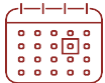


# IMPORTANT INFORMATION FOR MSU DUAL CREDIT

**Fall 2025**

**DUALCREDIT.MISSOURISTATE.EDU**

## 1. IMPORTANT DATES:



- August 18 ..... **Registration OPENS** for **Fall & All-Year** courses
- September 12..... **Registration CLOSES** for **Fall & All-Year** courses at 5pm
- September 17 .....**Parent Consents DUE** by 5pm
- September 24 .....**Class List Verifications DUE**
- October 10    Last Day to Drop a Fall dual credit course with 100% Refund
- November 7    Last Day to Drop a Fall dual credit course with 50% Refund "W"
- November 14    Last Day to Drop an All-Year dual credit course with 100% Refund
- December 1    **Grading Portal Opens for Fall only courses** (closes Dec 15)
- December 4    Last Day to Drop a Fall dual credit course with "W" and avoid a failing grade
- January 30    Last Day to Drop an All-Year dual credit course with 50% Refund "W"
- April 30    Last Day to Drop an All-Year dual credit course with "W" and avoid a failing grade

## 2. REGISTRATION PROCESS



1. **Create or Update the DualEnroll account**, MUST access from [dualcredit.missouristate.edu](https://dualcredit.missouristate.edu)
2. **Select course(s)** for dual credit.
3. **Parent/guardian consent.** *Registration will not be considered complete until the parent/guardian consent is provided.*  
*\*Payment is not required at time of registration, but a payment option must be selected.*
4. Parent/guardian will receive an email with a link to provide consent for each course the student requests
5. Check your spam or junk mail for this message from DualEnroll
4. **Confirmation of registration** is sent to both the parent/guardian and student.

## 3. STUDENT ACCOUNTS



**After registration is complete - Students will be assigned a BearPass Number** (referred as a M#). A student account has been created for each new student. After the student receives a confirmation of being successfully registered, the student will receive an email requesting them to activate the account.

Students will want to activate this account to access their Missouri State student records. Instructions and links are available on the Dual Credit website.

<https://mis.missouristate.edu/University/Account/Activate>

## 4. DUAL CREDIT COURSES



**Gain a head start on your future!**

Dual credit courses remain at \$75 per credit hour and we are continuing to offer the Free and Reduced Lunch Scholarship to qualified students. Please review the [About dual credit](#) document on our web page regarding student eligibility.

**Missouri  
State**

DUAL CREDIT

### CONTACT US

**[DualCredit@MissouriState.edu](mailto:DualCredit@MissouriState.edu)**

office: 417-836-3254  
toll-free: 877-678-2005



### Registration **OPENS** on **AUG 18** to apply for MSU Dual Credit Courses!

Talk to your teacher or counselor about the courses and registration details.

Take advantage of all that MSU offers for dual credit students:

- Save Time and Money
- Over 75% savings on tuition cost
- Scholarships are available to qualified students to cover tuition cost
- Start building a college transcript & GPA
- Start the pathway to your career
- Study support from the Bear CLAW
- Access to the University library materials

Registration portal **CLOSES** on **Sept 12**

### Steps to Register for MSU dual credit

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the **APPLY NOW** button
3. Log in to your existing DualEnroll account or create an account if you do not have one  
*If you've forgotten your login or password, use the "forgot" link on the login screen.  
Your counselor or our office can also assist*
4. Update your profile
5. Click on the Courses tab for the course list.
6. Select your course(s)
7. Click the **REGISTER** button for each course
8. You and your parent/guardian will receive a confirmation via text or email that your course selection has been completed
9. Parent must provide consent for each course

Ready to gain a head start on your future?



**APPLY NOW**

For More Information visit:  
[DualCredit.MissouriState.edu](https://DualCredit.MissouriState.edu)  
Contact Us: 417-836-3254  
[DualCredit@MissouriState.edu](mailto:DualCredit@MissouriState.edu)

# School Site Coordinator Checklist AY26

**DUALCREDIT.MISSOURISTATE.EDU**

Contact Us: 417-836-3254

❖ Use this checklist to assist you as you prepare for registrations and work through the registration process

