsibilities)

Best Practices for communicating with the teachers

Handling of Course Drops

Dual Credit Forms and Documents

Submitting Grades

Transcript Requests

Use of Dual Credit Website to access information

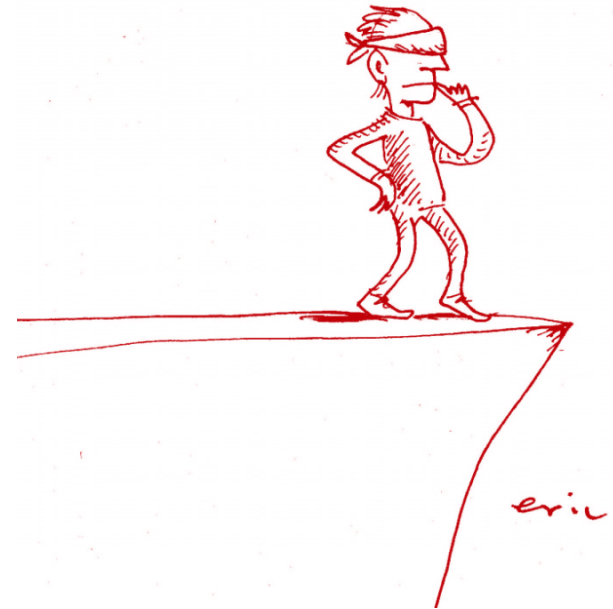
<https://dualcredit.missouristate.edu/>

Current Student Support

- My Missouri State Account Creation
- Dropping a Course
- Transcript Requests

Faculty Support

- Applying to be a Dual Credit Instructor
- Creating My Missouri State Account
- Applying for the Credit Fee Waiver
- Grading Assistance



Single Contact/Point at the School

Site Coordinator

We ask that all districts designate a person as the point of contact for all Communications

- Course Verifications
- Test Scores & Requested Information regarding student enrollments
- Dual Credit Announcements
- Verify course ADDS and DROPS
- Bridge between students, faculty and Dual Credit office
- Emergency Contact for the school





Dual Credit Program Student Requirements

Requirements for admission to the Dual Credit program are designed to ensure the success of students in the program.

For immediate acceptance, students who wish to take dual credit courses through their high school must meet the following criteria:

- **ACT Composite Score of 21** or higher
- Juniors and seniors with cumulative **GPA's of 3.0** or above are automatically eligible for advanced credit courses
- Juniors and seniors with cumulative **GPA's between 2.5-2.99** are also eligible; however, they must provide a signed **letter of recommendation** from their principal and guidance counselor and provide written permission from a parent or legal guardian
- Sophomores with cumulative **GPA's of 3.0** or above are eligible for dual credit courses; however, they must provide a signed **letter of recommendation** from their guidance counselor and provide written permission from a parent or legal guardian
- Freshman who score at or **above the 90th percentile on the ACT or SAT**, have a cumulative **GPA's of 3.0** or above, provide a signed **letter of recommendation** from their principal or **guidance counselor**, and provide written **permission from a parent or legal guardian**, are eligible for Dual Credit

For courses that have specific placement tests or that require specific placement scores (e.g. English or Mathematics), dual credit students must also meet the same requirements as those required by on-campus students.

Dual Credit Program Student Requirements

English requirements:		
ENG 110: <ul style="list-style-type: none"> 18 English ACT subscore / 430 English SAT subscore 	ENG 210: <ul style="list-style-type: none"> Successful completion of ENG 110 	
Math requirements:		
MTH 136: <ul style="list-style-type: none"> 22 Math ACT subscore Pass Math Placement exam given by MSU Math department 	MTH 181: <ul style="list-style-type: none"> 26 Math ACT subscore / 500 Math SAT subscore OR C or better in MTH 135 	MTH 261: <ul style="list-style-type: none"> 29 Math ACT subscore / 640 Math SAT subscore OR C or better in MTH 181

Note: Chemistry ACT score requirement has been removed.





MoU's (Memorandum of Understanding)

A **memorandum of understanding (MOU)** is a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities. An **MOU** is often the first stage in the formation of a formal contract.

Principals: Dual Credit Agreement

- Signed agreement between the High School Principal and Missouri State University
- Outlines terms and conditions of offering dual credit through Missouri State

Teachers: MoU

- List Dual Credit course offerings with the title of the corresponding HS class
- Provide a course Syllabus on a yearly basis
- Exclusivity Clause-courses within a subject matter are only used for credit with MSU
- Provide a valid school email address for correspondence
- Maintain Academic Integrity and Course Expectations
- Roster Verifications/Enrollment Verifications on a quarterly basis
- Communicate student concerns, Drops to Dual Credit Site Coordinator
- Submit Grades on or before deadlines set
- Inform the MSU-DC when they make changes of status for the school or subject they are teaching



Discussion Points

Best Practices for Communicating with Teachers

- Enrollments/Deadlines
- Roster Verifications
- Grades

Course Drops

- Handling & Processing
- Refund schedules

Submitting Grades

- Setting up My Missouri State account
- Submitting dual credit grades to the University in a timely manner

Requesting Transcripts

- Getting information out on how to do this

Questions and Answers



Dual Credit Forms & Documents

Application Form/Enrollment Form

- New Online Process
- Paper form will be available on our website

Drop Course Form

- To be completed by student, counselor, and parent
- Refund Fee Schedule will be applied according to the date the form is received by Dual Credit

Letter of Recommendation Form

- Form to be completed (from email prompt sent by DualEnroll.com) by the instructor of the course

Late Enrollment Appeal Form

- To be completed by student, counselor, and parent
- Submitted to Dual Credit Office for review/decision by committee



