

## Dual Credit/Dual Enrollment Frequently Asked Questions

### What is the difference between dual credit and dual enrollment?

MSSU defines **Dual Credit** and **Dual Enrollment** as such:

**Dual Credit** – Dual credit enables qualified high school students to take college-level courses and simultaneously receive academic credit for the course from both the high school and MSSU.

**Dual Enrollment** – Dual enrollment enables qualified high school students to take college-level courses that are taught by an MSSU Faculty member while simultaneously enrolled in the high school and MSSU. Dual enrollment opportunities at MSSU will likely be delivered to the student through a distance learning delivery mode (online).

For more definitions related to the program, check the [Dual Credit/Dual Enrollment Handbook](#).

### Where can I take dual credit/dual enrollment courses?

<i>Mode of Delivery</i>	<i>Dual Credit</i>	<i>Dual Enrollment</i>
• High school faculty teaches at the high school campus (traditional format)	X	
• High school student enrolls in online class taught by University faculty member	X	X
• High school student enrolls in on-campus class taught by University faculty member	X	X
• University faculty member teaches at the high school campus	X	X
• University faculty member teaches through interactive television (ITV)	X	X

### What are the advantages of taking dual credit/dual enrollment courses?

- Affordable **ACCESS to QUALITY** University level undergraduate education
- Earn college credit to **JUMP START** a baccalaureate degree
- **A GEOGRAPHICALLY FEASIBLE** opportunity to enrich the high school educational experience
- Access to **UNIVERSITY RESOURCES** to aid in your academic success
- [See our flyer for more details](#) (PDF)

## **What courses can I take?**

Courses offered through the program are mainly geared towards the General Education Requirements, which is the equivalent of “college core courses” required for all four-year degrees.

## **Can I enroll in dual credit and dual enrollment courses at the same time?**

Yes! Students may take both types of courses simultaneously.

## **What are the admission requirements for the Dual Credit/Dual Enrollment Program?**

- Completion of the sophomore year in high school with a cumulative grade point average of 3.0 on a 4.0 scale or the equivalent\*
- Pursuit of the state-designated college preparatory high school curriculum
- Recommendation by the student’s principal or his/her designee
- Must meet the same requirements for admission to individual courses (e.g. prerequisites, test scores) as those required of an on-campus student

*\*Freshmen and sophomores may be eligible for dual credit/dual enrollment with special permission from the high school and MSSU*

## **Do I have to maintain a certain GPA to remain eligible for the program?**

Yes. You must maintain a cumulative GPA of 2.0 on a 4.0 scale in all of your University work pursued through the MSSU program.

## **Are there any pre-requisites for dual credit/dual enrollment courses?**

There could be depending upon the course in which you wish to enroll. The [Missouri Department of Higher Education](#) requires dual credit students to meet the same course placement requirements in effect for the institution’s regularly attending student body. For more information please see the Key Placement Exam Info/Pre-Requisites for Entry Level Courses.

## **How do I get my textbooks?**

Textbook arrangements can vary by school. If your course is being taught at the high school by a high school instructor, check with your high school instructor or coordinator for further details. If your course is being taught by MSSU, you will pick up your books in the same manner as all other MSSU students at the MSSU Bookstore. Make sure to identify yourself as a dual credit student at the bookstore if you have yet not been issued a Lion Card.

## **When do my courses begin and end?**

The timing of when your course(s) will begin and end depends upon the mode of delivery. If your course is being taught at the high school by a high school instructor, check with your high school instructor or coordinator for exact dates. If your course is being taught by MSSU, the MSSU academic calendar will be followed.

## **What if I need to drop a class?**

We understand sometimes a class may need to be dropped. Please refer to the [Course Drop/Withdrawal & Refunds Calendar](#) for important dates related to dropping a class and the refund of fees. A drop cannot be processed without completing the [Course Withdrawal Request Form](#). Once the form is complete, you can send it to the Office of Academic Outreach for processing.

## **What is MSSU's refund policy for dual credit/dual enrollment courses?**

Please refer to the [Course Drop/Withdrawal & Refunds Calendar](#) for important dates related to dropping a class and the refund of fees. Policies and procedures related to refunds can be found in Student Tuition & Fees section of the [Dual Credit/Dual Enrollment Handbook](#).

