

Coordinator

Dual Enrollment Biology

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Registration Packet – BIOL 100 Introduction to Biology

Welcome to Truman State University's Dual Enrollment Biology program! We hope you will 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 through all of it with them.

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

- Step 2.** Have your parent/guardian carefully read the **Memorandum of Understanding Form** on page 3 and complete it.

If these forms are incomplete or not returned to us, we will be unable to enroll you in the course until these completed documents are on file.

- Step 3.** Give the completed form to your high school teacher/counselor.

- Step 4.** Go to <http://institute.truman.edu/debioapplication>, and follow the instructions to submit your online application.

- **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 an information packet from your teacher on how to set up your student account, pay your tuition, and how to access Blackboard. 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 an email or leave a voicemail.

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

What You Need to Know

Enrollment:

Once the **Memorandum of Understanding Form** and your on-line **Application** have been submitted, you are responsible for paying the tuition. There are no refunds for any reason – even if you change your mind after your application is accepted.

Withdrawing:

You may withdraw from a Dual Enrollment Biology course at any time until the last day of the course. If you withdraw from the course, you **will not** receive a refund or waiver of payment responsibility. All bills must be paid in full. Bills in arrears will be sent to collection. You will also not receive college credit, a grade, or a designation of the withdrawal on your transcript. Please visit <http://institute.truman.edu/debiowithdraw> to review our late withdrawal procedures.

To withdraw from the course, you must email or call the Institute for Academic Outreach at the number listed above and inform them of your desire to withdraw.

Bills and Tuition Payment:

You will not receive any paper bills in the mail.

Full payment of \$ _____ is due by _____, 2018. Please do not attempt to pay until you receive your **Information Packet**. You and your parent/guardian are responsible for reading the **Information Packet** and completing the required tasks. If your account is not paid in full by _____th, 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.

A \$75 late fee will be added to your account if you do not pay your entire balance by _____ 15th. If it remains unpaid, it will go through Truman's collection process then be sent to a collection agency with negative repercussions for your credit score. A "hold" will also be placed on the account preventing you from earning a grade, enrolling at Truman, or transferring credit until the account balance (including all outstanding charges and fees) has been paid in full.

Grades:

- You will not receive a paper printout of your grades. Grades will be posted on your student account which you can access on TruView after you complete the class.
- If you do not complete the course or withdraw by the last day of class, you will get an F on your Truman Transcript.
- If you attend Truman, your grade in this course will be included in your Truman GPA.

Transcripts and Transferring Credit:

If you pass the course, you may want to transfer the credit to a college or university. Contact the registrar at the schools you're interested in to see if they accept credit for your Truman State University course in transfer. To request your transcript, visit transcripts.truman.edu. You will find the link on the left side of the page.

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-Enrollment Course.

My minor child, (insert name) _____ from _____ High School is registering for a concurrent-enrollment 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.

Parent Initials _____ 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.).

Parent Initials _____ 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.

Parent Initials _____ 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.

Parent Initials _____ 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.

Parent Initials _____ 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 only 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. **You may be subject to a \$50 penalty by the IRS for failing to provide your correct SSN.** 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.

Parent Initials _____ 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.

Parent Initials _____ 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.

Parent Name: _____

Parent Signature: _____

Parent Email: _____

Parent Phone: _____ Date: _____