

MSSU DUAL CREDIT & DUAL ENROLLMENT

Student Guide to Online Application,
Registration, & Payment



MISSOURI SOUTHERN
— STATE UNIVERSITY —™

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Before you get started you will need ...

- Social Security Number (New Students)
- DualEnroll.com Username & Password (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.

[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.

The screenshot shows the DualEnroll.com website. At the top is a black navigation bar with the site logo on the left and links for HOME, RESOURCES, BLOG, FAQ, LOGIN, and a red HELP DESK button on the right. Below this is a green banner with the text "FOR STUDENTS". The main content area features a large yellow banner with the headline "Earning College Credit in High School is a Key Predictor of Successful College Completion". Below the headline is the text "Sign up now to start down the path to college success:" and a red button labeled "CLICK HERE TO REGISTER" with a green arrow icon. To the right of the button are images of a DNA helix, a calculator, and a notebook with math problems. Further right is a photo of a smiling male student. Below the yellow banner are two blue boxes. The left box, titled "Dual Enrollment:", features a photo of a male student and a list of four bullet points: "Reduces the time it takes to get your certification or degree", "Saves thousands in tuition", "Provides a smoother transition from high school to college", and "Helps you get better grades in college". The right box, titled "DualEnroll.com:", features a photo of a female student at a laptop and a list of four bullet points: "Guides you through the enrollment process", "Reminds you of deadlines & important dates", "Help lets you find and request courses that fit your life and educational goals", and "Tracks your progress".

DualEnroll.com

HOME RESOURCES BLOG FAQ LOGIN **HELP DESK**

FOR STUDENTS

Earning College Credit in High School is a Key Predictor of Successful College Completion

Sign up now to start down the path to college success:

CLICK HERE TO REGISTER

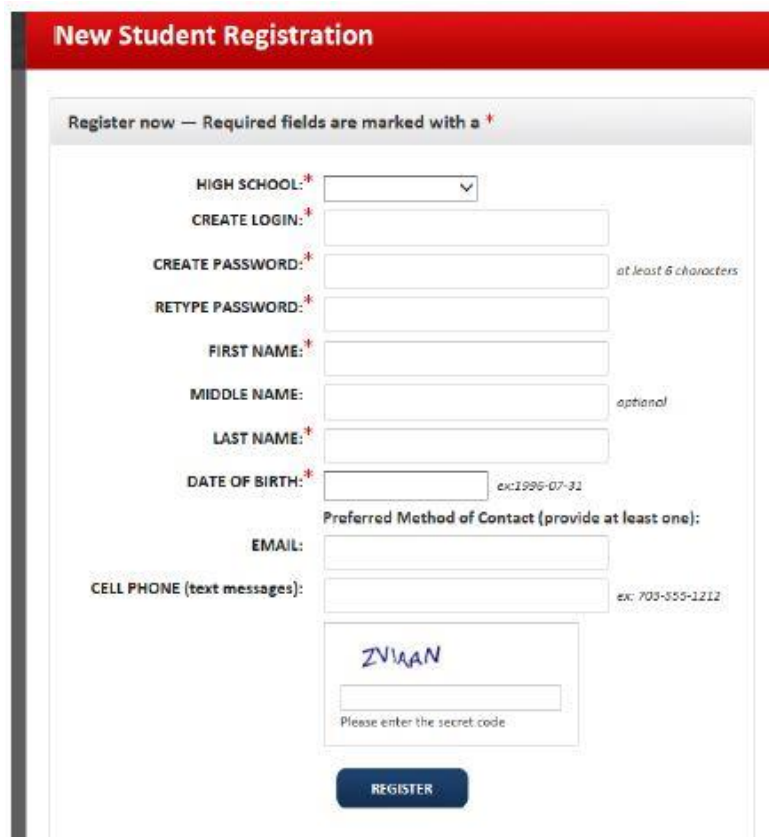
Dual Enrollment:

- Reduces the time it takes to get your certification or degree
- Saves thousands in tuition
- Provides a smoother transition from high school to college
- Helps you get better grades in college

DualEnroll.com:

- Guides you through the enrollment process
- Reminds you of deadlines & important dates
- Help lets you find and request courses that fit your life and educational goals
- Tracks your progress

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.



