IMPORTANT INFORMATION FOR MSU DUAL CREDIT

Spring 2024

DUALCREDIT.MISSOURISTATE.EDU

1. IMPORTANT DATES:

January 4 …….. Registration OPENS for Spring courses
February 9 …….. Registration CLOSES at 5pm CST for Spring courses
February 15 …….. Parent Consents DUE
February 23 ……. Class List Verifications DUE

February 02 Last Day to Drop an All-Year dual credit course with 50% Refund "W", due by 4pm CST
March 08 Last Day to Drop a Spring dual credit course with 100% Refund, due by 4pm CST
April 05 Last Day to Drop a Spring dual credit course with 50% Refund "W", due by 4pm CST
April 29 Grading portal opens for Spring and All-Year courses
May 02 Last Day to Drop an All-Year dual credit course to avoid a failing grade with No Refund, due by 4pm CST
May 02 Last Day to Drop a Spring dual credit course to avoid a failing grade with No Refund, due by 4pm CST

2. REGISTRATION PROCESS

SCAN ME

1. **Create or Update the DualEnroll account**, access from 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.
*Parent/guardian will receive an email with a link to provide consent for each course the student requests
*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 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 $70 per credit hour and we are continuing to offer the Free and Reduced Lunch Scholarship to qualified students. We are waiving the requirement of an ACT score for dual credit courses. Please review the About dual credit document on our web page regarding student eligibility.

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CONTACT US
DualCredit@MissouriState.edu
office: 417-836-3254
toll-free: 877-678-2005

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Apply for Missouri State University Spring 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:

- Earn College Credit while in high school
- Over 70% savings on tuition cost
- Scholarships are available to qualified students to cover tuition cost
- Start the pathway to your future career
- Study support from the Bear CLAW
- Access to the University library
- Start building a college transcript & GPA

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 ONLY 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 you.
4. Update your profile
5. Click on the Courses tab for the course list.
6. Select your course(s)
7. **Click** the **REGISTER** button
8. You and your parent/guardian will receive a confirmation via text or email that your course selection has been completed

Ready to gain a head start on your future?

DUAL CREDIT MSU

SCAN ME

APPLY NOW

For More Information visit:
DualCredit.MissouriState.edu
Contact Us: 417-836-3254
DualCredit@MissouriState.edu

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School Site Coordinator Checklist

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 DualEnroll.com 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 occured
	Download the Informational Packets which are available on our website
	Ask about making your school link 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 parents and students in registering for dual credit courses
	Help to communicate registration deadlines and proceedures
	Approve Student Participation: *Confirm student GPA & Eligibility for courses *Provide test scores as needed for MTH & ENG *Verify FRL qualification for those students who are requesting the scholarship
	Support students/parents who are sitting at the "Parent Provide Consent" to complete the step • After parent consent, high school will approve any FRL requests or the student will be moved to the course registration workflow
	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 form the dual credit portion of a course, send the completed Drop Form to the dual credit office
	*Note the Drop/Refund dates regarding how the drop request will be processed

Resources for Dual Credit	
	Student Registration Guide
	DualEnroll.com Features/Support
	DualEnroll.com Steps Explained
	Participating School pages

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DualEnroll.com

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

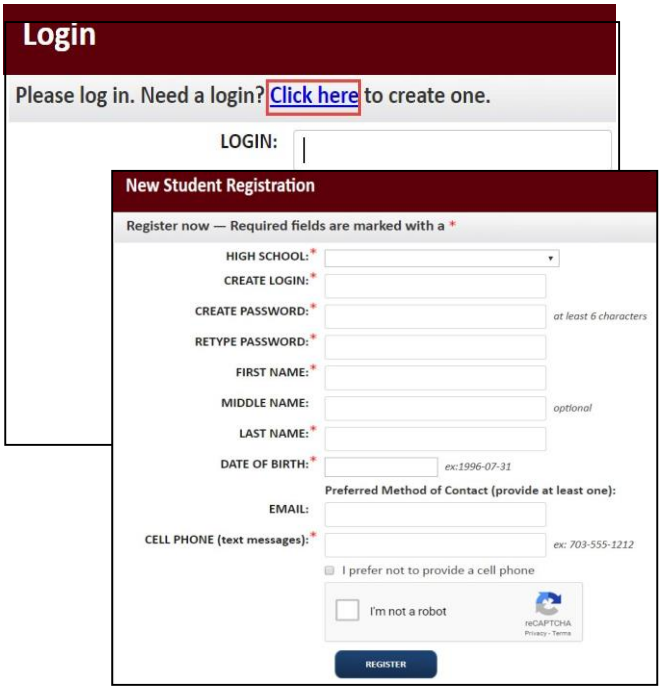
You will register by computer or from your smart phone from our website:

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).

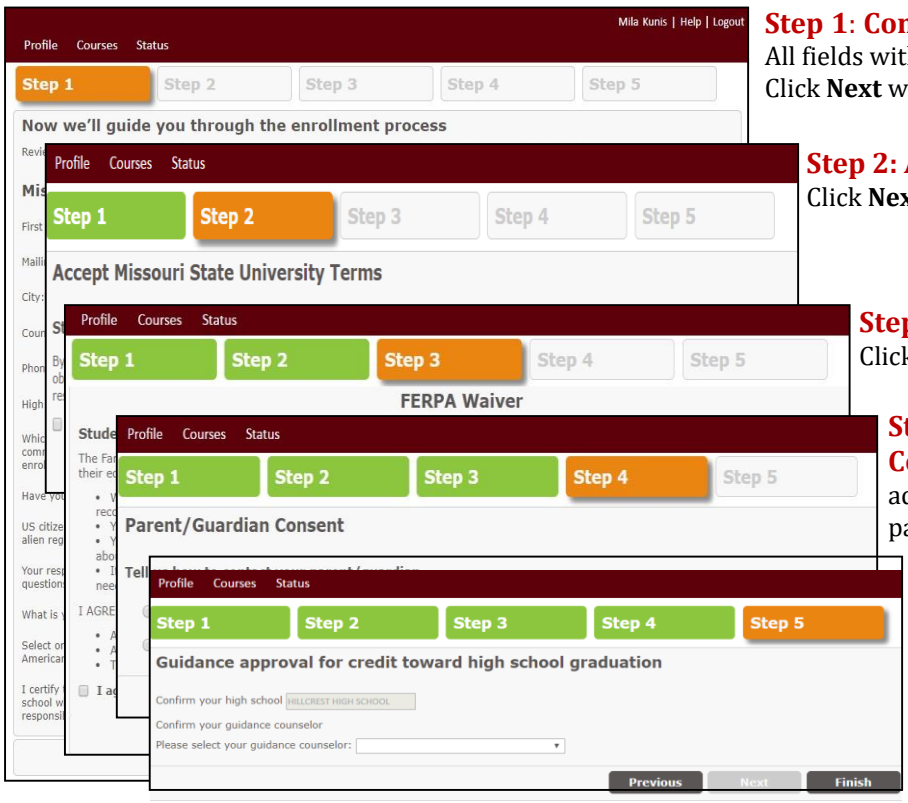
Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

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



The five steps of the pre-registration process:



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.

