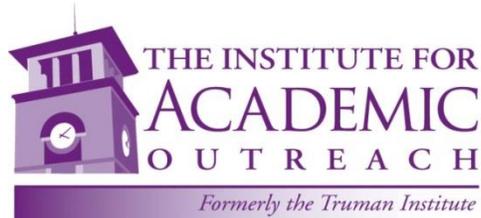


The Institute for Academic Outreach
Dual Credit Program
Email: institute@truman.edu
Phone: (660) 785-5384



Truman State University
100 E. Normal Ave.
McClain Hall 303
Kirksville MO 63501
Fax: (660) 785-7202

Registration Packet - **MATH __ Analytic Geometry and Calculus I**

Welcome to Truman State University's Dual Credit Program! We hope you find this learning experience to be both challenging and rewarding.

To enroll in the course with Truman State University, **you must complete all of the steps below** :

- Step 1.** Give this **Registration Packet** to your parent/guardian and read all of it with them.

Please keep this page to refer to should you have questions later – It contains answers, as well as the Institute for Academic Outreach contact information.

- Step 2.** Have your parent/guardian carefully read the form on page 3 of this packet. They will need to initial in the boxes on page 3 and sign at the bottom of page.

If these pages are incomplete or unsigned we will not be able to register you for your course.

- Step 3.** Give the completed packet to your Teacher or Counselor. Your Principal or Counselor will need to complete page 4 before it can be submitted to our office.

- Step 4.** Go to <http://institute.truman.edu/dualcredit/> and select the tab that reads **Applying or Withdrawing**, and follow the instructions to submit your online application. The direct link to the application appears at the bottom of the page.

- **Note:** Students may complete this step during class but will need to have their social security number available – please ask the teacher at your high school for assistance.

- Step 5.** After you have completed your application, you will receive instructions from your teacher on how to set up your student account, pay your tuition, and access your grades. Please wait to receive this information before doing anything further.

Questions?

Please contact our office at institute@truman.edu or 660-785-5384 with any questions. If we are not available, please send us an email or leave a voicemail.

You can also find more information on the program webpage, <http://institute.truman.edu/dualcredit> .

Payment Schedule Options

Students: Please Share This With Your Parent or Guardian Before Enrolling.

Note: payment method options will be explained in the information packet you will receive later. Please wait until you have received your packet before attempting to make tuition payments.

Full Payment of \$ _____ is due by _____

Please Note: If your account balance is not paid in full by the due date, interest at a rate of 0.75% per month will begin accruing on your account and will continue to accrue each month until your balance is paid in full.

Important Information About Refunds, Drops, Withdrawal, Late Fees, Collections, etc.:

- **You will not receive any paper bills in the mail.** You are responsible for keeping track of when payments are due, checking the account balance, and submitting payment by following the directions in the Instruction Packet you will receive from your teacher once all students have been registered.
- A \$50 add/drop fee will be assessed for any course added or dropped **after** _____ regardless of the reason for the schedule change.

- **Important Dates:**

Last day to withdraw from classes with a 100% refund

Last day to drop a class without a "W" on the transcript

Last day to drop a class with a "W" on the transcript

Instructor will be asked to assign a "W" or "WF" grade. A grade of "WF" will be calculated in the Grade Point Average.

- Any exception to this policy must be approved by the Academic Standards Committee. If approval is granted to drop a course after the 10th week of the semester, the instructor of record for the course will be asked to assign a "W" or "WF" grade. A grade of "WF" will be calculated in the Grade Point Average.
- Failure to follow proper procedures will result in assignment of a grade of "F."
- If the full account balance is not paid by **November 15**, , a \$75 late fee will be added to your account, it will go through Truman's collection process, then, if still not paid, it will be sent to a collection agency with negative repercussions for your (or your parents') credit score. In addition, a "hold" will be placed on the account preventing you from earning a grade, being able to enroll at Truman, or being able to transfer credit until the account balance (including all outstanding charges and fees) has been paid in full.

Memorandum of Understanding

Instructions for Parents: Please read and sign the document below, and place your initials in the boxes next to the paragraphs as indicated. Once this document is signed, you accept responsibility to pay the course fees. This page must be complete and signed before your child may enroll in a Truman Dual Credit course.

