![Drury University logo]

2024-2025
Dual Credit Program
Dual Credit Application and Registration

Registration Directions for 2024-2025: We have a partnership with DualEnroll, an online application and registration system for dual credit (DC) students. We are in a partial integration phase, which means **NEW DC STUDENTS** must fill out the Drury Dual Credit Application located on the Drury Dual Credit webpage; **ALL returning DC students** will register and pay for DC courses through DualEnroll.

ONLINE STUDENTS must be able to access Canvas via MyDrury. ALL online students must use a 2-step authentication system. Registrations in DualEnroll must be marked as "Complete" before students can access Canvas.

Thank you for your continued support!

Warmest regards,

Beth Nation, MSC
Drury University Dual Credit Coordinator
900 N Benton Ave / Burnham Hall 322
Springfield, MO 65802
417.873.7676
enation@drury.edu

ALL NEW Drury DC students must fill out the DC application, then create or log into their existing DualEnroll account.

- The entire application and registration process for **new students** involves the following steps:
  1. Completion of the DC application, via Drury's Dual Credit webpage.
  2. Create a DualEnroll account (if one is not already in use).
  3. Register for course/s in DualEnroll.
  4. Parent/Guardian Consent and Payment in DualEnroll
  5. Establishing MyDrury access:
     a. Creating a password in MyDrury
     b. Setting up 2-step authentication for MyDrury (gives access to Canvas)
     c. Access Canvas for online learning

CURRENT/RETURNING DC Students: (students who have taken DC courses through Drury before) **ARE NOT** required to fill out the DC application but **ARE REQUIRED** to create/log into a DualEnroll account. **Repeat students can navigate to Drury's DualEnroll immediately.**

IMPORTANT for DC application and DualEnroll accounts: Students MUST use a personal email address. DO NOT use a parent's email address or a high school email address.

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NEW STUDENT Instructions:

Go to the Drury DUAL CREDIT webpage:
https://www.drury.edu/go/dual-credit-program/

STEP ONE: DUAL CREDIT STUDENT APPLICATION
Students click "Step One: Dual Credit Student Application" in the red box above the images.
ALL first-time students must fill out the DC application.

Students, please do the following when completing the DC student application:
- Use capital letters appropriately for ALL proper nouns.
- Look closely at the example for entering: SSN, DOB, and phone number.
- **Students SHOULD NEVER fill out the DC application twice** or make up an SSN.
  - This is fraudulent.
  - This also causes multiple departments at Drury to clean up the error.
- **Parents and Guardians, please do not do this for your student**.

1. Enter SSN as shown.
   a. Foreign Exchange students must enter all 0's if they don't have an SSN.
2. Students, please use a Personal Email Address (NOT parent's/guardian's email).
   a. Avoid using a HS email address, as many are blocked by the school district's firewall.
   b. If you don't have a personal email, create a Gmail account.
3. Ability to check their personal email's junk/spam folders for the link to set their password.
   a. Most students will have to do this on their phone while at school.
4. Please make sure the application is submitted.

Please note:

Students can proceed immediately to drury.dualenroll.com and complete the registration/enrollment _without_ a Drury Username and password. Students no longer need to wait for an email with this information to proceed with registration.

CREATING a DualEnroll account: **If a student takes DC through a university that uses DualEnroll (MSU, OTC, etc.), go to: drury.dualenroll.com and sign in.**

1. Student, go to: drury.dualenroll.com
2. If the student does not have a DualEnroll account, click "CREATE MY ACCOUNT" under "New Students". If the student already has a DualEnroll account (through Drury or another college), log in to your account.
3. Fill in all required fields marked with a red asterisk *
4. Student will receive a text and/or email with a code that they must enter to confirm their account.
5. **IF A STUDENT KNOWS THEIR DRURY ID #** (they have taken Drury DC courses before), enter the ID# in "Application and ID".
   a. If a student **does not know their Drury ID#,** you may enter the code sent to your phone or a 6-digit number as a place holder (123456).
   b. DC staff will fill this in for the student in their DualEnroll account.
6. Continue filling in required fields.

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REGISTERING FOR COURSES IN DUALENROLL (NEW AND RETURNING STUDENTS): **The student has created a DualEnroll account and can proceed to registering for courses.**

- ALL Students will register for course/s, complete the FERPA, and make payment through DualEnroll.
- **IF A STUDENT ALREADY HAS A DualEnroll ACCOUNT:**
  - Students can use the SAME login info as they do for other universities.
  - Students will use the Drury DualEnroll link, shown below.

<p align="center">https://drury.dualenroll.com/login</p>

1. Navigate to the "Courses" tab in DualEnroll.
2. Select the course/s.
   a. You can search by keyword (title of the course, course number, etc.)
   b. You may filter by online or seated courses.
3. Ensure you have selected the correct Term (Fall 2024, Spring 2025, Summer 2025).
4. SEATED COURSES:
   a. Choose the section of the course with your appropriate instructor/high school.
5. ONLINE COURSES:
   a. Students will see courses available to them by instructor (these are pre-assigned)
6. Under "Options," select "Register".
7. An info box will appear giving the option to request another class, view status, or to logout.
   a. If you are taking another DC course this semester, select request another class and repeat this process.
8. Student and parents/guardians will receive a text and/or email confirming registration status.

PARENTS/GUARDIANS:

1. Parent/Guardian Consent:
2. When your student provides your email and/or phone number in their DualEnroll account, you should receive a text and/or email to provide consent for your student to enroll in their desired course/s.
3. You must sign the parent consent form electronically.

Payment:

1. **Payment MUST be made with a credit card or by ECheck at the time of Parent/Guardian Consent.**
   a. The total is automatically generated depending on the course/s your student selected.
   b. Drury University no longer accepts payment for DC courses.
2. Payment will process once your student's registration is complete.
3. You will receive confirmation emails for completing this process, as well as when the payment is processed.

529 Accounts:

Payment can be made via a 529 account by selecting this option at time of pay.

District Pay:

Your student may attend a district that pays for DC courses. If this is the case, the counselor will enter this information during their steps, and you will ONLY be prompted to provide consent.

MyDrury Account Set-up:

All DC students will receive an email AFTER their course registration has been finalized in DualEnroll (registration is marked as "Complete"). The student email will contain the following information:

1. Drury Username
2. Drury ID#
3. Directions on setting up a password.
4. Directions on how to set-up OneLogin/Authentication
- **ONLINE** DC students must have a MyDrury account to access their course/s on CANVAS.
- **SEATED** DC students have access to MyDrury for account information and their unofficial transcript.

2-Step Authentication Information/Directions:

- Once NEW DC students receive their Drury Username and reset their password using the steps in the email, the next step is to set up a 2-step authentication to access MyDrury.

1. Go to https://drury.onelogin.com
2. Enter Drury email and password (this is your druryusername@drury.edu).