## Pre-Enrollment for Dual Credit

	Verify the courses offered and the instructors at your school with the dual credit office
	Access the <a href="https://dualenroll.com">DualEnroll.com</a> dashboard (software program used for registrations) and contact us if you have problems or questions
	Provide updates concerning instructor and/or course offerings that may have occurred
	Download the <a href="#">Informational Packets</a> which are available on our website
	Ask about making/updating your <a href="#">school link</a> available on your website
	Support communication to the parents and students regarding registration dates and how to register
	Reach out to the dual credit office with any questions or concerns
	Let us know how we can better serve you, the students, and your school

## Enrollment for Dual Credit

	Support students in registering for dual credit courses early
	Help to communicate registration deadlines and procedures to parents
	Approve Student Participation: *Confirm student GPA & Eligibility for courses *Provide any required scores as needed for Math English, and Physics dual credit *NOTE: FRL Students <u>must apply</u> for the <a href="#">State DC/DE Scholarship</a> to cover their tuition fees
	Support students/parents who are sitting at the "Parent Provide Consent" to complete the step *Consent is Due on or before September 17 by 5pm CST
	When registration is completed, the student will be at the "College Verify Payment" or "Complete" step

## Post-Enrollment for Dual Credit

	Communicate changes in student status to dual credit office
	If a student withdraws from the dual credit portion of a course, send the completed <a href="#">Drop Form</a> to the dual credit office
	*Note the <a href="#">Drop/Refund dates</a> regarding how the drop request will be processed

## Resources for Dual Credit

	<a href="#">Student Registration Guide</a>
	<a href="#">DualEnroll.com Features/Support</a>
	<a href="#">DualEnroll.com Steps Explained</a>
	<a href="#">Participating School pages</a>


**Missouri State**
**Dual Credit**
**Welcome to the Missouri State University Dual Credit program.**

MSU provides a convenient online registration process using DualEnroll.com.

**How to register for your MSU dual credit course(s).**

## First Time Students - Create an Account

**Registrations MUST be started from the MSU dual credit website:**

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the **APPLY NOW** button from the info page
3. Complete the New Student Registration form to create your account (5 steps).

*Provide all information including a login name and password. All fields marked with a red asterisk (\*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.*

*Make sure you click Finish at the bottom of the page. You will immediately receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can select courses for dual credit. If you selected confirm by email, be sure to check your junk or spam folders for this confirmation email.*

**\*\*Only create a new DualEnroll account if you do NOT have an existing account with DualEnroll\*\***

### Login

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

### New Student Registration

Register now — Required fields are marked with a \*

HIGH SCHOOL: \*  
 CREATE LOGIN: \*  
 CREATE PASSWORD: \* at least 6 characters  
 RETYPE PASSWORD: \*  
 FIRST NAME: \*  
 MIDDLE NAME: optional  
 LAST NAME: \*  
 DATE OF BIRTH: \* ex: 1996-07-31  
 Preferred Method of Contact (provide at least one):  
 EMAIL: \*  
 CELL PHONE (text messages): \* ex: 703-555-1212  
☐ I prefer not to provide a cell phone  
☐ I'm not a robot reCAPTCHA Privacy - Terms  
 REGISTER

## The five steps of the pre-registration process:

Profile Courses Status Mila Kunis | Help | Logout

Step 1 Step 2 Step 3 Step 4 Step 5

Now we'll guide you through the enrollment process

Profile Courses Status

Step 1 Step 2 Step 3 Step 4 Step 5

Accept Missouri State University Terms

Profile Courses Status

Step 1 Step 2 Step 3 Step 4 Step 5

FERPA Waiver

Profile Courses Status

Step 1 Step 2 Step 3 Step 4 Step 5

Parent/Guardian Consent

Profile Courses Status

Step 1 Step 2 Step 3 Step 4 Step 5

Guidance approval for credit toward high school graduation

Confirm your high school HILLCREST HIGH SCHOOL

Confirm your guidance counselor

Please select your guidance counselor: [dropdown]

Previous Next Finish

### Step 1: Complete Enrollment Application

All fields with an asterisk are required. Click **Next** when complete.

### Step 2: Accept Missouri State Terms

Click **Next** when complete.

### Step 3: Accept MSU FERPA Waiver

Click **Next** when complete.

### Step 4: Provide Parent/Guardian

**Consent information** Enter email address and/or phone number for parental consent.

### Step 5: Select your Guidance

**Counselor** from the drop down list box.

Click **Finish** when complete.