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: 1998-07-31

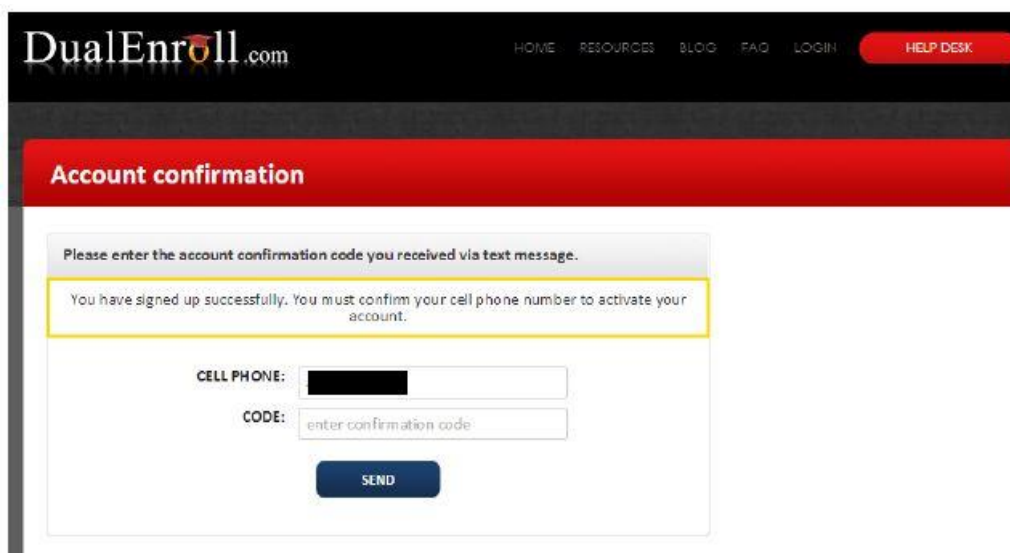
Preferred Method of Contact (provide at least one):

EMAIL:

CELL PHONE (text messages): ex: 703-555-1212

Please enter the secret code

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.



DualEnroll.com HOME RESOURCES BLOG FAQ LOGIN

Account confirmation

Please enter the account confirmation code you received via text message.

You have signed up successfully. You must confirm your cell phone number to activate your account.

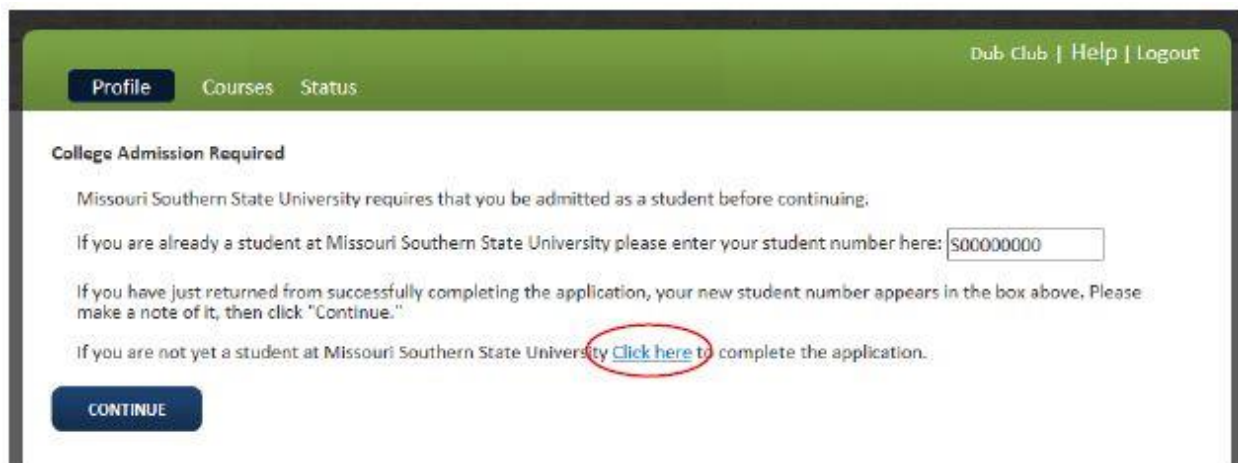
CELL PHONE:

CODE: enter confirmation code

Updated

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). Write this number down, and keep it in a secure place. Should you need to reference this number again, please refer to your Profile tab.

A screenshot of a web application interface for Missouri Southern State University (MSSU). At the top, there is a green navigation bar with the text "Dub Club | Help | Logout" on the right. Below this bar, there are three tabs: "Profile", "Courses", and "Status". The "Profile" tab is currently selected. The main content area is titled "College Admission Required". It contains the following text: "Missouri Southern State University requires that you be admitted as a student before continuing." Below this, there is a prompt: "If you are already a student at Missouri Southern State University please enter your student number here:" followed by a text input field containing the placeholder text "S00000000". Another line of text reads: "If you have just returned from successfully completing the application, your new student number appears in the box above. Please make a note of it, then click 'Continue.'" At the bottom of this section, there is a link: "If you are not yet a student at Missouri Southern State University [Click here](#) to complete the application." The "Click here" link is circled in red. At the bottom left of the form, there is a blue button labeled "CONTINUE".

