



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 have 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), grade requirements, 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 course requirements, will not receive college credit for this course.** SBU requires:
 - English ACT subscore of 18 or higher or the grade of a B in a previous high school course for enrollment in English Composition I and II
 - You must have an ACT math subscore of 18 or the grade of a B in a previous high school course to take MAT 1243, SBU’s equivalence for College Algebra. If you take MAT 1243 as a dual credit college course and make a C or above, you may enroll in the other math classes. If you have not taken MAT 1243 and received a C or above, the minimum ACT math subscores required are: 24 for MAT 1163, Pre-Calculus and/or MAT 1193, Business Calculus; 26 for MAT 1195, Calculus I.

ACT score submission deadlines:

- Fall courses: December 15
- Spring/yearlong courses: April 15

Tuition

Each dual credit course costs \$75 per credit hour and requires a deposit that will be applied toward your tuition.

- 3-hour course: total \$225; \$60 deposit
- 4-hour course: total \$300; \$80 deposit
- 5-hour course: total \$375; \$100 deposit

Free/Reduced Lunch Tuition Waiver

Students who qualify for free or reduced lunch status are eligible for a tuition waiver. Students who qualify may take up to six hours of dual credit courses at no charge per semester. Yearlong courses will be counted as a fall semester course. If a qualifying student's dual credit course load exceeds six hours they will be responsible for paying the remaining balance.

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 pay your tuition in full at the time of 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.
- 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 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 David Marsch: 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 enrolling in dual credit with SBU for the first time

will receive a letter this semester that gives instructions for accessing WebAdvisor.

As a reminder to those who have previously taken dual credit with SBU, the login Information for MySBU (where you access WebAdvisor) is:

- Username: the letter s and 6-digit ID (s123456)
- First-time Password: 6-digit birthday (mm/dd/yr) - If you have logged in previously, you will need to use the password you set. If you do not remember your password, contact the SBU Help Desk (helpdesk@SBUniv.edu) or David Marsch (dmarsch@SBUniv.edu).

Questions concerning applications, payments, dropping a class, or any other questions:

David Marsch

(417) 328-1599

dmarsch@SBUniv.edu



Onsite Dual Credit Application

Legal Name: _____

Last

First

MI

Date of Birth: ____/____/____ Social Security (optional): ____-____-____ Male Female Prefer not to disclose

Race/Ethnicity: American Indian or Alaska Native Black or African American Native Hawaiian or Other Pacific Islander Caucasian
 Hispanic/Latino Asian Multi or Bi-racial Other _____

Student Email: _____ Student Cell Phone: _____ Home Phone: _____

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

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

SBU Course Prefix and Number	SBU Course Title	High School Instructor	FA	SP	SU	Yearlong

Information to be completed by high school counselor/dual credit coordinator

Subscores for Math and English or the grade of the previous corresponding high school course are required if student is enrolled in a Math or English Class

GPA: _____ ACT Scores: Composite _____ Math Subscore* _____ Previous High School Math Course Name: _____ Grade received: _____

English Subscore (18 or above) _____ Previous High School English Course Name: _____ Grade received: _____

**You may use an ACT math subscore of 18 to take MAT 1243, SBU's equivalence to College Algebra. You also may use the grade of a B in the previous high school math course. If you take MAT 1243 as a dual credit college course and make a C or above, you may enroll in the other math classes. If you have not taken MAT 1243 and received a C or above, the minimum ACT math subscores if using ACT scores rather than the grade of the previously required course are: 24 for MAT 1163, PreCalculus and/or MAT 1193, Business Calculus; 26 for MAT 1195, Calculus I.*

Student qualifies for free/reduced lunch tuition waiver Hours beyond 6: _____ Deposit amount required: _____ Check number: _____
Tuition waiver only applies to 6 hours per semester. Year-long courses are counted in the fall towards tuition waiver.

Student does not qualify for free/reduced lunch tuition waiver. Check number: _____ Deposit amount required: _____

Deposit required for each course: \$60/3-hour class • \$80/4-hour class • \$100/5-hour class

School Official Signature: _____ Date: _____

Tuition is \$75.00 per credit hour. A monthly finance charge [9% annually or 0.75% monthly] will be added to unpaid balances. Please see the Information sheet for deposit and payment deadlines.

Educational Records Release (FERPA)

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: _____

SBU does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status in employment, admission, access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

Office use only: SBU ID# _____