**When the account is verified, you will be able to select the course(s) for dual credit.**



## Registrations MUST begin from the MSU dual credit website

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the **APPLY NOW** button from the info page
3. Log in to your existing DualEnroll account
  - a. Do NOT create a new account

*If you've forgotten your login or password, use the "forgot" link on the login screen. Your counselor or our office can also assist you*
4. **Update your profile**
5. Click on the Courses tab to review the course list selection.

**Login**

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

REMEMBER ME: ☐

**LOGIN**

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

**Profile Courses Status**

Narrow your Search

**BY TERM**

All Active Terms

**BY KEYWORD**

Enter Keyword(s)

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

Taught at College Campus Taught at High School Online Course

Course	Type	Subject	Title	College
ACC 109			The Accounting Cycle	Missouri State University

## Register for Course(s):

The course finder shows which MSU courses are being offered at your school. Use any of the filtering options on the left to narrow down your search. Click on the course title to see the detailed description and available sections/instructors.

**Profile Courses Status**

**Course Detail: Plant Science**

COURSE NUMBER: AGP 103  
CREDITS: 3.0  
COLLEGE: Missouri State University  
DESCRIPTION: (No description available)

**Available Sections**

Section	Type	Instructor	Location	Time/Days	Options
AK1 201840		Stokes, R.			<b>Register</b>
Q11		Rodekoher, Sherie			<b>Register</b>

When you've made your decision on a course and section, **click the Register button** to select the course for dual credit. You can go back to the **Courses** tab, or click the **select another course** button, and repeat the process if you want to take more than one course.

**Profile Courses Status**

The courses you are currently registered for are listed below. The Steps column indicates what is required to complete your registration.

- Highlighted steps need to be completed
- Other (non-highlighted) steps are complete

**Your Dual Enrollment Courses**

Course	Status	Steps
BUS 135 Introduction to Business	Parent Provide Consent And Payment: Complete	<a href="#">Resend</a> <a href="#">Change contact</a> <a href="#">History</a> <a href="#">Abandon</a>

**No Further Actions Required**

You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time.

Please select one of the options below:

[select another course](#) [view status](#) [logout](#)

## Your part of the registration is done for now.

You may choose to go back to the course finder screen, view your current registration status, or logout. You will receive an email from MSU DualEnroll informing you that your course selection has been completed. Your parent/guardian will receive a notification asking for consent and payment information. Their consent must be provided for you to be enrolled into the course.

## Final Step: Parent/Guardian Consent:

Your parent/guardian will receive a message to Provide Consent for each course (you will receive this notification as well).

Your parent/guardian will complete this step by clicking on the **Complete Parent Consent** link they received. They will select the choice of payment from the options. *Payment is NOT due upon registration, but consent is required.*

**Profile Courses Status**

**Your Dual Enrollment Courses**

Course	Status	Steps
ART 100 2D Design C11[+] Missouri State University 2019 Fall	Parent Provide Consent And Payment: Complete	<a href="#">Student: Complete Parent/Guardian Consent and Payment Form</a> <a href="#">Resend</a> <a href="#">Change contact</a> <a href="#">History</a> <a href="#">Notifications</a> <a href="#">Abandon</a>

## DualEnroll.com Steps Explained

- ❖ This resource is provided to explain the messages in “Steps” to assist you when viewing and completing student registrations.

### 1. Student Completes Application

Student	Student starts application and confirms the DualEnroll account & selects courses
	*notifications sent to both the student and parent/guardian verifying the request for dual credit

### 2. High School: Approve Student Participation

a.	<b>Pending Completion of Per Term Steps</b>
HS	<b>High School: Approve Student Eligibility</b> – first step that must be completed by site coordinator to continue the application
HS	<b>High School Choose Test Scores</b> – only required for MTH, ENG, and PHY courses
	*select either existing scores meet or additional score needed
HS	<b>High School Provide ACT Scores</b> – only if student has placement or ACT subscore to submit (include date taken)
b.	<b>Pending Completion of Per Term Steps</b>
College	<b>Pending: Application Response</b>
	*the student <b>application information</b> is being processed and data is being passed
	*this typically is completed on the subsequent working day