## **What is the grading policy?**

Dual credit/dual enrollment grading policies will fall within the University guidelines for all MSSU students. The MSSU grading policy can be found in the Academic Affairs section of the [University Catalog](#). Additional information about grades can be found in the Grades section of the [Dual Credit/Dual Enrollment Handbook](#).

## **What other types of policies am I bound by as an MSSU Dual Credit/Dual Enrollment Student?**

As a dual credit/dual enrollment student, you are considered an MSSU student and are bound to policies that affect all students. Policies can be found in the [Dual Credit/Dual Enrollment Handbook](#), the [University Catalog](#), as well as the [Student Handbook](#).

## **What is FERPA and how does it affect me?**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (also referred to as the Buckley Amendment), is a federal law regarding the privacy of student educational records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. If you'd like to allow your parents access to your MSSU educational records, you can fill out the [release form](#) as a part of your DualEnroll/MSSU application (preferred) or a paper form and return it to the Dual Credit Office by e-mail or fax.

## How can I get a copy of my official transcript?

Upon the request of the student, MSSU will send transcripts of work completed in the dual credit/dual enrollment program to other colleges and universities for purposes of transfer. As in all other transfer situations, final determination of the credit awarded will be at the discretion of the receiving institution. Transcript requests may be completed [online](#). Transcripts will not be furnished for any student with an outstanding balance. The cost for an official transcript is \$10.

## How much do dual credit/dual enrollment courses cost?

The tuition rate for dual credit and dual enrollment courses is \$50/credit hour. Dual credit/dual enrollment students do not incur any special course fees or incidental fees.\* However, students are required to pay for textbooks for each course in which they are enrolled.

**\*PARA 220 (SPRING) does have a course fee associated with that course. The fee for that course covers testing materials and uniforms.**

## How do I pay for my dual credit/dual enrollment courses?

For the convenience of our students, MSSU offers several ways to make payments to student accounts:

### *Online*

LioNet allows students the ability and flexibility of online payments. Payments accepted via LioNet include: E-Check, Visa, Mastercard & Discover

### *In Person*

Student account balances paid in person can be made at the Bursar's Office Cashier Windows located on the 1st floor of Hearnes Hall, Monday through Friday 8:00am to 5:00pm. After-hours payments can be placed in the Bursar's Office drop box, located outside of the main entrance to Hearnes Hall. Be sure to include your student ID number with all drop box payments. Payments accepted in person include: Cash, Check, Money Order, Visa, Mastercard, Discover, & 3<sup>rd</sup> Party Sponsors. Checks should be made payable to MSSU and include the student's SID number.

### *Mail*

Payments options made by mail include: Check, Money Order & 3<sup>rd</sup> Party Sponsors. Please ensure checks are made payable to MSSU and include the student's ID number. Please do not send cash by mail. Returned checks/e-checks are subject to a \$15.00 returned check fee. Post-dated checks are not accepted and will be returned.

Mail payments should be addressed to:

Bursar's Office  
MSSU  
Attn: Cashier  
3950 E. Newman Road  
Joplin, MO 64801

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## STATE UNIVERSITY

Payment plans are available. Students needing to enter a payment plan need to contact the Bursar's Office. They should indicate they are a Dual Credit student and wish to have a payment plan.

### **Am I eligible for financial aid?**

Dual credit/dual enrollment students are classified as special students and do not qualify for financial aid.

### **Will my courses transfer to other institutions?**

Yes, subject to the other institution's guidelines for transfer credit. We recommend you check with the institution to which you wish to transfer credit, prior to completing the course. Some information is available from our Registrar's Office about transferability of courses – check out for the online Transfer Guide.

### **What are other ways in which I can earn college credit while still in high school?**

The Advanced Placement (AP) program and the College Level Examination Program (CLEP) both allow students to gain college credit in various subject areas by successfully completing comprehensive examinations in those subjects. If you are interested in these programs, you may call the MSSU Advising Counseling and Testing Center (ACTS) at 417/625-9324.

### **Will I receive any student privileges?**

Yes! To view a full list of student privileges view the MSSU Dual Credit website.