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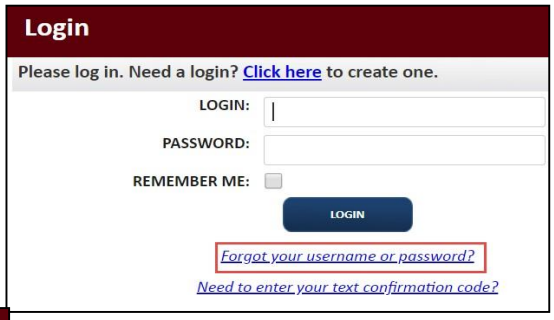
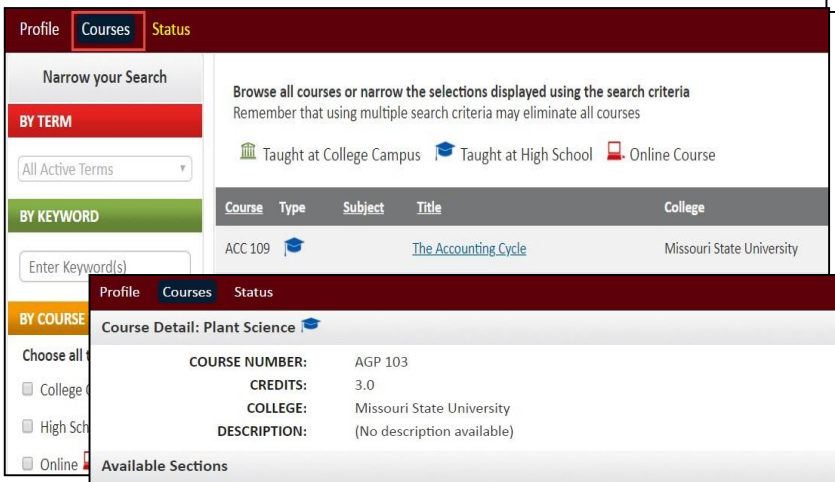
DualEnroll.com

Returning Students & Registering for Classes

Register by computer or from your smart phone

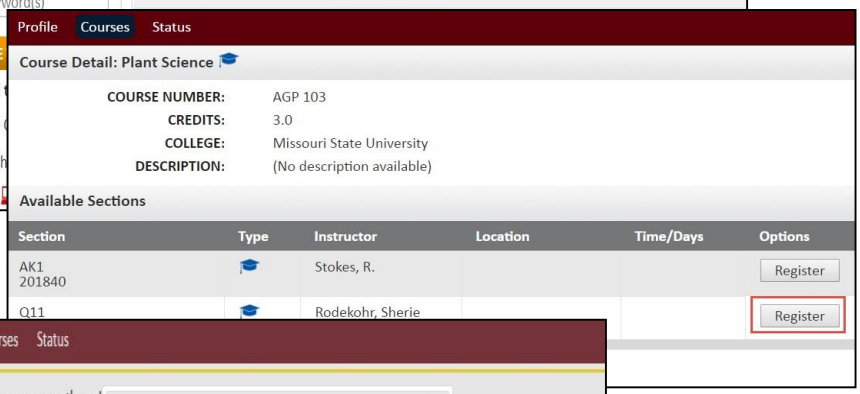
1. Go to https://dualcredit.missouristate.edu
2. Click on the **APPLY NOW** button from the info page
3. Log in to your existing DualEnroll account
   a. Do NOT create a new account
   If you've forgotten your login or password, use the "forgot" link on the login screen. Your counselor or our office can also assist you with this.
4. Update your profile
5. Click on the Courses tab to review the course list.



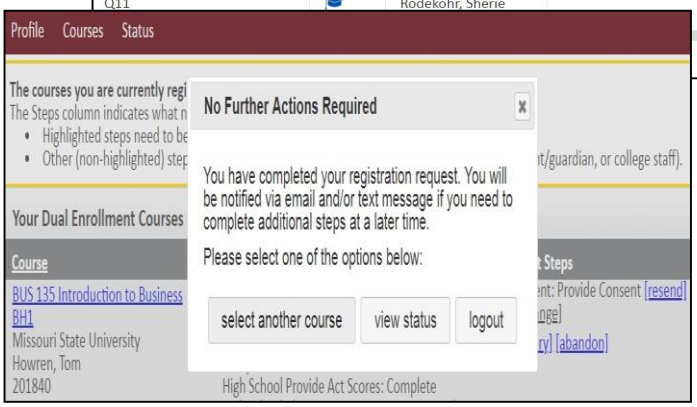


Register for Course(s):

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.



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.



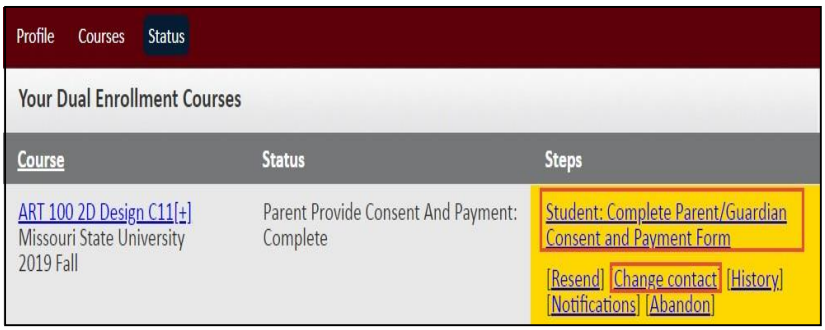
Your part of the registration is done for now.

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 blue **Complete Parent Consent** link they receive. They will select the choice of payment or FRL at this time as well. Payment is NOT due upon registration, but consent is required.



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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 are sent to both the student and parent/guardian about their request for dual credit

2. High School: Approve Student Participation	
a.	**Pending Completion of Per Term Steps**
HS	**High School: Provide GPA** – first step that must be completed by site coordinator to continue the application
HS	**High School Choose Test Scores**-only required for MTH and ENG courses or if the student is a FR/Sophomore
	*select either existing scores meet or additional score needed
HS	**High School Provide ACT Scores**-only if student has placement or ACT subscore to submit (include date taken)
b.	**Pending Completion of Per Term Steps**
College	**Pending: Application Response**
	*the student **application information** 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 and notification is sent to the student and parent
	***Qualifying test scores must be obtained before the end of the registration period*

4. Parent: Provide Consent & Payment Information	
Parent	**Consent must be provided** 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)
	If the parent selects the FRL option, verification will be sent to the school
HS	**HS: Verify FRL Status**
	School will verify the parent FRL eligibility by indicating Approve or Decline
	**if the school approves; the application will move to the next step
	**if the school declines the FRL; the parent will receive a request to choose a different payment option

5. Pending: Registration Response	
College	The student **registration information** is processing and student will be registered into the course
	*this typically is completed on the subsequent working day

6. College Verify Alternative Payment	
College	The student **is registered into the course**
	*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 **is registered into the course and the course is paid in full**

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RE: School Site Coordinator Action

The following actions will be required for the dual credit student application 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 course during their registration, you can 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

Additional information is in the Partner school resources tab of our website
https://dualcredit.missouristate.edu/resources.htm

I. High School: Approve Student Participation (is to 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 they met the course requirements and have the required GPA, click Yes
D. Complete step

II. High School: Choose Test Score Option (completed for Math and English 110 courses)

The requirement for a ACT subscore has been waived for this academic year.