### 3. College Review Student/Course

College	The dual credit office is verifying that the applicant is eligible for the dual credit course
	*Approved applications go forward and the student, parent/guardian are notified
College	*Non-Approved applications are Abandoned/Failed with notification sent to the student and parent
	<b>**Qualifying test scores must be obtained before the end of the registration period</b>

### 4. Parent: Provide Consent & Payment Information

Parent	<b>Consent must be provided</b> to register student into the course for dual credit
	Both parent/guardian and student will receive this notice
	*a nudge to complete this step will be initiated as needed (counselor can see these nudges)
	*parent has the option to select the State DC/DE Scholarship option for payment
Student	<b>If the DE/DC Scholarship payment option is selected as payment:</b>
	*Student/parent must be eligible and submit the State Scholarship application for the course(s)
	*university will verify student has successfully submitted and apply the scholarship to their account
	*university will notify student/parent if the State Scholarship was not successful & request other payment

### 5. Successful Registration Response

Student	The student and parent will receive confirmation of successful course registration
	Student will be registered into the course

### 6. College Verify Alternative Payment

College	The student <b>is registered into the course</b>
	*indicates that a balance remains for the cost of the course
	* both parent/guardian and student will receive verification of successful registration into the course

### 7. Complete

College	The student <b>is registered into the course and the course is paid in full</b>
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## **RE: School Site Coordinator Action**

The following actions will be **required for the dual credit student applications** to move forward.

Please complete these steps to ensure that a student's application is processed in a timely manner.

*Note: If a student did not select a counselor during their registration...*

Select **View all students** to see every student from your school that has a pending application.

1. If a student selected the wrong counselor, you could click on the student's name and update the counselor selection so they will appear on your dashboard.
2. Under the counselor drop down, select All Counselors to see all students from your school

## **Steps for completing a student dual credit registration:**

### **I. High School: Approve Student Participation** *(must be completed for all students)*

- A. Open your DualEnroll dashboard
- B. Click on that step in your actions (action steps will be highlighted in yellow)
- C. If the student meets the course requirements and have the required GPA, click Yes
- D. Complete step
  1. *For most of the applications this will be your only action*

### **II. High School: Choose Test Score Option**

- A. **ONLY** completed for Math, English 110/210, and Physics 123 courses
- B. This score can be recorded for a student who does not meet the other eligibility requirements (Grade and/or GPA) for the course(s).
- C. If a student has an ACT score, please record it
  1. Click on the action step: High School Choose Test Score Option
  2. If the student has an ACT score and it is not showing, please select Additional scores
- D. If the student does NOT have an ACT score
  1. Select existing scores meet college requirements only if:
    - a. the student has a 3.0 or greater GPA
    - b. the student is a junior or senior
  2. Complete Step
- E. If the student has a low GPA or are not prepared to successfully complete the course
  - a. Select the last option: student will not meet...
  - b. This will abandon the student registration for the course
  - c. Complete Step

### **III. State DC/DE Scholarship Payment Option** (selected at parent consent as a payment option)

- A. The State Scholarship must be submitted and approved for this option to be applied
  1. university will verify student's who have applied and qualify for this payment option
  2. the scholarship will be applied to their account
- B. If Declined by the State, the student/parent will be notified to select a different payment option
  1. A notification will be sent to the parent stating they do not qualify for this option and to select a different payment option. Parent consent must be selected for the student to be registered.

Additional information is available on our [website](#) and in the [Partner school resources](#) tab.

Call or email our office if you have questions or request assistance.

**Missouri State Dual Credit**

**417-836-3254**

**DualCredit@MissouriState.edu**

# MAKE YOUR MISSOURI STATEMENT™

## PLAN FOR YOUR FUTURE NOW

### Get a head start with Dual Credit

#### BEGIN WITH MSU DUAL CREDIT COURSES

Taking dual credit courses in high school saves both time and money. Complete the approved high school courses while simultaneously receiving high school and college credit for the same course work. You also save money as the cost of the dual credit course tuition is 75% less than taking the courses while in college. You can take the same courses you would take on campus, but at a fraction of the tuition cost and there are no extra fees such as: textbooks, parking passes, or other student fees.

Dual credit supports you by building a college transcript while you are in high school which helps with scholarships and transfer of credit to your post-secondary institution. Dual credit is an affordable option for starting your bachelor's degree. You can complete your general education requirements while in high school allowing you to finish your bachelor's degree earlier. You may even be able to take dual credit courses that count towards your major dependent upon your selected major and the courses your school offers for dual credit.

