MSSU DUAL CREDIT & DUAL ENROLLMENT
Student Guide to Online Application, Registration, & Payment
Table of Contents

Before you get started you will need: ........................................................................................................... 2

Step 1: Create Your DualEnroll.com Account (New Students)/Login to your DualEnroll.com Account 
(Returning Students) ................................................................................................................................. 2
  Returning Students ................................................................................................................................. 2
  New Students ........................................................................................................................................... 2
  All Students: Parent/Guardian Consent ............................................................................................... 6
  All Students: High School Information ................................................................................................. 6

Step 2: Select Your Courses ...................................................................................................................... 6
  Narrow Your Search ................................................................................................................................. 7
    By Term ................................................................................................................................................... 7
    By Keyword ........................................................................................................................................... 7
    By Course Type ..................................................................................................................................... 7
    By Schedule ......................................................................................................................................... 7
  Dual Credit/Dual Enrollment Schedule Book ......................................................................................... 9

Step 3: Next Steps ..................................................................................................................................... 9
  Parent/Guardian: Approve Student Enrollment .................................................................................... 9
  High School: Provide Transcript/Test Scores & Approve Student Enrollment .................................... 9
  College: Review Forms & Process Course Registration ........................................................................ 10
  Parent/Guardian: Provide Payment ....................................................................................................... 10
  Registration Complete ............................................................................................................................ 10

HELP ......................................................................................................................................................... 10
  DualEnroll.com Help Desk Button ......................................................................................................... 10
  High School Counselor ........................................................................................................................... 10
  MSSU Office of Academic Outreach ...................................................................................................... 10
Before you get started you will need...

- Social Security Number (New Students)
- MSSU Student ID Number (SID) (Returning Students)
- Parent/Legal Guardian Email Address

Step 1: Create Your DualEnroll.com Account (New Students)/Login to your DualEnroll.com Account (Returning Students)

Go to mssu.dualenroll.com to get started.

Returning Students
Log in to the DualEnroll.com system by entering your login and password information. If you forgot your username or password, use the “Forgot your username or password?” hyperlink to reset your account information.

Type your MSSU Student ID Number (SID) into the box on the screen and click on the “Continue” button. Your student ID number begins with a capital “S” and has eight numbers following the “S”. Call the MSSU Help Desk if you cannot remember your SID Number. 417-659-4444.

Returning students please skip to Step 2 of this document for further instructions.

New Students
Select the “For Students” section of the screen on the right hand side.
Use the red “Click Here to Register” button to start creating your DualEnroll.com account.

Enter your personal information into the New Student Registration screen. **We highly recommend entering both an email address and a cell phone number.** These pieces of information are important for quick account confirmation, and it enables MSSU to contact you in a variety of ways regarding your dual credit/dual enrollment experience.
You should receive an account confirmation code on your cell phone or through your email. For email confirmation: Use the link within the email to confirm your account. For text confirmation: use the link at the bottom of the login screen to type your confirmation code.
As a new student, you will need to complete the MSSU Admissions application before you may begin selecting courses. Use the “Click here” hyperlink to complete the MSSU online application. **It is important that dual credit students use this link to apply to the dual credit/dual enrollment program.** There is no application fee, and there never will be, should you choose MSSU as your institution of choice after high school. Please note: You will need your Social Security Number to complete the application.

Once you complete the online application, your student ID number (SID) should automatically populate in the appropriate field (pictured below). Should you need to reference this number again, please refer to your Profile tab.

![Image](image.png)

When you finish the application, your MSSU Student ID Number (SID) should automatically populate into the box on the screen. Click the “Continue” Button to proceed. If for some reason your SID does not appear in the box, please contact the Office of Academic Outreach for your SID.
All Students: Parent/Guardian Consent

Taking dual credit or dual enrollment courses does require your parent/legal guardian’s consent. Obtaining consent is easy and completed electronically through the DualEnroll.com system. Provide a parent/legal guardian email address in the boxes provided, then click the “Next” button.

Parents/legal guardians will approve each course individually. For each course you select, parents/legal guardians will receive an email message from DualEnroll.com to the email address you provided, and they will click the link within the email(s) to provide their consent.

All Students: High School Information

Confirm your high school and your high school guidance counselor. This assures that once you make your course selections it will be automatically sent to your high school counselor. Click the “Finish” button.

Home-school students, please select the home school option, or not listed.

If your high school or your high school counselor are not listed in the system, please contact the Office of Academic Outreach for setup or select the home school/school not listed option on the drop down menu.