A. This score can be recorded for a Freshman, Sophomore, or a student who otherwise would not meet other eligibility requirements (GPA) for the course(s).
B. 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
C. 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
D. If the student has a low GPA or are not prepared to successfully complete the course
        a. Select Additional test scores required
        b. Select the last option: student will not meet…
        c. Complete Step (The dual credit office will then complete the college review)

III. High School: Verify FRL Status (completed only for the parents that requested this payment option)

A. Approve- select if family qualifies for the Federal Free Reduced Lunch program
    1. will move the student to be registered into the course the next business day
B. Decline- decline if the family does not have record or does not qualify for the program
    1. A notification will be sent to the parent stating they do not qualify for this option and to select a different payment option. A payment option must be selected for the student to be registered.

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

Missouri State Dual Credit
417-836-3254
DualCredit@MissouriState.edu

Feature Enhancement Notes
High School Users

This document provides an overview of new capabilities that have been added to DualEnroll. Click on the feature name to jump to detailed documentation.

FEATURE	PAGE(S)	DESCRIPTION
Batch Mode	2-3	For simple steps where each action can be displayed in a single row, users can complete a task for multiple students or instructors in a single screen.
Ellipsis Functions	4	List and explanation of additional registration functionality located under the ellipsis (three stacked dots) on each registration workflow
Notifications History	5	For any registration, see the list of all notifications, who received them, and the content of each notification.
Manage/Confirm Student Account	6	Confirm account and reset password on behalf of students.
Update Student Information	7-8	View the complete student profile and confirm the account, or update personal information, parent information, High School information, and academics.
Initiate Registration on Behalf of Student	9	Initiate a new course registration on behalf of a student.
All Student Accounts Status and Reminders	10-11	Identify students who haven't yet chosen courses and send custom reminders.

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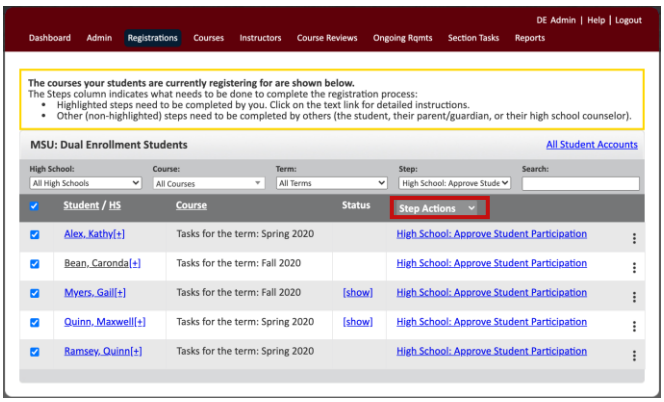
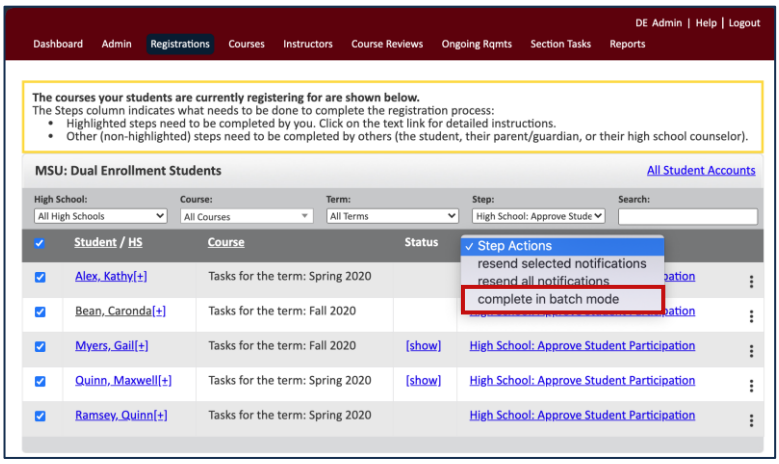
Batch Mode (1/2)

Batch Mode allows college and high school users to efficiently complete the same task for a group of students or instructors all at once (as opposed to accessing the task for each workflow individually).

Click on the registrations, course reviews, ongoing reqmts or section tasks tab.

Use the **Step** filter to select an active step. The system will display all students or instructors with the selected pending step. If more than one user has the selected pending step, the system will also display the **Step Action** drop-down list box.





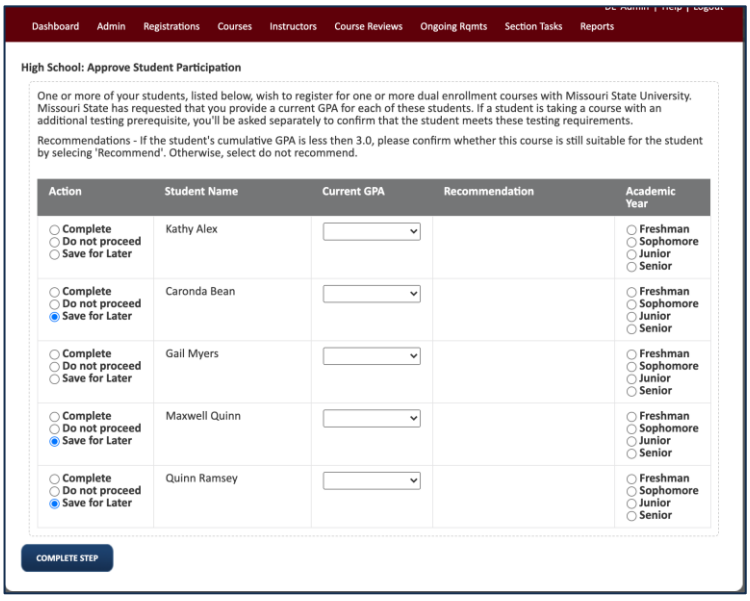
You can use the check-mark boxes to de-select users from the group. You can also uncheck the main check-box and then select only specific users to include in the batch mode processing.

Click the **complete in batch mode** option in the drop-down list box.

For simpler steps, the system will display all of the selected users in table format so that you can easily complete the task for each user in a single screen.

Enter the required response(s) for each user by clicking the appropriate radio button.

