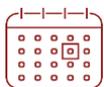


# IMPORTANT INFORMATION FOR MSU DUAL CREDIT

Summer 2024

[DUALCREDIT.MISSOURISTATE.EDU](http://DUALCREDIT.MISSOURISTATE.EDU)

## 1. IMPORTANT DATES:



- May 06 Summer Registration **OPENS**
- June 06 Summer Registration **CLOSES at 5:00pm CST**
- June 10 Parent Consents Due for Registration by 4:00pm CST
- June 14 Class List Verifications Due

June 28..... *Last Day to Drop a Summer dual credit course with 100% Refund*  
July 12 ..... *Last Day to Drop a Summer dual credit course with 50% Refund; "W"*  
July 24 ..... *Last Day to Drop a Summer dual credit course with "W" and avoid a failing grade*

## 2. REGISTRATION PROCESS



1. Students go to our [website](http://dualcredit.missouristate.edu) (dualcredit.missouristate.edu) to start the dual credit registration process
2. Click on the APPLY NOW button
3. Students Create or Log into their DualEnroll account
4. Select the course(s) for dual credit
5. Parent/guardian provides consent. **Registration will not be complete until the parent/guardian consent is provided.** Parents/guardians will receive an email and/or text with a link to provide consent for each course the student requests. (Check your spam or junk mail for this message from DualEnroll). [DualEnroll](#) is the software that MSU uses for dual credit registrations

## 3. STUDENT ACCOUNTS



**AFTER REGISTRATION IS COMPLETE - Students will be assigned a BearPass Number** (also known as an 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 have full access to 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 temporarily waiving the requirement of an ACT score for some courses. Please review the [Am I eligible?](#) document on our web page regarding student eligibility for dual credit courses.



**Missouri State**  
Dual Credit

### CONTACT US:

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



### Apply for Missouri State University Summer Dual Credit Courses!

**May 06 - June 06**

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?



## 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)



**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

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

**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.*

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

The screenshots show a user named Mila Kunis navigating through five steps of the registration process. Each step is represented by a button in a sequence of five buttons. The steps are: Step 1 (orange), Step 2 (green), Step 3 (orange), Step 4 (green), and Step 5 (orange). The content of each step is as follows:

- Step 1: Complete Enrollment Application**: A progress bar with five steps, where Step 1 is highlighted. Below it, a message says "Now we'll guide you through the enrollment process".
- Step 2: Accept Missouri State Terms**: A progress bar with five steps, where Step 2 is highlighted. Below it, the text "Accept Missouri State University Terms" is visible.
- Step 3: Accept MSU FERPA Waiver**: A progress bar with five steps, where Step 3 is highlighted. Below it, the text "FERPA Waiver" is visible.
- Step 4: Provide Parent/Guardian Consent information**: A progress bar with five steps, where Step 4 is highlighted. Below it, the text "Parent/Guardian Consent" is visible.
- Step 5: Select your Guidance Counselor**: A progress bar with five steps, where Step 5 is highlighted. Below it, the text "Guidance approval for credit toward high school graduation" is visible, along with a dropdown menu to select a guidance counselor.

#### 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.**

### Login

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

LOGIN:

### New Student Registration

Register now — Required fields are marked with a \*

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

**REGISTER**



# 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.

**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

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

**BY COURSE**

Choose all

College
  High School
  Online

**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.			<a href="#">Register</a>
Q11		Rodekoher, Sherie			<a href="#">Register</a>

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. The Steps column indicates what needs to be completed:

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

Your Dual Enrollment Courses

Course	Status	Steps
BUS 135 Introduction to Business	Complete	
BH1	Parent Provide Consent	<a href="#">Resend</a> <a href="#">Provide Consent</a> <a href="#">Cancel</a> <a href="#">Abandon</a>

Missouri State University  
Howren, Tom  
201840  
High School Provide Act Scores: Complete

**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 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.

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>