

FACT SHEET

DUAL ENROLLMENT/DUAL CREDIT

APPLICATION TO CROWDER COLLEGE: All students must submit an online dual credit/dual enrollment application for admission to become a Crowder student. Students that are U.S. citizens are required to provide a social security number in order to successfully submit an online application. If you have taken a Crowder dual credit/dual enrollment class before, you do not need to fill out a new application. For dual credit/dual enrollment students, the \$25 application fee is waived. Students may be required to provide additional documentation establishing lawful presence in the United States and will need to contact the Admissions Office to confirm tuition rate.

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**. 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 6**, 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 spring 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 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 History, Literature 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 an appropriate placement test. If you have taken the ACT you can qualify for college level classes with the following scores:

COURSE	ACT
ENGL 101	English-18
ENGL 109, 222, 225	Reading-18
HIST 101, 102, 106, 107	Reading-18
MATH 125	Math-19
MATH 135, 112	Math-22
MATH 150, 160	Math-26

If you do not have the appropriate ACT score in a particular area, you may schedule to take a placement exam at any Crowder College campus location. It is wise to test early to give yourself ample time to achieve the desired placement.



CROWDER COLLEGE

www.crowder.edu

IMPORTANT DATES

CLASS DROP DATES & REFUNDS

FOR 16 WEEK CLASSES:

- Sept. 9, 2019 - 100% Refund ends
- Sept. 17, 2019 - 50% Refund ends
- Nov. 6, 2019 - Last date to withdraw without grade

FALL 2019 DUAL ENROLLMENT DATES:

- April 1, 2019 - 28+ hours completed
- April 3, 2019 - Currently enrolled or those with college credits
- April 15, 2019 - First Time Students

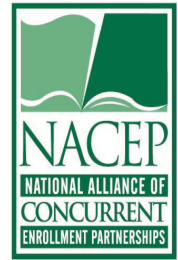
CONTACT INFORMATION

MELISSA SMITH
DIRECTOR OF CONCURRENT ENROLLMENT
MELISSASMITH@CROWDER.EDU

STACEY HOPPER
ACADEMIC COORDINATOR OF
CONCURRENT ENROLLMENT
STACEYHOPPER@CROWDER.EDU

420 GRAND AVE., JOPLIN, MO 64801
PHONE: 417.680.3202
FAX: 417.781.2025
DUALCREDIT@CROWDER.EDU

DUAL CREDIT/DUAL ENROLLMENT FACT SHEET



HOW TO DROP A CLASS: You must contact the Dual Credit Office 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 at least 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 date indicated on the statement mailed to you.*

DUAL CREDIT/DUAL ENROLLMENT TUITION is \$60.00/credit hour. Payment is due by the date indicated on the statement 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. There is no charge to pay 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



TO REQUEST A COLLEGE TRANSCRIPT: Go to: <http://www.crowder.edu/services/records/transcripts/from-crowder>
There is a \$10 fee as transcripts are available from the National Student Clearinghouse Transcript Ordering Center. For additional questions regarding transcripts, please contact the Record’s Office directly at 417.455.5697. *Note: You must have your bill paid in full before a transcript request can be processed.*

DUAL ENROLLMENT ADDITIONAL INFORMATION

LOGIN INFORMATION: Go to: www.crowder.edu/information-technology/helpdesk/

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 TO THE NEOSHO CAMPUS BY THE DUE DATE** or you will be charged for a new book.