Step 2: Select Your Courses

Critical to your success in using our new DualEnroll.com system is that you select the appropriate courses. DualEnroll.com has a great tool to help you narrow down your search to find exactly what you are looking for!
Narrow Your Search

On the left side bar you have several ways in which you may narrow your class search.

By Term
Narrow down the list significantly by selecting the term for which you would like to enroll.

By Keyword
If you know a keyword in the name of the course(s) you wish to take, type it into the box.

By Course Type
This feature is probably the most important one out of your options as a dual credit/dual enrollment student. Pay close attention to the icons when making final course selections.

Taught at College Campus
Taught at High School
Online Course

By Schedule
This feature is great for dual enrollment students searching for on-campus classes. Use this feature to narrow your selection down by day/time.

When you click on the course title you will be able to see course details, and you will be able to see all of the sections of the course that are available. Once you’ve found the
If you want to register for a class, click the “Register” button. If you need to add more than one course, click on the “Courses” tab at the top left of the screen to search for more courses.

The following picture illustrates what your screen will look like after you’ve selected multiple classes. If you accidentally chose the wrong course, use the “Abandon” hyperlink to request to remove the course from your schedule. Then, click on the Courses tab to go and find the correct course. Abandonments must be approved by your high school counselor and/or MSSU, but will not prohibit you from selecting other courses.
Dual Credit/Dual Enrollment Schedule Book

Another way to make sure you are selecting the right class(es) is to check out the Dual Credit/Dual Enrollment Schedule Book. This document should be available at your high school counselor’s office, or you may access it on our website at: http://www.mssu.edu/academics/dual-credit/courses.php - click on the “Schedule of Courses” hyperlink.

Step 3: Next Steps

As a student, once you’ve selected your course(s), your work is mostly done! Please note that you may log back in to the system any time, click on the “Status” tab, and check the “Next Steps” column to see what steps need to be completed in order for your enrollment to process. If a step needs to be completed by you, it will be highlighted in yellow. Here’s what happens after you select classes:

Parent/Guardian: Approve Student Enrollment

Emails are automatically generated by DualEnroll.com and are sent to your parent/legal guardian for approval. (See also: Parent/Guradian Consent section of this document). If you would like to remind your parent to approve your courses, click on the “resend” hyperlink for each course. This will send another email to your parent/legal guardian. If you need to change the email address you provided for your parent/legal guardian, click the “change” hyperlink for each course, enter the correct email address, then click resend to have the consent information sent again.

High School: Provide Transcript/Test Scores & Approve Student Enrollment

Notifications are automatically generated by the DualEnroll.com system and are sent to your high school counselor indicating your use of the system and your desire to take select dual credit and/or dual enrollment courses.

- Your high school counselor will upload your transcripts and test scores in the DualEnroll.com system.
- Your high school counselor will approve (or disapprove) your enrollment.
For Home School students, MSSU will act as the high school counselor. Notarized transcripts and test scores should be sent directly to the MSSU Office of Academic Outreach.

College: Review Forms & Process Course Registration
Once your parent/legal guardian provides consent for each course and your high school counselor uploads required documents and approves you, DualEnroll.com automatically notifies MSSU to take a look at your file. MSSU verifies your eligibility for the course(s) you selected by reviewing the uploaded documents. Then, MSSU processes the course for registration. Once registration is complete, you are officially enrolled in the course. Be on the lookout for an email from DualEnroll.com that confirms you were enrolled in the course. If for any reason you receive a registration failure notification, please contact your high school counselor and/or the Office of Academic Outreach for assistance. Most of the time these issues can be resolved quickly.

Registration Complete
Once the student’s enrollment is processed, “Registration Complete” will show up for you in the “Next Steps” column.

Provide Payment
When you receive the email notification from DualEnroll.com that you have been successfully registered in the course, your bill should be ready for payment. Payment information is available within the confirmation email as well as the Student Folder that is sent to the student, either through mail or through the high school. Payments can be made at any time online through the student’s MSSU LioNet account or by contacting the Bursar’s Office.

HELP
If at any time you need help with the DualEnroll.com system, you have a variety of options from which to seek help.

DualEnroll.com Help Desk Button
Click on the red “Help Desk” button at the top right-hand corner of the screen if you need help with the DualEnroll.com system.

High School Counselor
Contact your high school counselor if you need help while using the DualEnroll.com system.

MSSU Office of Academic Outreach
Contact MSSU for help: 417-625-9785 or 417-625-9731
dualcredit@mssu.edu or wengert-j@mssu.edu or montee-t@mssu.edu