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.

The screenshot shows the DualEnroll.com interface. At the top is a green navigation bar with links for 'Profile', 'Courses', and 'Status' (which is highlighted). On the right of this bar are links for 'Dub Club', 'Help', and 'Logout'. Below the navigation bar, there are two tabs: 'Step 1' (active, highlighted in orange) and 'Step 2'. The main content area is titled 'Parent/Guardian Consent' and contains the instruction 'Please provide your parent/guardian's email address:'. Below this instruction are two input fields: 'Email address:' followed by a text box, and 'and re-enter:' followed by another text box. At the bottom right of the form are three buttons: 'Previous' (disabled), 'Next' (active, highlighted in dark grey), and 'Finish' (disabled).

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! Courses are listed in alphabetical order by the course prefix and number (e.g., MATH130). Scroll through the list alphabetically, or use the features described below. Open courses may also be found on the MSSU open class list. Further information about the open class list and its relationship to DualEnroll.com can be found in Appendix A.

Narrow Your Search

By Term

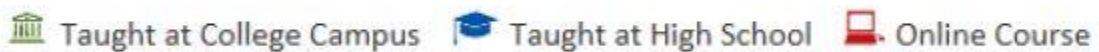
Narrow down the list significantly by selecting the term for which you would like to enroll.

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.**



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.

Narrow your Search

BY TERM

☐ Spring ☐ Summer
☐ Fall ☐ Winter

BY KEYWORD

BY COURSE TYPE

Choose all that apply:

☐ College Campus
☐ High School
☐ Online

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed
☐ Thu ☐ Fri ☐ Sat
☐ Sun

Show only classes meeting between:



and

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
BIO0101			General Biology	Missouri Southern State University
ENG0101			College Composition I (WI)	Missouri Southern State University
HIST0110			US History 1492-1877	Missouri Southern State University
HIST0120			US History 1877 to Present	Missouri Southern State University
MATH0130			College Algebra	Missouri Southern State University
MATH0150			Calculus/Analytic Geometry I	Missouri Southern State University
PSC0120			Government: US State & Local	Missouri Southern State University
PSY0100			General Psychology	Missouri Southern State University

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 class you want, 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.

Course Detail: College Composition I (WI)



COURSE NUMBER: ENG0101

CREDITS: 3.0

COLLEGE: Missouri Southern State University

DESCRIPTION: An introduction to the principles of college-level writing and critical thinking. Students will write a number of essays for a variety of purposes and audiences. Successful completion of the course permits the student to enroll in ENG 102. Students demonstrating exceptional ability as indicated by Writing Placement scores may take ENG 111.

Available Sections					
Section	Type	Instructor	Location	Time/Days	Options
PUR 2014 Fall		Sherrill Jamo			Register
MCA 2014 Fall		Kaari Schrader			Register
JO3 2014 Fall		Sherrill Jamo			Register
JO2 2014 Fall		Brendan Cooney			Register
JO1 2014 Fall		Amber Gilmer			Register
DIA 2014 Fall		Carl Toliver			Register
DI2 2014 Fall		Holly McSpadden			Register

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 before you can make another course selection.

The screenshot shows a web interface for dual enrollment. At the top, there's a green navigation bar with 'Profile', 'Courses' (highlighted with a red circle), and 'Status' buttons. To the right are links for 'Dual Credit', 'Help', and 'Logout'. Below the navigation bar, a yellow box contains a message: 'General Biology was successfully added.' Below this, a text block states: 'The courses you are currently registering for are shown below. The Next Steps column indicates what needs to be done next to complete the registration process: Highlighted steps need to be completed by you. Click on the text link for detailed instructions. Other (non-highlighted) steps need to be completed by others (your guidance counselor, parent/guardian, or college staff).' Below this is a section titled 'Your Dual Enrollment Courses' containing a table with two columns: 'Course' and 'Next Steps' (the latter is circled in red). The table lists two courses: 'ENG0101 College Composition I (WI) J03' and 'BIO0101 General Biology MCA'. The 'Next Steps' for the first course include 'Parent/Guardian: Approve Student Enrollment' (with a red circle around 'Approve'), 'High School: Provide Transcript/Test Scores', and 'High School: Approve Student Enrollment'. The 'Next Steps' for the second course include 'High School: Approve Student Enrollment' and 'High School: Provide Transcript/Test Scores'. Both courses have an 'abandon' link circled in red. Below the table is a section titled 'Your Saved Courses'.