<p>My minor child, (insert name) _____ from _____ High School is registering for dual credit course with Truman State University. By signing this document, I acknowledge that I am assuming financial responsibility for the payment of tuition for my participation in this program and that I understand certain policies applying to his or her participation and/or later withdrawal from the program. As the responsible parents or guardian, my initials to the left of each statement below signify my understanding of, and agreement with, the policies detailed.</p>	
<p>_____ Parent Initials</p>	<p>I agree to pay all tuition and fees when due to Truman State University (including, but not limited to, tuition, course fees, mandatory student fees). I understand that my student’s eligibility to register for courses is expressly conditioned upon my agreement to pay all fees and tuition when due. I understand that I am personally responsible for payment of all sums when due, regardless of other possible sources of financial assistance (such as financial aid, additional contributors, school aid, etc.).</p>
<p>_____ Parent Initials</p>	<p>I understand that my failure to pay any sums when due to Truman State University may result in interest and late fee(s) and may also result in the submission of my account for collection, in which event I agree to reimburse Truman State University the fees of any collection agency, which may be based on a percentage at a maximum of 35% of the debt, and all fees and expenses, including reasonable attorney’s fees, Truman incurs in such collection efforts.</p>
<p>_____ Parent Initials</p>	<p>I understand that failure to pay any sums due to Truman State University will result in the placement of a hold on my student’s Truman account until the account and all fees of collection, including payment of reasonable attorney’s fees, has been paid. A hold on my student’s account will prevent him or her from registering for courses and obtaining transcripts; and further, I understand that failure to pay my student’s account may result in the University filing an adverse report with the credit bureaus. If there is a dispute or problems with this agreement then the parties will follow the law of the State of Missouri. I authorize Truman State University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.</p>
<p>_____ Parent Initials</p>	<p>I understand that the University uses email as an official method of communication with me and my student and that therefore I and/or my student am responsible for reading the emails I receive from the University on a timely basis. I further understand that I am responsible for keeping the University records up to date with my and/or my student’s current physical address, email addresses, and phone numbers. Upon ceasing enrollment at the University, for any reason, it is my responsibility to provide the University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.</p>
<p>_____ Parent Initials</p>	<p>Truman State University will prepare Internal Revenue Service (IRS) form 1098-T tuition statements for all students who may qualify to claim education tax benefits, however, we must have the student’s social security number on file. Please note that the Student Accounts office will use your SSN <u>only</u> for the purpose of preparing form 1098-T. The Privacy Act Notice, Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS and report certain information such as the 1098-T tax form. <u>You may be subject to a \$50 penalty by the IRS for failing to provide your correct SSN.</u> Such numbers are stored securely by the University, in conformity with best practices for handling personal identifying information, and shall not be shared with offices or organizations outside of Truman State University except where required by law.</p>
<p>_____ Parent Initials</p>	<p>I acknowledge that I understand that published university deadlines for refunds and withdrawals apply to students participating in dual credit courses. These deadlines are shared with students in the program and are published on Truman’s dual credit website. I understand that it is my responsibility to work to make sure these deadlines are met. Students who wish to withdraw, but fail to meet published deadlines, will be fully responsible for paying tuition, as applicable, and cannot remove undesired course grades.</p>
<p>_____ Parent Initials</p>	<p>I acknowledge that, under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 22), parents do not have a right to review student records when a high school student is enrolled in post-secondary (college) coursework, and further understand that Truman is bound by federal law to uphold these student rights. However, students are fully capable of accessing their academic records online and can show parent’s relevant information at any time, upon a parent’s request, should they so choose. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.</p>

Parent Name: _____ Parent Signature: _____
 Parent Email: _____ Parent Phone: _____ Date: _____

School Permission

Student Name		Grade in School	___ 9 th ___	___ 10 th ___	___ 11 th ___	___ 12 th ___
Cumulative GPA		ACT/SAT			Percentile	
Courses Student is Approved For						
Course Name/Number	High School Teacher				For Truman Use	
Principal/Counselor Approval (required for all students in 9 th or 10 th grade, and all 11 th and 12 th grade students with a GPA of 2.5-2.99)	Printed Name					
	Signature					

MDHE Eligibility Policies (For Reference) Student Eligibility and Support

6.1 Missouri statute allows high school students to enroll in dual credit courses. The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the institution offering the courses in the high school. However, high schools and institutions providing dual credit courses should work cooperatively to ensure that students wishing to enroll in dual credit courses meet the student eligibility requirements listed below. These requirements apply only to those dual credit courses taught at the high school by an approved high school instructor, and do not apply to dual enrollment.

6.2 In order to be eligible for dual credit courses, including career and technical education (CTE) courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-3 CBHE Dual Credit Policy 4 June 3, 2015 campus students. Institutions that use placement tests (e.g., ACT, ASSET, COMPASS) to assess students' readiness for college-level, individual courses must ensure that these students score at proficient or above on the ACT or other common placement test as adopted by the Coordinating Board for Higher Education and outlined in the *Principles of Best Practices in Remedial Education*.

6.3 In addition to the requirements in Section 6.2, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:

- a) Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- b) Students in the 11th and 12th grades with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

In addition to the requirements in Section 6.2, students in the 9th and 10th grade interested in dual credit must also meet the additional criteria listed below:

- a) Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.
- b) Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.