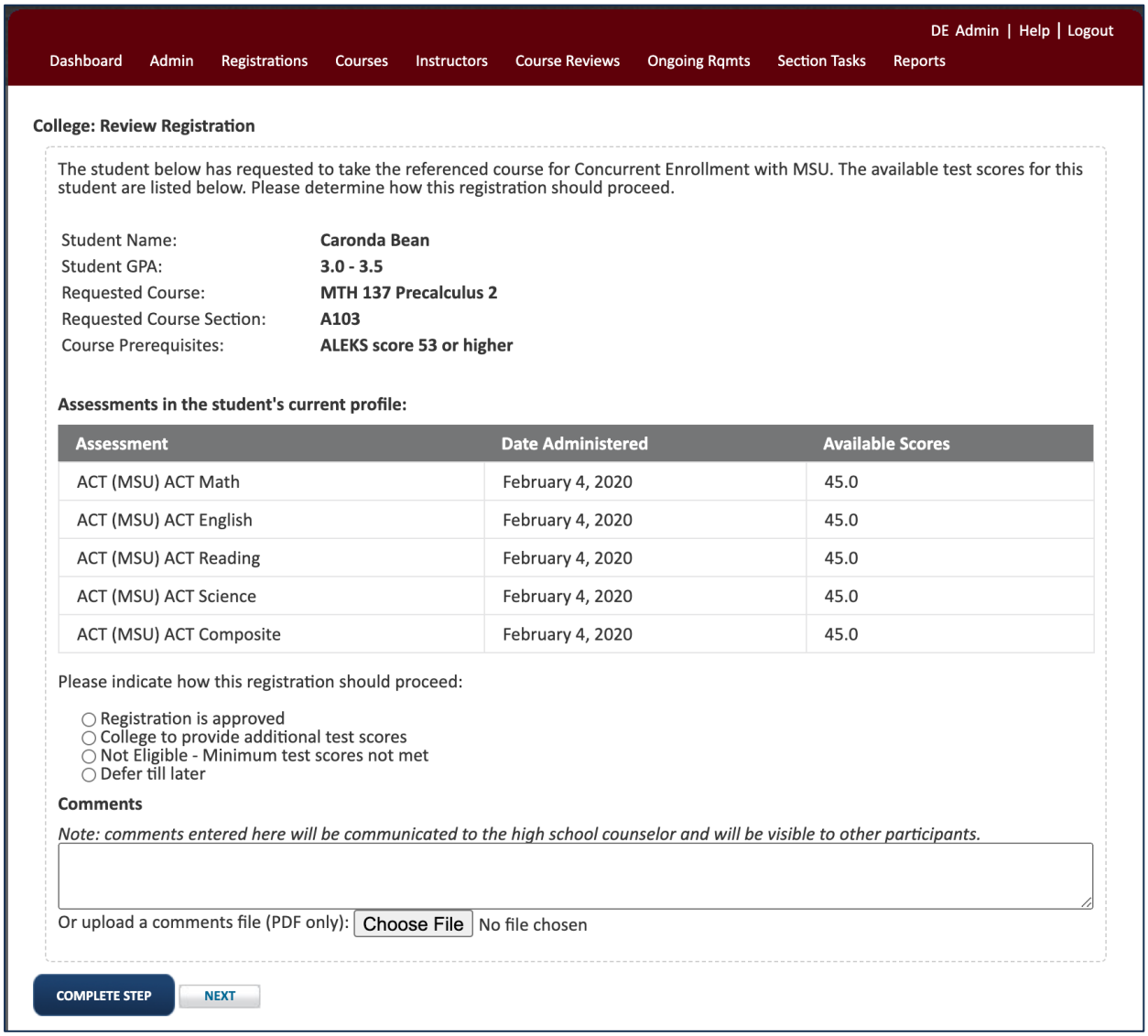
Click **COMPLETE STEP**.



Batch Mode (2/2)

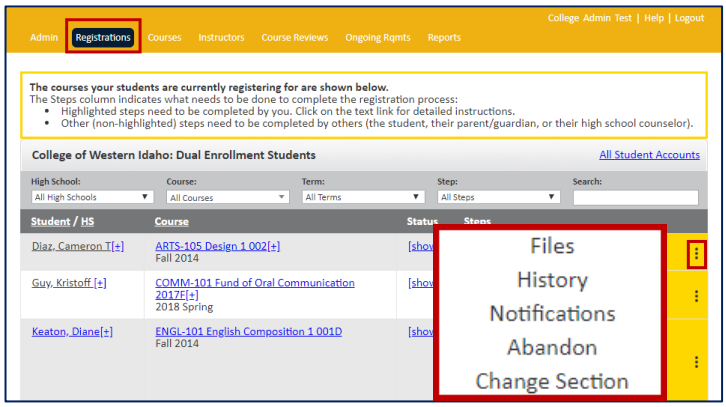
Some batchable steps are too large to display in a table layout. In these cases, the system will display the step for the first student or instructor in the group and then allow the user to complete each step using **<NEXT>** and **<PREVIOUS>** buttons. This still eliminates the need to click into each workflow individually.

Click **COMPLETE STEP** after each response**.** Responses will NOT be saved without clicking the Complete Step button. The system will display reminder prompts if you try to leave a screen without saving your responses.



DualEnroll

Ellipsis Functions



Every workflow includes useful features available through the ellipsis (three dots). The options will vary by the type of workflow (registration, course review, ongoing requirement, etc.), college and current status of the workflow.

To access the features, click the ellipsis and select an option from the list box. Complete prompts as required.

The table below describes features that are accessible via the ellipsis.

Feature	Description	Registration Status
Files	Provides access to files created as part of the registration process. The files will vary for each college.	Any Status
History	Provides list of all steps that have been executed to date.	Any Status
Notifications	Provides list of email notifications that were sent during the registration process including associated step, date sent, delivery email address and subject of message. Click on the subject to view the entire message.	Any Status
Resend	Provides ability to resend the Parent Consent form.	Registration Pending Consent
Abandon	Provides ability to abandon a registration in process during an open term.	Registration in Process
Drop or Withdraw	Feature is only available if the college has defined a drop or withdraw window for the current term. Registration must be complete in order to use drop or withdraw. Students and parents will receive email notifications of action.	Registration Completed
Change Section	Provides ability to move a student from one course section to another. Course sections must be for same course and term.	Registration at Any Status
Change Contact	Provides ability to change parent/guardian contact information to facilitate proper delivery of the consent form.	Registration Pending Consent