**Over 70% of students entering Missouri State have already earned some college credit. Start planning for your future now and take advantage of this opportunity!**

#### BEGIN YOUR COLLEGE JOURNEY FOR FREE!

The Dual Credit/Dual Enrollment Scholarship from the Missouri Department of Higher Education & Workforce Development (MDHEWD) is a great way to begin your college journey for free! There are financial and academic requirements to be eligible for the DC/DE Scholarship. Visit the [MDHEWD website](#) for more information about the DC/DE Scholarship.

*More information and links can also be found on our website.*

**Missouri  
State**

**DUAL CREDIT**

#### COST

**\$75**

The dual credit tuition rate for your courses are only \$75 per credit hour.

#### SAVINGS

**75%**

You'll pay \$227 per credit hour less than the cost for the same course taken on campus.

#### SCHOLARSHIP VALUE

**\$1,000**

You may be awarded the Missouri State Advantage Scholarship as an incoming freshman, if you qualify.


#### AVERAGE PRE-COLLEGE CREDIT

**18+ hours**

Over 70% of first-time freshmen bring in college credit. On average, MSU students bring in 18 pre-college credit hours.



## TIME AND COST SAVINGS

<div>  <div> <b>DUAL CREDIT</b>  <b>compared to the same number of hours taken on campus, you will save...</b> </div> </div>			<b>Missouri State Advantage Scholarship</b> Earn \$1,000 towards your freshman year at MSU. Complete 9 or more Missouri State dual credit hours with a 3.25 or higher GPA. Apply for admission by June 1. No scholarship application required.
If you earn...	you will have completed...		
9 credit hours	2/3 of a semester	\$2,043	+ \$1,000 = \$3,043
15 credit hours	1 semester	\$3,405	+ \$1,000 = \$4,405
21 credit hours	1.5 semesters	\$4,767	+ \$1,000 = \$5,767

**Dual Credit Dual Enrollment Scholarship**  
 Qualified students can receive dual credit and dual enrollment course credit free by submitting this application. Visit the [MDHEWD website](#) for more information about the DC/DE Scholarship.

Costs above are based on average in-state tuition costs. Visit [MissouriState.edu/costs/undergraduate-costs.htm](http://MissouriState.edu/costs/undergraduate-costs.htm) for details.

### THREE MORE REASONS FOR DUAL CREDIT

#### 1. Build a college transcript

Start your college experience with a college GPA to support scholarship opportunities and maintain scholarship eligibility.

#### 2. Individualize your degree path.

Use the extra credit hours or time to pursue additional majors or add minors.

#### 3. Start your career sooner.

Graduate early from your bachelor's program or open time for internships and earn professional experience.

### Are you eligible for Dual Credit at Missouri State?

**Juniors and seniors:** 3.0 GPA or higher. Or, 2.5-2.99 GPA, with a recommendation from the principal or guidance counselor. *Note: All GPA's mentioned above are on a 4.0 scale.*

**Sophomores:** Cumulative GPA of 3.0 or higher, with a recommendation from counselor.

**Freshmen:** A recorded qualifying ACT/SAT score or a cumulative GPA of 3.0 or higher, as well as recommendation from counselor.

*Note: All GPA's mentioned above are on a 4.0 scale.*

**ACT scores and/or placement exams** can be used to qualify for English, Math, and Physics courses. Dual credit students must meet the same requirements/proficiencies as on-campus students. See dual credit student eligibility: [dualcredit.missouristate.edu/dual-credit-student-eligibility](http://dualcredit.missouristate.edu/dual-credit-student-eligibility)

#### Experience Missouri State in person

Plan your visit to campus. Take a campus tour.  
Or, visit us virtually: [MissouriState.edu/Visit](http://MissouriState.edu/Visit)

#### Ready to apply for freshman admission?

There is no fee to apply for admission to Missouri State University. You can apply the summer following your junior year. [Apply.MissouriState.edu](http://Apply.MissouriState.edu)



### Questions? Contact Us

#### Dual Credit

[DualCredit@MissouriState.edu](mailto:DualCredit@MissouriState.edu)  
 417-836-3254 | 877-678-2005 (toll-free)  
[DualCredit@MissouriState.edu](mailto:DualCredit@MissouriState.edu)