



Dual Credit Onboarding Information

Congratulations on being approved as a Drury University Dual Credit (DC) adjunct instructor! We also welcome new counselors to the Drury DC team!

You may teach online courses, seated courses at your high school, or both. The onboarding process for adjunct instructors and high school counselors is outlined in this document.

Please reach out to the Dual Credit Director, Beth Nation, with any questions or concerns.

Contact email: enation@drury.edu

Drury Office Phone: 417.873.7676

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ONLINE ADJUNCTS

HR Onboarding for ONLINE Adjuncts

You have been approved as an adjunct instructor for Drury University. Because online DC adjuncts are paid through Drury University, you are required to complete paperwork for Drury University's Human Resources Department.

Each adjunct teaching online courses must complete the following:

Form I-9

Please work to get this completed immediately. Time is of the essence!

1. Make an appointment at Drury's main HR office (417-873-7434) or a branch campus to complete the Form I-9 that authorizes you to work.
2. You must present **original, unexpired ID documents in person** that follow the guidelines attached.
3. If you do not live close to a campus, please contact the HR office for next steps.

Online HR Paperwork

1. You will receive an email from ADP, Drury's payroll/HR system, with instructions for registering and completing your new hire paperwork such as tax forms and direct deposit authorization.

Drury Email Account

1. Once your I-9 paperwork is processed, HR activates your account in Drury's system and establishes your Drury Email account.
 2. HR will send an email to the email address you provided in your application and will include:
 - a. Your Drury email address.
 - b. Steps for accessing your Drury email account.
 - c. Password Reset Instructions (with requirements).
 - d. OneLogin Authentication Method.
- See [page 7](#) for directions on setting up your Drury email account.

HR Training

1. HR will be in touch regarding training and course prep after all the initial steps are completed.
2. You will complete compliance training, required for all employees.
3. Training is required to teach a course for Drury University.



ONLINE ADJUNCTS

Online DC Adjunct: Syllabus

Each semester, DC Online Adjuncts are required, per the Higher Learning Commission (HLC), to submit a copy of their syllabus to the OL Adjunct Classroom in Canvas.

Dual Credit Syllabus Template Link: [Drury GO Syllabi](#)

- Click "Drury GO Course Syllabus Information"
- Scroll to the current term and click the hyperlink.
- The current term's syllabus should be linked for you.

ALL syllabi MUST include the Dual Credit Late Work Policy (see [page 9](#)).

ALL syllabi need to be submitted to the appropriate "classroom" in Canvas.

- Dual Credit OL (online) Adjuncts
- Dual Credit SE (seated) Adjuncts
- Due dates for SE (seated) syllabi:
 - Fall due date: First Friday in October
 - Spring due date: First Friday in March

Canvas Classroom

Drury University uses the academic learning platform, Canvas. All DC online students will access their course/s in Drury's Canvas platform.

- Students expect access to their course/s the Friday before class starts each term.
- Please ensure your course is ready, your picture is visible for each course you teach, and your syllabus has been approved and posted.
- Please post a welcome message via Canvas Announcements in each of your courses.
 - This is a quick way to get an email to all students and let them know you are excited and ready for the semester!
 - I recommend posting at least three announcements per week to keep students engaged and current on what is happening in your course.

Canvas Training

- When HR paperwork is completed and a Drury email is established, the adjunct's account is created in Canvas.
- Once the online department has been notified, they will enroll the adjunct in the Canvas Faculty Resources course where Canvas training is available.
- Sandbox courses can be created for adjunct instructors to explore and create content for their upcoming course before it is published to students.

Dual Credit Grades

- It is required that mid-term and final grades be submitted in MyDrury ([page 10](#)).
- You will access MyDrury using the same login credentials used to get into your Drury email account.
- If you need assistance with your login, fill out the Login & Email Help Request form: [Login & Email Help Request Form](#)

Email Communication

Make sure you check your Drury email at least once a day. To access your email:

- Log into outlook.office.com with your Drury email address and the new password you created. (your email address is: username@drury.edu)
- I encourage you to forward your Drury Email to your primary email for convenience; you don't want to miss important Drury communication!



SEATED ADJUNCTS

You have received confirmation that you have been approved as an adjunct instructor for Drury University.

Because you are teaching dual credit courses at a high school, you will be notified by the Dual Credit Department of your Drury login credentials.

Drury Email Account

1. Beth Nation will send an email to the email address you provided in your application and will include:
 1. Your Drury email address.
 2. Steps for accessing your Drury email account.
 3. Password Reset Instructions (with requirements).
 4. OneLogin Authentication Method.
- See [page 7](#) for directions on setting up your Drury email account.

Seated DC Adjunct: Syllabus

Each semester, DC Seated Adjuncts are required, per the Higher Learning Commission (HLC), to submit a copy of their syllabus to the OL Adjunct Classroom in Canvas.