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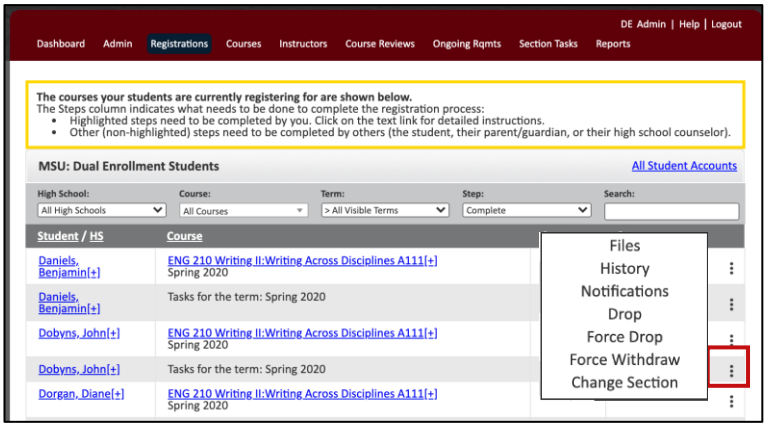
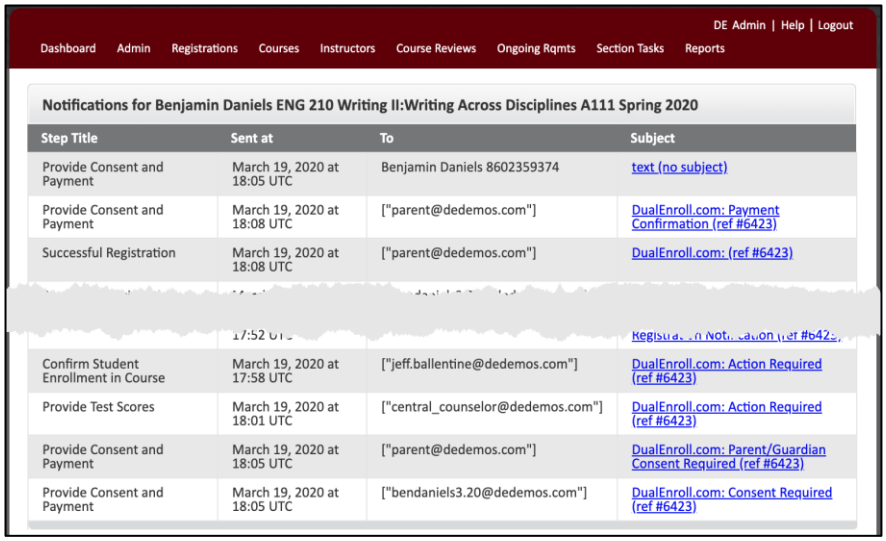
Notifications History

DualEnroll allows you to see a history of all email and text messages sent in conjunction with any workflow. This is useful in many situations, for example, a student misses the registration cutoff due to lack of parent permission and the parent claims they were not properly informed of the deadline.

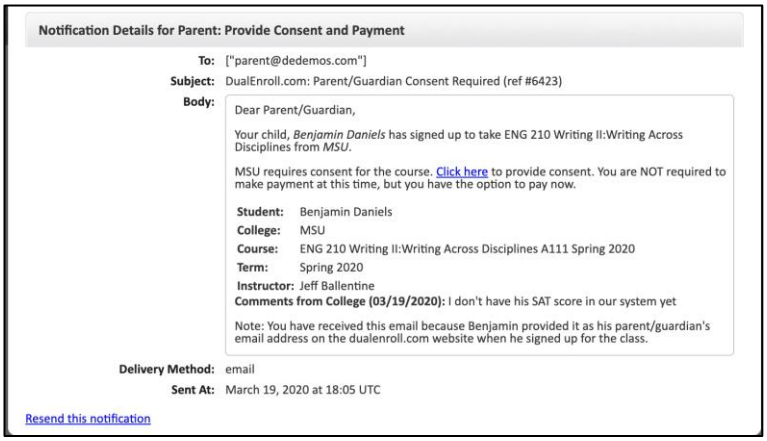
Clicking the ellipsis for any workflow (completed or in process) allows you to launch a number of tools. (Use of the ellipsis is fully described elsewhere). In this case, click on notifications.





The system will show the list of every email and text message that was sent, which step the communication was associated with, the email address or phone number to which it was sent, and the day and time it was sent.

Clicking on an email or text message will display the full text of the communication. You can also resend the individual notification.



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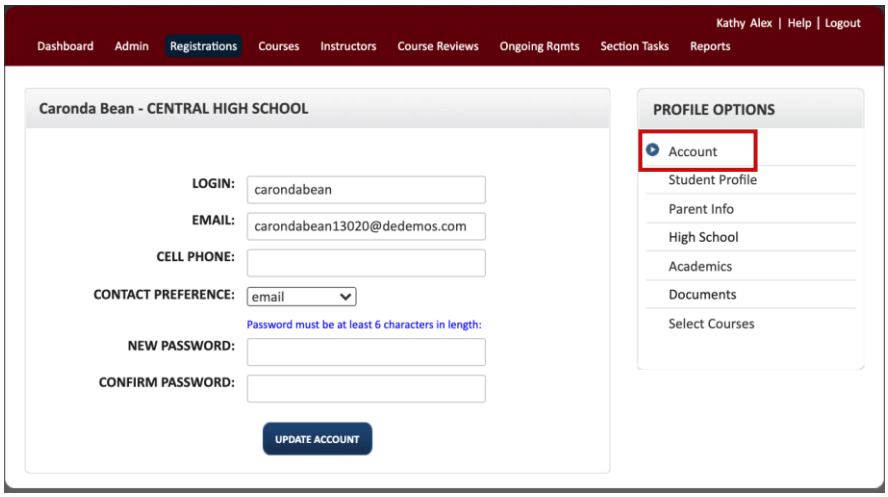
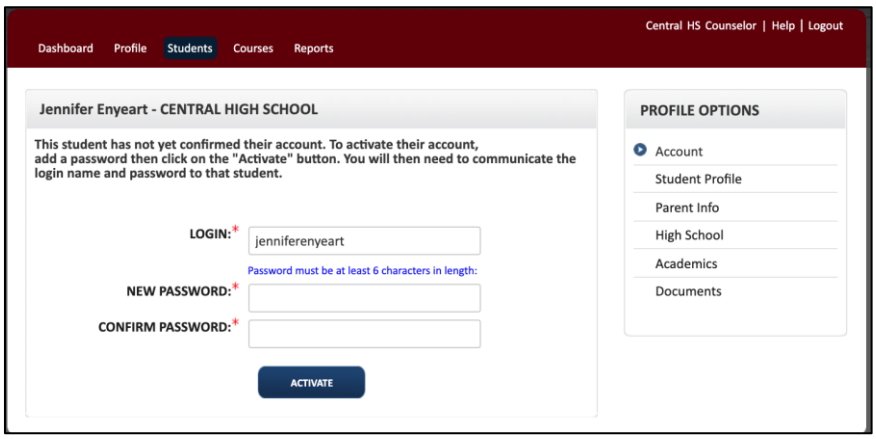
Manage/Confirm Student Account

The College Administrator or High School can view the student's login name, change email and/or cell phone information, and reset passwords for students. Click on a student's name to access the information update options and choose 'Account' in the Profile Options box on the right.

Account allows you to update student login information. You can modify the student's login, email, phone, and reset the password. After updating the information, click the **UPDATE ACCOUNT** button.





