DUAL CREDIT/DUAL ENROLLMENT FACT SHEET

APPLICATION TO CROWDER COLLEGE: All students must submit a dual enrollment application for admission to become a Crowder student and take classes. The $25 application fee is waived. *If you have taken a Crowder class before, you **do not** need to fill out a new application.* From Crowder's homepage { www.crowder.edu } click on the **Apply Now** button and complete the **Dual Enrollment application**. Only students who can prove legal residency in the United States are permitted to enroll in classes through Crowder College, so we will need a copy of your driver's license.

ENROLLMENT

Dual Credit: *(Students receiving both high school and college credit during normal class hours.)* Students must enroll in fall semester classes through Crowder College. An enrollment form with your classes listed on it **must be completed each semester**. Having been enrolled in a previous semester class in the same high school classroom (such as English 101) does not automatically cause you to be enrolled in the subsequent semester class (English 102). A Crowder College representative will come to your school to do enrollment, but if you are absent we could miss you. We cannot go back in time to complete enrollment after **September 4th,** which is why it is so important to verify with your instructor that you are on the "college" roster. After your enrollment has been processed, you will receive an official schedule mailed to your home, confirming enrollment and providing you with an ID number.

Dual Enrollment: *(Students taking courses online or at any Crowder campus for college credit.)* Students who wish to enroll in fall semester course(s) must make an appointment with the Crowder College Dual Credit Coordinator or an academic advisor. An enrollment form with your classes listed on it **must be completed each semester**. Having been enrolled in a previous semester class does not automatically cause you to be enrolled in the subsequent semester class. After your enrollment session, you will receive an official schedule that provides you with your Crowder ID number. You will not need or receive a Crowder One card. Simply providing the bookstore, library or cashier's office with your driver's license will suffice.

PREREQUISITES FOR ENROLLMENT: Many classes have prerequisites that must be met to qualify to enroll in them. If you are enrolling for the spring semester, you may have met the requirement with your fall semester class. If you are enrolling in a class and have not met the course prerequisite, you may need to have a qualifying test score to enroll. The classes requiring test scores to enroll are English, mathematics, or classes with a reading level requirement (such as U.S. History I or Political Science). In addition, **all online classes** have a pre-requisite of college level English and Reading scores. Qualifying scores can be obtained from the ACT or COMPASS tests. If you have taken the ACT or COMPASS, you can qualify for college level classes with the following scores:

COURSE	ACT	COMPASS
ENGL 101	English – 18	English - 70
HIST 106/107	Reading – 18	Reading – 81
MATH 111/112	Math – 23	Math – 54 w/Algebra Placement Domain
MATH 150/160	Math – 26	Math – 51 w/ Trig Placement Domain

If you do not have the appropriate ACT score in a particular area, you may take the COMPASS test at any Crowder College campus or even at your local high school, if they have the COMPASS test available. COMPASS tests will give you an immediate placement score. If you do not qualify, you can repeat the COMPASS two times, at a cost of $5 per test, as a dual credit/dual enrolled student. It is wise to test early to give yourself ample time to achieve the desired placement.

Class drop dates & refund amounts for 16 week classes:
- September 4, 2015 – 100% refund ends
- September 15, 2015 – 50% refund ends
- November 4, 2015 – last date to withdraw without grade

Eight (8) week classes have different drop dates. See the Academic Calendar on our website.

Fall 2015 Dual Enrollment Dates
- Currently enrolled or those with college credits: April 23, 2015
- For first time students: May 4, 2015

CROWDER COLLEGE DUAL CREDIT/DUAL ENROLLMENT

HOW TO DROP A CLASS: You **must contact** the Dual Credit Coordinator or the Admissions Office at Crowder College and submit a signed drop form for any class you wish to drop. Simply letting your instructor know does not complete the drop process. *If you do not drop the class with a Crowder representative, you will be charged for it and receive a grade.*

COST AND PAYMENT: You will receive one paper bill mailed to your home address at a rate of $60 per credit hour. There are generally no fees, and most text books will be loaned at no charge if returned in good condition and by the due date. *Workbooks, online passkeys and any other consumable materials must be purchased*. Receipt of a bill will depend on the date of enrollment. Payment must be made in full before a student may enroll in any classes in subsequent semesters or receive a transcript. Although there is a payment plan available, the student (or parents) can make payments on their own schedule, keeping in mind that they must be *paid in full by the end of the semester.*

DUAL CREDIT/DUAL ENROLLMENT TUITION is $60.00/credit hour. Payment is due by the end of the semester and can be made in several ways:

► **BY MAIL** – Please include ID or SSN. Make check or money order payable to Crowder College.
   Mail to the ATTN: Cashier's Office, 601 Laclede, Neosho MO 64850

► **IN PERSON** – Credit or debit card, check, money order or cash
   Cashier's Office on main campus in Neosho - Farber Hall 1st floor 601 Laclede Ave, Neosho MO 64850
      Office Hours: Monday - Friday 8:00 a.m. to 4:30 p.m. Phone: 417-455-5598 or 417-455-5402
      Or at most Crowder College locations

► **BY PHONE** – Credit or debit card
   Call 417-455-5598 or 417-455-5402 to pay securely over the phone. Student ID or SSN number is required.

► **ONLINE (Dual Enrollment only)** – Credit or debit card. Login with your student ID number & password:
   { https://my.crowder.edu/ics }. To view your student account information select the "Finances" tab.

WE ACCEPT   VISA   MasterCard   AMERICAN EXPRESS   DISCOVER NETWORK

TO REQUEST A COLLEGE TRANSCRIPT: Go to our homepage { www.crowder.edu }. Under the Current Students Tab, select the Record's Office link. Under Forms & Requests, select Transcript Request form. Your first transcript request is free, each additional request is $2 to mail and $5 to fax. For an "official" transcript, be sure to mark on your request, SEND WHEN GRADES ARE POSTED. For additional questions or concerns regarding transcripts, please contact the Record's office directly at 417-455-5664. *Note*: You must have your bill **paid in full** before a transcript request can be processed.

► DUAL ENROLLMENT ADDITIONAL INFORMATION

LOGIN INFORMATION: See the attached dual enrollment student technology tip sheet on how to log into Crowder College Email, Blackboard, My Crowder and TK20. You can also locate this information on Crowder's homepage.

ORDER TEXTBOOKS: You can place your textbook order online or make arrangements to pick them up at the Neosho (main) campus only. If this is your first time ordering books online, you will first need to create an account. To place your order online, go to our website at www.crowder.edu. Under SERVICES, select BOOKSTORE. Select the link to visit their website. Click on the word "Books" in the top blue band, then "Browse Books". Select the term you wish to order books for; continue to browse department, course and section. All of this information is located on your printed schedule. You may click the book to view it before adding it to your cart. Continue shopping or proceed to checkout. Select the payment option STUDENT ACCOUNT. Dual enrolled students will have a used, loaned textbook mailed directly to their home address once the order is placed. Freight rates will apply. **REMINDER:** Workbooks, online passkeys, and other consumable books must be purchased, since they cannot be returned and reused. Loaned books must be returned by the due date or you will be charged for a new book.