Dual Credit Forms & Documents (con't)

Drop Exception Appeal Form

- To be completed by student, counselor, and parent
- Submitted to Dual Credit Office for review by committee

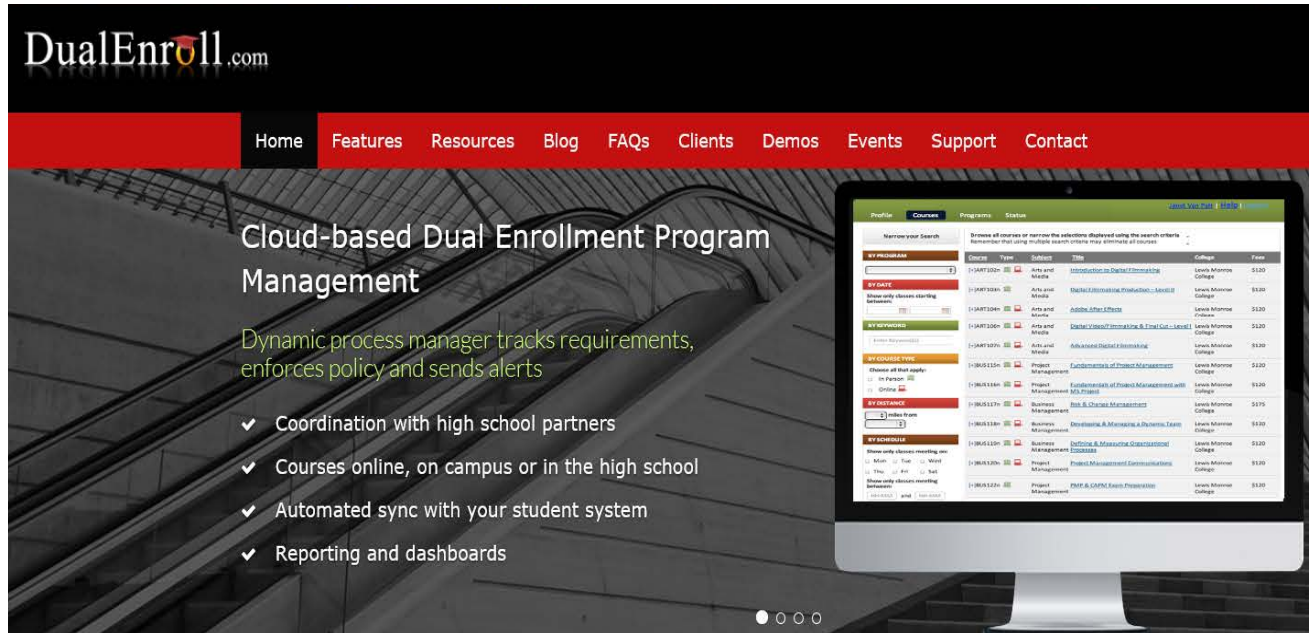
New Course Articulation Form

- Course Articulation Form must be completed by school districts for each proposed new and/or modified Dual Credit Course
 - Due by February 1st for Summer terms
 - April 1st for Fall terms,
 - September 1st for Spring terms

New Instructor Request

- To be completed by teacher requesting to be a dual credit instructor
- Submitted to Dual Credit Office for review by MSU Department Liaison
- Needs to be established prior to the start of the term (more specific deadline will be provided)

The new online enrollment software that will be used for fall enrollment software website DualEnroll.com
View the demo <https://youtu.be/DWNINHUFsmg>



The screenshot shows the DualEnroll.com website. At the top left is the logo. A red navigation bar contains the following links: Home, Features, Resources, Blog, FAQs, Clients, Demos, Events, Support, and Contact. The main content area has a dark background with a grid pattern. On the left, the text reads "Cloud-based Dual Enrollment Program Management" followed by a description: "Dynamic process manager tracks requirements, enforces policy and sends alerts". Below this is a list of four bullet points: "Coordination with high school partners", "Courses online, on campus or in the high school", "Automated sync with your student system", and "Reporting and dashboards". On the right, a computer monitor displays a search interface with a table of course results. The table has columns for Course, Type, Subject, Title, College, and Fee.

Course	Type	Subject	Title	College	Fee
1-10471024	Arts and Media	Introduction to Digital Film/Video	Lewis Missouri College	\$130	
1-10471044	Arts and Media	Digital Cinematography/Production/Lighting	Lewis Missouri College	\$130	
1-10471046	Arts and Media	Audio/Video Editing	Lewis Missouri College	\$130	
1-10471048	Arts and Media	Digital Video/Streaming & Final Cut/Color	Lewis Missouri College	\$130	
1-10471076	Arts and Media	Advanced Digital Storytelling	Lewis Missouri College	\$130	
1-10481234	Project Management	Fundamentals of Project Management	Lewis Missouri College	\$130	
1-10481344	Project Management	Essentials of Project Management with Management Skills Training	Lewis Missouri College	\$130	
1-10481374	Business Management	Risk & Change Management	Lewis Missouri College	\$175	
1-10481384	Business Management	Business & Marketing a Business Team	Lewis Missouri College	\$130	
1-10481320	Business Management	Public & Marketing Organization	Lewis Missouri College	\$130	
1-10481326	Project Management	Project Management Communications	Lewis Missouri College	\$130	
1-10481324	Project Management	PMW & CAPM Basic Principles	Lewis Missouri College	\$130	

CourseMaven was founded in 2009 by a team of software industry veterans with extensive experience in higher education. Our CEO, **Janet Van Pelt**, previously founded Echo360, the leading provider of enterprise lecture capture in higher education now deployed at over 800 colleges and universities worldwide.