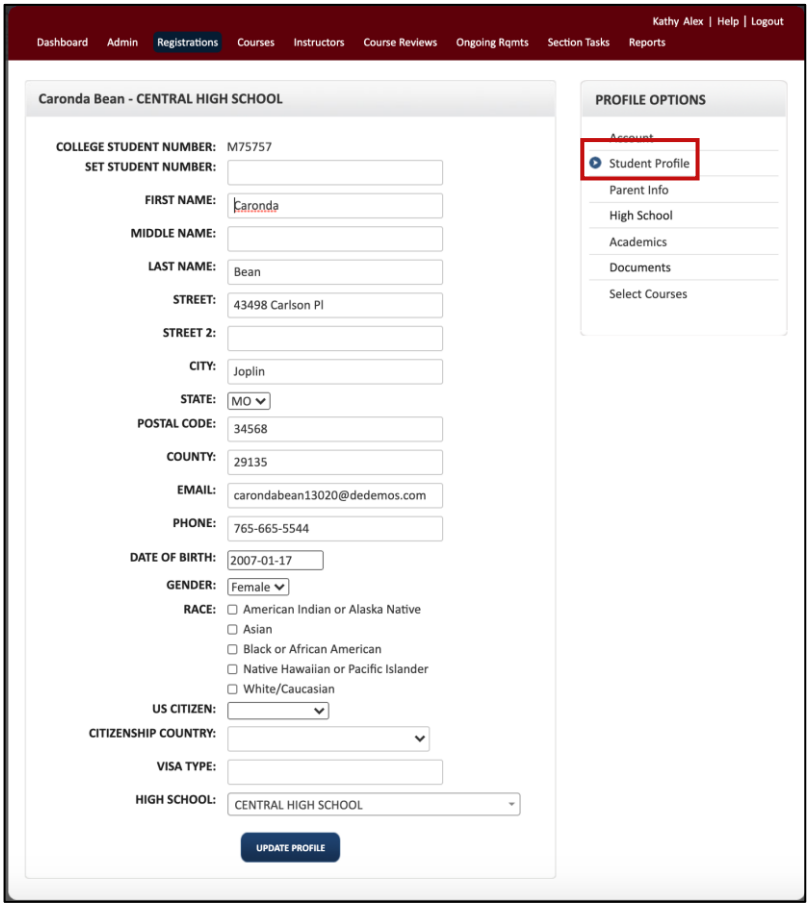
If the student has not yet confirmed their account, you can do that for them by clicking on the **student name link** from the student account listing. Enter the student's **password** and click on **ACTIVATE**.

The students account status will change from 'Account Not Yet Confirmed' to 'Application Incomplete'. The student will now need to login and execute the Pre-Registration steps. You can send the student a reminder to do this via the 'All Student Accounts' link on the Students tab—see 'View Student Account Status; Send Reminders' for detailed instructions.

DualEnroll

Update Student Information (1/2)

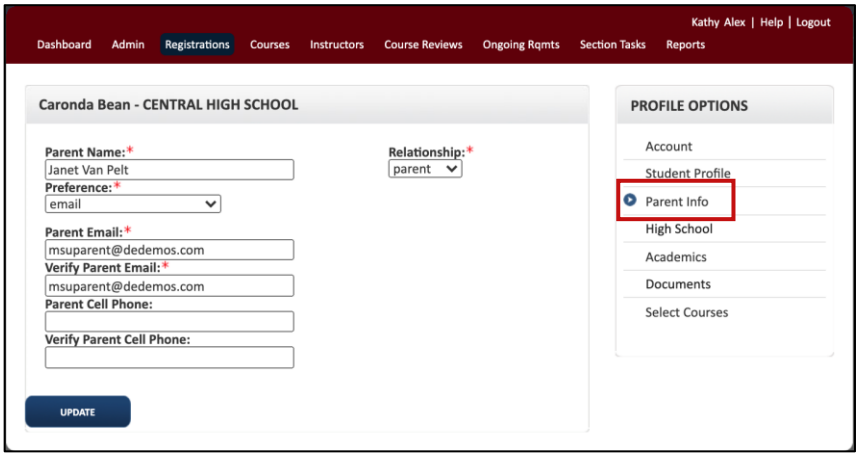
The College Administrator can update student profile information, parent contact information, High School and academics. Click on a student's name to access the information update options and use the Profile Options box on the right to switch between different profile elements.



Student Profile provides access to modify the student's home address, citizenship, email, phone and other personal information. In addition, the High School field now includes a drop down which will allow you to change the students high school to any partner school. Some schools will also have a field allowing you to update the student's college ID number. After making changes click on **UPDATE PROFILE** .

Parent Info screen may vary depending on the parent information you collect and the method by which you contact parents. You can select how the parent would like to receive communication and enter the needed information.

After updating the information, click the **UPDATE** button.



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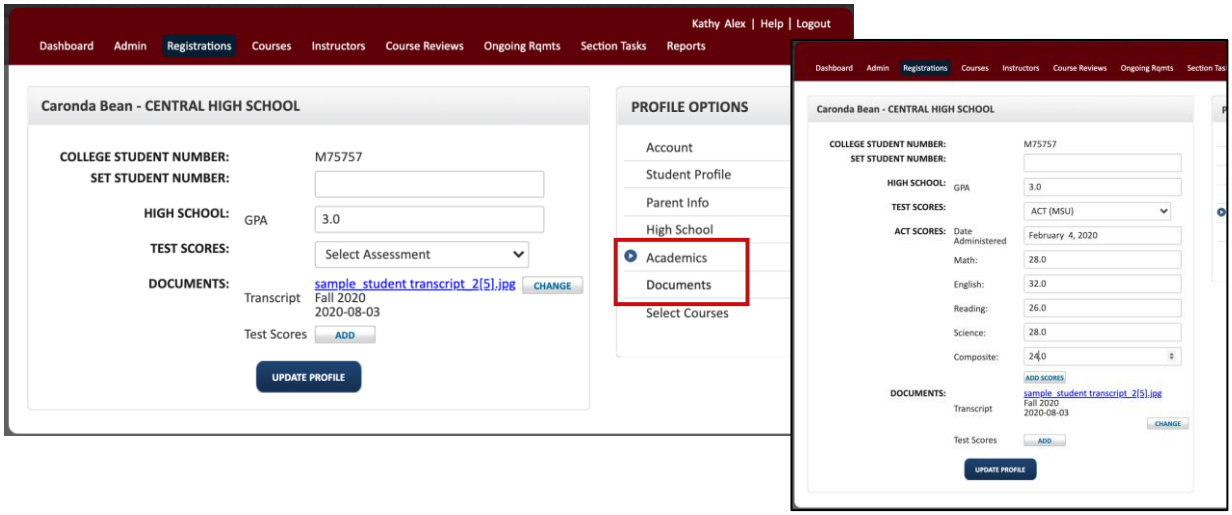
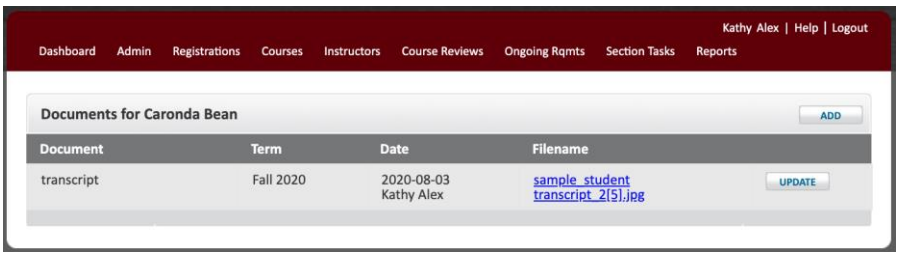
Update Student Information (2/2)