Dual Credit Syllabus Template Link: [Drury GO Syllabi](#)

- Click "Drury GO Course Syllabus Information"
- Scroll to the current term and click the hyperlink.
- The current term's syllabus should be linked for you.

Seated Syllabus Required Information

- Seated Adjunct Instructors may submit their high school syllabus to Drury, but the following Drury University information must be included in your syllabus (insert with all information on [page 8](#)):
 - Drury Course Title, Code, Course Description, and Learning Outcomes.
 - [Link to Drury University Course Information](#)
 - Drury University grading scale (see [page 8](#) or link to syllabus template above)
 - Academic Integrity Policy (see [page 8](#) or link to syllabus template above)
 - Dual Credit Late Work Policy (see [page 9](#))
 - Please review the DC Late Work Policy and consider requiring your DC students to follow this policy.
 - DC students need to be held to a higher standard than non-DC students when it comes to work ethic and late work.
 - The Late Work Policy for the DC students should be clearly explained in your syllabus.

ALL syllabi need to be submitted to the appropriate "classroom" in Canvas.

- Dual Credit OL (online) Adjuncts
- Dual Credit SE (seated) Adjuncts
- Due dates for SE (seated) syllabi:
 - Fall due date: First Friday in October
 - Spring due date: First Friday in March



SEATED ADJUNCTS

Canvas Classroom

As a seated adjunct instructor for Drury University, you are not required nor have access to Drury University's Canvas platform.

Dual Credit Grades

- It is required that mid-term and final grades be submitted in MyDrury by seated adjunct instructors, so students' grades will be reflected on the Drury transcript.
- Directions can be found on [page 10](#).
- You will access MyDrury using the same login credentials used to get into your Drury email account.
- If you need assistance with your login, fill out the Login & Email Help Request form: [Login & Email Help Request Form](#)

Email Communication

Make sure you check your Drury email at least once a day. To access your email:

- Log into [outlook.office.com](#) with your Drury email address and the new password you created. (your email address is: username@drury.edu)
- I encourage you to forward your Drury Email to your primary email for convenience; you don't want to miss important Drury communication!



HIGH SCHOOL COUNSELORS

MyDrury Login

When a high school becomes a partner with Drury University's Dual Credit program, the school counselor will be issued MyDrury login credentials consisting of a Drury username and a temporary password.

The login allows the school counselor access to MyDrury, Drury University's platform for students, faculty, and staff.

As a high school counselor, MyDrury will grant you access to the following student information:

1. **Enrollment Reports** – The counselor can access a list of each course students from their high school are registered/enrolled in.
2. **Mid-Term Grades** – The counselor had access to mid-term grades for all online students from their high school.
3. **Final Grades** – The counselor has access to final grades for all online students from their high school.
 - a. Final grades are on each student's Drury University transcript.

Counselor Access to Enrollment Reports, Mid-Terms, and Final Grades

1. Go to: <https://my.drury.edu/ICS/>
 2. In the top right corner, select the black rectangle that reads "LOGIN"
 3. Login using your username and password.
 4. Click: "Advisor" at the top of the page
 5. Click: "Dual Credit Advisor" on the left-hand side of the page
 6. Next, click: "Enrollment Reports"
 7. Click: "DC Enrollment by Student" or "DC Enrollment by Course"
 8. Change the year to 2024
 - a. **2024 will be the year you enter through the summer 2025 term**
 9. Change the term to FA
 - a. term changes according to current term/semester: FA, SP, SU
- Fall 2024 semester enter:
 - 2024 and FA
 - Spring 2025 semester enter:
 - 2024 and SP
 - Summer 2025 enter:
 - 2024 and SU
- This report provides a print-out of your Rosters and Grades.
 - Once adjuncts enter grades into MyDrury this is the process for accessing mid-term and final grades for students.
 - Mid-term and final grades will be entered for **Online** courses ONLY.
 - **Seated** mid-term and final grades should be available through the **Seated adjuncts** at your high school.
 - The seated adjunct is responsible for entering final grades into MyDrury at the end of each semester the credit is being awarded.



Setting up Drury Email and Password Reset Instructions

To reset your password - use either:

<https://my.drury.edu> and click "Password Reset" or use

<https://passwordreset.microsoftonline.com>

- Enter your **Drury email address (DU EMAIL HERE)** in the email or username field and click **Next**.
- On the next page, select "I forgot my password" and click **Next**.
- Select your verification method:
 1. Click **Email** and verify your alternate email address (must match the one provided to Drury when applying)
 2. Click **Text** on the "text my mobile phone" option (must match the mobile phone number provided to Drury when applying)
- Enter the verification number sent to your alternate email address or your mobile phone.

On the following page, **enter your new password**.

Password Requirements:

Your password must meet all the complex requirements below.

