



Student Information Sheet

What is Dual Credit?

- Courses that allow you to receive both high school credit and college credit.
- Courses provide a great way for you to get a “jump start” on college at reduced tuition, while still in high school.
- Each course and teacher has been approved by SBU and meets the requirements of the same class offered on SBU's campus.

Communication with Your Parents

It is vital that you share the information regarding dual credit with your parents. Be sure to discuss:

- The course(s) you plan to take for dual credit
- The ACT requirement(s) and deadlines
- The tuition cost, payment deadlines, and finance charges (if the class is not paid in full when the application is returned)

Dual Credit Requirements

- Minimum overall grade point average of 3.0 (on a 4.0 scale) or the equivalent.
- Recommendation by the high school principal or his or her official designee.
- Meet the same requirements for admission to individual courses as those required of on-campus students. **Students who do not meet the minimum ACT requirements, will not receive college credit for this course.** SBU requires:
 - » English ACT subscore of 18 or higher for enrollment in English Composition I & II
 - » Mathematics ACT subscore of 18 or higher for enrollment in ANY mathematics course
- **ACT score submission deadlines:**
 - » Fall courses: December 15
 - » Spring/yearlong courses: April 15

Tuition

- Each dual credit course costs \$95 per credit hour and requires a deposit that will be applied toward your tuition.
 - » 3 hour course: total \$285; \$50 deposit
 - » 4 hour course: total \$380; \$70 deposit
 - » 5 hour course: total \$475; \$90 deposit
- Tuition deadlines are:
 - » Summer course: before enrollment
 - » Fall only course: December 1
 - » Spring and yearlong courses: May 1
- Finance charges are added on a monthly basis for all unpaid balances. These charges begin upon enrollment in the course and continue until the account is paid in full. If balances are not paid by the deadline, you will not receive credit for course.
- Tuition may be paid by check or debit/credit card after student account has been charged. There is a processing fee when paying with debit/credit card. **If you did not send a check with your application, payments must be made through your MySBU account. After logging in, you will make your payment using the self-service option.**

Filling out the Application

- Please neatly complete all information on the application form provided to you. This information is used to set up your student information database, so it is important the information is correct and legible.
- List all dual credit courses you are taking through SBU this semester on one application form.
- Leave the “Student ID #” blank. Your Social Security number is required in order for SBU to file tax forms on your behalf.
- Get signatures/date on the application and return it to the proper person at your high school by the deadline set by your school. Please also send your tuition payment or the required tuition deposit for each class.

Dropping a Dual Credit Class

Deadline for dropping a class with a failing grade or not meeting the minimum ACT score to receive a refund minus the deposit:

- Fall class: December 15
- Yearlong classes: April 15
- Spring classes: April 15
- You must fill out a withdrawal form and have your counselor send to Pam Ferguson: Southwest Baptist University, 1600 University Avenue, Bolivar, MO 65613 (Forms must be postmarked on or before the dates listed above).

Grades

Grades are posted on WebAdvisor. They are NOT mailed to you. Grades posted will be the same grade you receive on your high school transcript. Students will receive a letter this semester that will give the instructions for accessing WebAdvisor.

- Login Information
 - » **User Name:** first letter of first name and 7 digit ID (a0123456)
 - » **Password:** 6 digit birthday (mm/dd/yr)

Questions concerning applications, payments and dropping a class:

Pam Ferguson
(417) 328-1741

All other questions:

Suzanne Powers, Dual Credit Coordinator
(417) 328-1689 | spowers@sbuniv.edu



Legal Name: _____
Last First MI

Date of Birth: ____/____/____ Social Security (required): ____-____-____ Male Female Race/Ethnicity: American Indian or Alaska Native

Student Email: _____

Student Cell Phone: (____) _____ Home Phone: (____) _____

High School: _____ Graduation Month/Year: ____/____

Student Address: _____ City: _____ State: _____ Zip: _____

- Black or African American
- Native Hawaiian or Other Pacific Islander
- Caucasian
- Hispanic/Latino
- Asian
- Multi or Bi-racial
- Other _____

| SBU Course Prefix and Number | SBU Course Title | High School Instructor | FA | SP | SU | Yearlong |
|------------------------------|------------------|------------------------|----|----|----|----------|
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Information to be completed by high school counselor/dual credit coordinator

GPA: _____ ACT Scores: Composite _____ Math Subscore (18 or above) _____ English Subscore (18 or above) _____
Subscores for Math and English are required if student is enrolled in a Math or English Class

School Official Signature: _____ Date: _____

Tuition is \$95.00 per credit hour. A deposit is required for each class taken. \$50/3hour class, \$70/4 hour class, \$90/5 hour class. A monthly finance charge (9% annually or 0.75% monthly) will be added to unpaid balances. ACCOUNTS MUST BE PAID IN FULL BY Dec. 15 for fall courses/May 1 for yearlong and spring courses. Students may not register for future semesters if they have an unpaid balance. If a student does not meet the required ACT score, a withdrawal form must be submitted by Dec. 15 for fall courses and April 15 for spring and yearlong courses. Tuition paid, minus the deposit per class will be refunded. (Full tuition for a summer course must be submitted with application). If a withdrawal form is not postmarked by these dates, there will be no refund.

FERPA Student Release

I hereby authorize and consent to the disclosure of my educational records between SBU and the Parent/Legal guardian identified below. This may include but is not limited to grades, registration, academic standing, payment information, and collections. Your signature also indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Name: _____ Email: _____

Home Address: _____ (If different from above) City: _____ State: _____ Zip: _____

Student Signature: _____ Date: _____

PARENT/LEGAL GUARDIAN

Your signature indicates that you have read the application and the student information sheet and understand the requirements and deadlines for dual credit.

Parent/Guardian Signature: _____ Date: _____