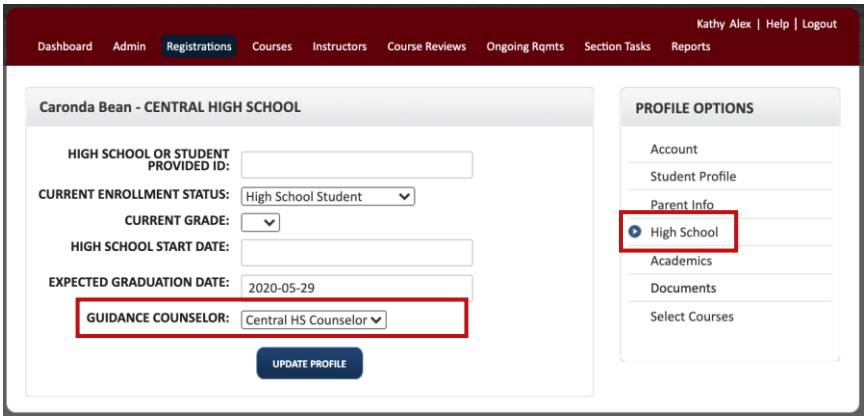
Academics allows you to view, enter or upload information the college needs to evaluate course eligibility. These screens will vary depending on what your college requires. Choosing an assessment from the dropdown box will display the student's scores on that assessment. Links to any uploaded transcripts or test score reports are also available on this screen.





Documents also provides access to any documents that have been uploaded for the student.

High School includes whatever information your college collects about the student related to their high school. You can change the designated high school counselor by selecting from the drop-down menu of available counselors. Click UPDATE PROFILE when done.



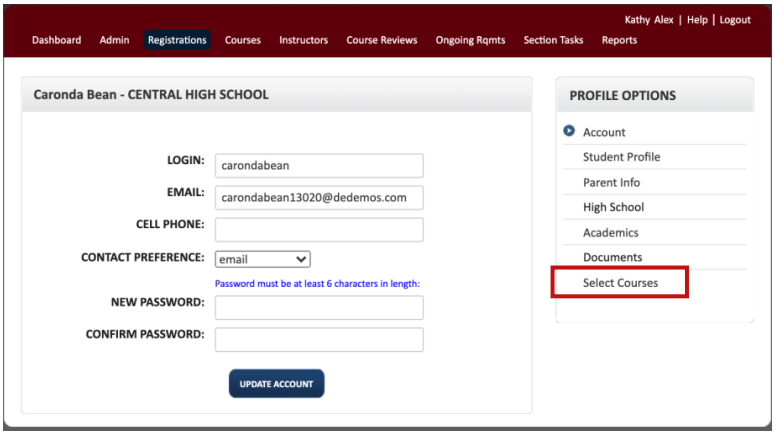
The Select Courses function is explained under "Initiate Registration on Behalf of Student".

DualEnroll

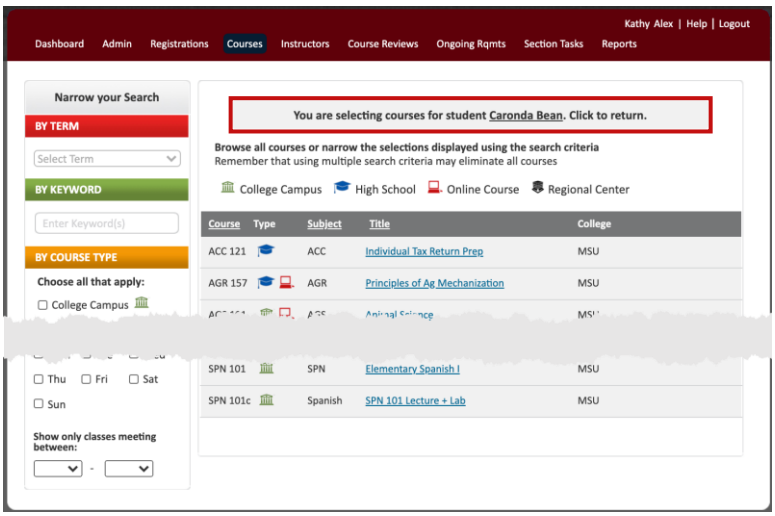
Initiate Registration on Behalf of Student

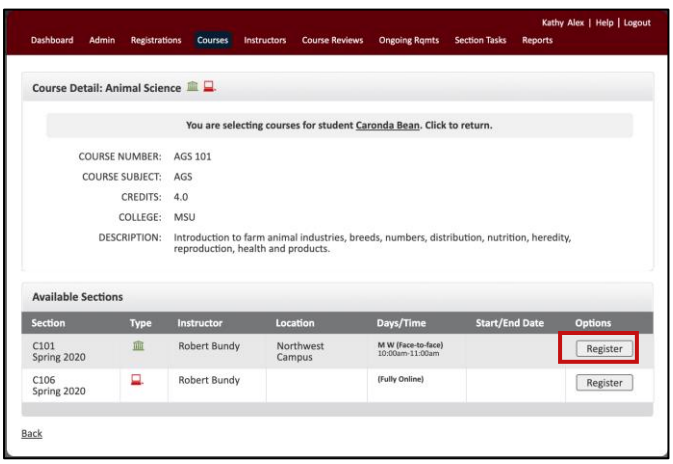
The high school or college can now initiate a registration for a student rather than asking the student to log in and choose the course. Only remaining required steps for the registration will launch. For example, if a parent has already provided consent for the term, no new parent consent step will launch for the new course registration.

To initiate a registration for a student, click on the student's name to launch their profile then click **Select Courses** under Profile Options on the right.



You'll see the Course Finder with all relevant courses for this student.. The message at the top of the screen will show the name of the student for whom you're selecting course(s). Click on the desired course title.



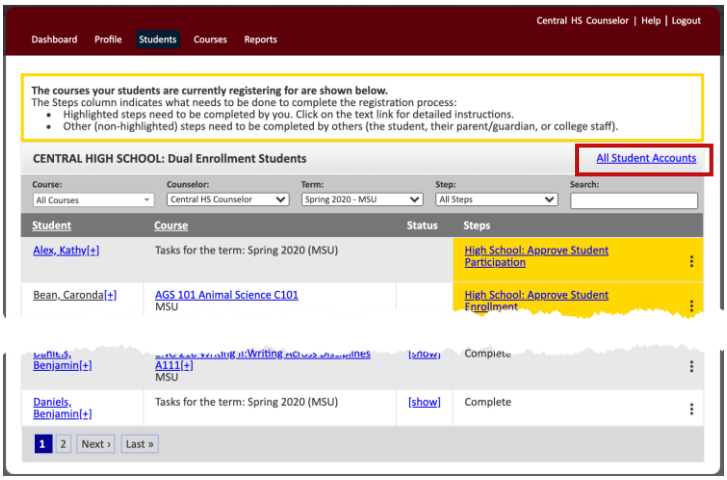


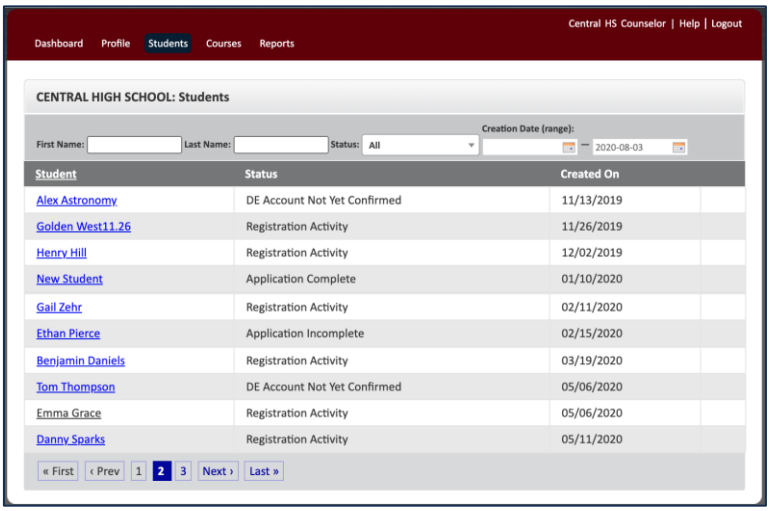
Click the button under Options (this normally says 'Register' or 'Request Registration' but may be customized to your college).