- Password must be a minimum of 12 characters and a maximum of 128 characters.
- Must contain one of each of the following:
 1. One Lowercase character
 2. One Uppercase character
 3. One Number character
 4. One Special character (no quotes or apostrophes)
- Click **Finish** after confirming your new password.
- Close the browser tab.

Email

To access your email:

- Log into outlook.office.com with your Drury email address and the new password you created.

OneLogin

- Log into drury.onelogin.com
- Setup Multifactor authentication (help guide is available on [My.Drury.edu](https://my.drury.edu))



Seated Adjunct Syllabi Resources

Please insert this information, providing your course's specific CD and LO's, into your high school syllabus.

Drury University Course Information

Course Title, Code, Description, and Learning Outcomes

- Link: <https://docs.google.com/document/d/1Wvkw1QQhcxmiV8IQkNyOqTbai5aVttF4uwmSCj922II/edit>

Drury University Course Grading Scale:

For a consistent grading experience, we recommend using the following grading scale.

100 - 93% = A
93 - 90% = A-
90 - 87% = B+
87 - 83% = B
83 - 80% = B-
80 - 77% = C+
77 - 73% = C
73 - 70% = C-
70 - 67% = D+
67 - 63% = D
63 - 60% = D-
< 60% = F

Issuance of an Incomplete: See Course Policies

Academic Integrity: See the Course Policies link below for the full policy regarding academic integrity.

- Additional information about [Drury's Academic Integrity Policy Course Policies](#)
- **Artificial Intelligence:** The unauthorized use of artificial intelligence (AI) or other automated tools to complete assignments is strictly prohibited unless otherwise stated. Any evidence of the use of AI will be considered a violation of Academic Misconduct and/or Plagiarism and subject to the Academic Misconduct Process. It is the responsibility of each student to ensure that all work submitted for this class is their own, original work, written and completed without the use of AI or other automated tools.



Drury Dual Credit Late Work Policy: Effective Summer 2023 term

Objective:

The Drury University Dual Credit Late Work Policy aims to provide guidelines and expectations regarding the submission of assignments in a dual credit college course. It encourages students to complete their work on time while still allowing for reasonable flexibility in exceptional circumstances.

Timely Submission:

1. All assignments must be submitted by the specified deadline mentioned in the course syllabus or as communicated by the instructor.

Communication and Transparency:

1. The instructor will ensure clear communication of the late work policy at the beginning of the course, in the course syllabus, and through additional reminders as necessary.
2. Any updates or changes to the late work policy will be communicated to the students promptly.

Instructor Discretion:

1. The instructor reserves the right to modify or waive the late work policy in exceptional cases or due to extenuating circumstances.
2. The instructor will exercise professional judgment while considering the best interests of the students and the overall learning outcomes of the course.

Late Work: Late submissions will be subject to a penalty, as outlined below.

1. Assignments submitted after the deadline will be considered late, regardless of the reasons for missing the original deadline.

Late Work Penalty:

1. Submission of assignments after the deadline and within a 24-hour window, a deduction of 50% will be applied to the overall grade of the assignment.
2. Assignments not submitted after 24 hours will be marked as zero.

Excused Late Work:

1. In exceptional circumstances, such as personal illness, family emergencies, or other valid reasons, students may request an extension for the assignment.
2. To qualify for an excused late submission, students must notify the instructor via Canvas or the instructor's Drury email as soon as possible and before the assignment deadline.
3. The instructor will review each request on a case-by-case basis and determine whether an extension is granted.
4. Excused late work will not incur any penalties if the extension is approved.



Directions for Entering Dual Credit Midterm and Final Grades

1. Adjunct: Go to my.drury.edu and log into your MyDrury account (top right corner).
2. Click: "Faculty" at the top of the page.
3. Click: "Grade Entry" on the left-hand side of the page.
4. Division: "Undergraduate".
5. Term: "Acad Yr 2024-2025 Fall Term-Fall Full Term" (**this will change each semester**)
6. Choose the course for which you need to enter grades (**complete this for each course you teach**)
7. Your roster will appear.
8. Next to each student is a "Select" field. Assign grades by choosing each grade in the drop-down menu.
9. **DO NOT enter anything in "Absences" column. Dual Credit adjuncts are not required to provide roster verifications.**
10. Click: "Save" when complete.

Make sure to review each student's grade before clicking "Save". If an error is made you will have to fill out a "Change Request Form".

DIRECTIONS: How to Make a Grade Change

1. Follow steps #1-2 above.
2. Click: "Grade Forms" on the left.
3. Choose: "Request for Grade Correction".
4. Complete required information.
5. Click: "Submit".

This is the same process for entering final grades at the end of each semester.

Drury University Grading Scale

> 100% = N/A	100 - 93% = A	92 - 90% = A-
89 - 87% = B+	86 - 83% = B	82 - 80% = B-
79 - 77% = C+	76 - 73% = C	72 - 70% = C-
69 - 67% = D+	66 - 63% = D	63 - 60% = D-