Course	Next Steps
ENG0101 College Composition I (WI) J03 Missouri Southern State University Sherrill Jamo 2014 Fall	Parent/Guardian: Approve Student Enrollment, [resend] [change] High School: Provide Transcript/Test Scores, High School: Approve Student Enrollment [abandon]
BIO0101 General Biology MCA Missouri Southern State University John Lewis 2014 Fall	High School: Approve Student Enrollment, High School: Provide Transcript/Test Scores [abandon]

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/Guardian 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 Payment Portal](#) or by contacting the [Bursar's Office](#).

Abandonments, Drops, & Withdrawals

Abandonments

The Abandon button is available when the student has not been enrolled in the course yet. Students, counselors, or the university may use the Abandon button. Check to see which step the student is in to determine if the student has been enrolled in the course(s) or not; Registration Complete means the student is enrolled. When a student or counselor user clicks Abandon, a field appears and a message can be typed in to describe the reason for the abandonment of the course(s). That text is sent along with the abandonment request. Abandonment requests are approved by the Office of Academic Outreach and *must be processed by the University prior to the student being able to select another course*, if desired.

Drops

The Drop button is available when a student is enrolled in a class, but wishes to remove a class **prior to** the fourth Friday of classes on the MSSU semester calendar. A dropped class never shows up on a student transcript, and students are not charged for dropped classes. Once the Drop button is used by the student, an email notification is sent to the Parent/Guardian email address to make them aware of the student's desire to drop. The high school counselor is also notified through the system, and must approve the drop request. Once the drop is complete, the student, parent/guardian, high school counselor and university are all sent a confirmation email that the drop has been processed.

Withdrawals

A Withdrawal button is available when a student is enrolled in a course, then chooses to remove the course from the schedule after the fourth Friday on the MSSU semester calendar. A Withdrawal will show up as a “W” on the student transcript, and the student does still pay for the course. Once the Withdrawal button is used by the student, the parent/guardian and high school counselor are sent approval requests. When the parent/guardian and high school counselor approve the withdrawal request, the request is sent to the university for final approval and processing. Once the withdrawal is complete, the student, parent/guardian, high school counselor and university are all sent a confirmation email that the withdrawal has been processed.

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

Hearnes Hall 315, 3950 E Newman Rd, Joplin, MO 64801

APPENDIX A: Open Class List Explanation

Overview

The open course list, available on MSSU's website, is the official list of all open classes at MSSU for any given term. Select 100 and 200 level courses are being sent from the open course list directly in to MSSU.DualEnroll.com. This "data exchange" occurs every hour. The open course list operates in real-time; therefore, it is possible that MSSU.DualEnroll.com could be behind.

Course List in MSSU.DualEnroll.com

Here's a screenshot of how course sections look in MSSU.DualEnroll.com:

Course Sections: Art Appreciation					ADD
Section	Instructor	Campus	Days	Time	
COL	Kevin Myers				DELETE
JOP	Suzanne Daniel				DELETE
2518-JOP	Amber Mintert			12:00am-12:00am	DELETE
1642-02	Carmen Stotts		M W F	1:00pm-1:50pm	DELETE
1644-50	Amber Mintert			12:00am-12:00am	DELETE
9396-JOP	Suzanne Daniel				DELETE
9414-COL	Kevin Myers				DELETE
8536-02	Carmen Stotts		M W F	1:00pm-1:50pm	DELETE

These four digits represent the CRN – Course Registration Number. These four digits are listed on the open class list (and printed schedule booklet).

The numbers or letters after the dash represent the Section Number.

- Letters – represent classes at the high school campus (Ex: JOP = Joplin)
- Numbers beginning with "1" = on MSSU Campus
- Numbers beginning with "5" = online

Course List Online – Open Class List

Here's a screenshot of how course sections look on the Open Class List:

CRN	Subject	Course	Description	Hrs	Start Date	Days	Begin	End	Building	Room	Instructor	Available Seats
8926	ACCT	0201 TRAD CLS	Principles Financial Acct	3	08/22/2016	M,W,F	1000	1050	PLASTR	103	Mattix	34 of 35
8927	ACCT	0201 TRAD CLS	Principles Financial Acct	3	08/22/2016	M,W,F	1100	1150	PLASTR	103	Mattix	35 of 35
8928	ACCT	0201 TRAD CLS	Principles Financial Acct	3	08/22/2016	T,R	0930	1045	PLASTR	208	Comstock	35 of 35
8929	ACCT	0201 INET DLR	Principles Financial Acct	3	08/22/2016	TBA			TBA	TBA	Mattix	35 of 35

Tips

Match classes between the two systems using the CRN. You can also match the instructor name for an additional checkpoint.