

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 course(s) through Crowder College each semester they are taking classes. A Crowder College representative may come to your school to do enrollment, but it is the student's responsibility 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 which includes your Crowder College ID number.

Dual Enrollment (*Students taking courses online or at any Crowder campus for college credit.*) Students who wish to enroll in course(s) must make an appointment with the Crowder College Dual Credit Coordinator or an academic advisor. An enrollment form with your course(s) 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. A Crowder College ID card will not be issued, but you will need to provide a driver's license or photo identification to the bookstore, library or cashier's office.

PREREQUISITES FOR ENROLLMENT: Many classes have prerequisites that must be met to qualify for enrollment. If you are enrolling in a course and have not met the prerequisite, you may need to have a qualifying test score to enroll. The courses requiring test scores to enroll are English, Mathematics, or those with a Reading level requirement (such as History, Literature or Political Science). In addition, **all online courses** 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 courses with the following scores:

COURSE	ACT
ENGL 101	English-18 AND Reading-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 score.



CROWDER
COLLEGE

www.crowder.edu

IMPORTANT DATES

UPCOMING ENROLLMENT DATES

FOR FALL 2021:

- MARCH 29- 30+ hours completed
- MARCH 31 - 1-29 hours completed
- APRIL 5 - Students currently enrolled with no completed hours
- APRIL 12 - Open enrollment for new students

CLASS DROP DATES & REFUNDS

FALL 2021 - 16 WEEK CLASSES:

- SEPT. 13- 100% Refund ends
- SEPT. 21 - 50% Refund ends
- NOV. 17 - Last date to withdraw without grade

CONTACT INFORMATION

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

420 GRAND AVE., JOPLIN, MO 64801
PHONE: 417.680.3202
CELL PHONE: 417.389.4858
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.*

TUITION AND CHARGES: Tuition is at a reduced rate of \$60 per credit hour. Dual Credit textbooks are usually loaned or provided by the school district, but must be returned in good condition and **BY THE DUE DATE** to avoid additional charges. Some classes require consumable items. Please see "Items Assessed Charges" for details.

You will receive at least one paper bill mailed to your home address depending 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.*

TEXTBOOKS: You can place your textbook order online or make arrangements to pick them up at the Neosho (main) campus only. To place your order online, go to our website at www.crowder.edu. Under SERVICES, select BOOKSTORE. Select the link to visit their website or go to: crowderbookstore.com Students will be charged shipping for online orders.

LOANED BOOKS: Any book that is loaned must be returned to ANY CROWDER CAMPUS by the LAST DAY the Bookstore is open during FINALS WEEK or there will be a \$35 non-refundable fee per book. Failure to return the book(s) will result in being charged full NEW BOOK price.

ITEMS ASSESSED CHARGES: Workbooks, online passkeys, software, and other consumable books must be purchased, since they cannot be returned and reused. These books may be purchased at any campus. Students will be charged shipping if purchased online.

CONTACT CROWDER COLLEGE BOOKSTORE IF YOU HAVE ADDITIONAL QUESTIONS: 417.455.5588.

PAYMENT OPTIONS: Payment is due by the date indicated on the statement and may be made 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
Office Hours: Monday - Friday 8:00 a.m. to 4:30 p.m. Phone: 417-455-5598 or 417-455-5402
Or at any 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** – Accounts may be paid with credit or debit card. Login with student ID number & password: <https://my.crowder.edu/ics> via Account information is located under the 'Finances' tab. **ALL DUALCREDIT/DUAL ENROLLMENT STUDENTS HAVE A MY CROWDER ACCOUNT.** See Campus Connect for detailed information on setting up your account. For assistance, contact IT @ 417.455.5712.

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/

Fall 2021 revised 07 13 2021