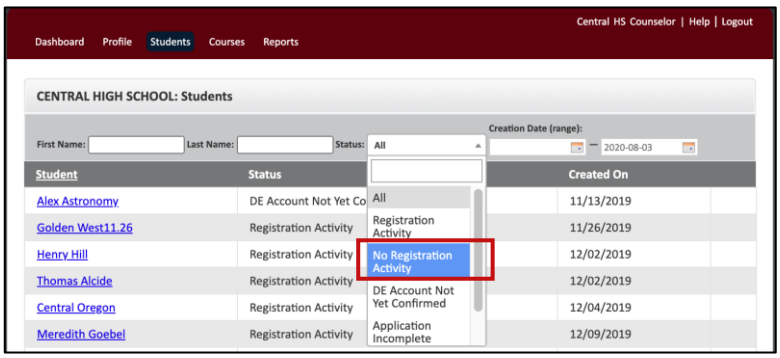
DualEnroll

All Student Accounts: Status, Reminders (1/2)

DualEnroll now includes a number of tools for Colleges and High Schools to manage students who stall during the initial sign-up process. Access these tools under 'All Student Accounts' on the Students tab.







The system will list all students along with the status of their account. A search bar at the top of the screen will allow you to **search by student name**. You can also search based on a date range for account creation to see only current students . The 'Status' column shows the status of each student's account.

DE Account Not Yet Confirmed: Student created a DualEnroll account but has not confirmed it. You can confirm accounts for these students; see below.

Application Incomplete: Student confirmed their DE account but did not complete the application process necessary to begin choosing courses.

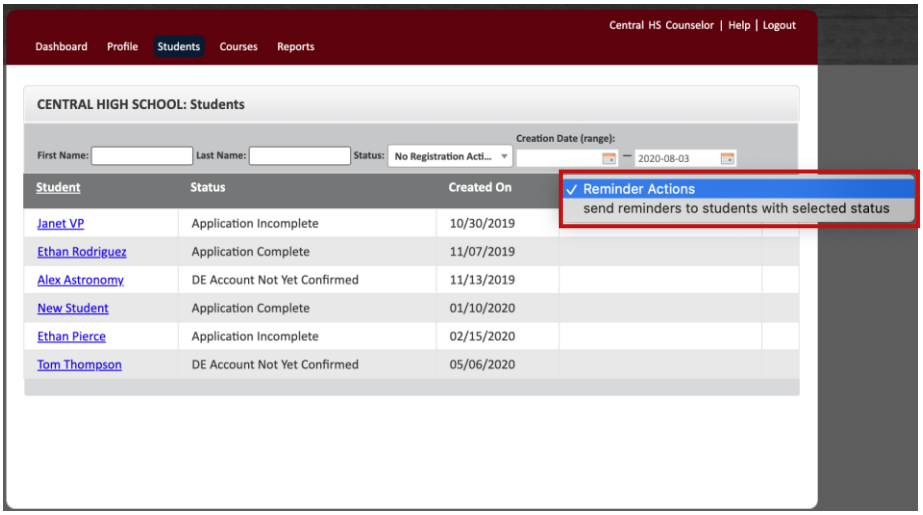
Registration Activity: Student has initiated the registration process for at least one course.

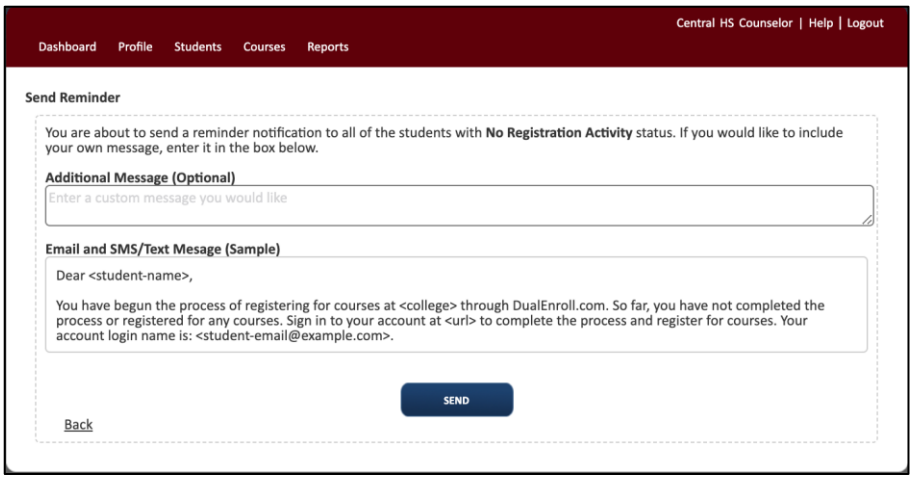
You can filter students by account status. The filter includes an additional option, **'No Registration Activity**' which encompasses both DE Account Not Yet Confirmed and 'Application Incomplete' and is used to initiate reminders to students who haven't yet chosen courses.

DualEnroll

All Student Accounts: Status, Reminders (2/2)

Filtering based on 'No Registration Activity' launches a 'Reminder Actions' dropdown which allows you to send a reminder to these students to continue the enrollment process.





The system will show the standard notification for your college and allow you to include additional custom reminder language. When you click 'Send' the reminder language will be sent to all students without registration activity by email and text message.

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FREE AND REDUCED LUNCH DUAL CREDIT SCHOLARSHIP

If you qualify for the Federal free and reduced lunches at your high school, you are eligible for a dual credit scholarship.

VALUE

Receive up to six credit hours of dual credit per semester at no charge to you. This scholarship is available to students at all of our public partnering schools. The school will verify student eligibility and the parent/guardian will select FRL as their payment option when consenting for the course.

QUALIFICATIONS

- Be enrolled in one of the qualifying schools or programs.
- Qualify for free or reduced lunches.
- Have at least a 3.0 high school Grade Point Average.
- Meet course prerequisites, if applicable, to enroll in a class.

There is no additional application for this scholarship. Parents or guardians will select the FRL payment option when they consent for their child to be enrolled into the course within the normal registration process.

DualCredit.MissouriState.edu/freetuition

FIND OUT WHICH COURSES ARE OFFERED AT YOUR SCHOOL
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