



SOUTHEAST MISSOURI STATE UNIVERSITY • 1873

Please print legibly and use black INK only

EARLY COLLEGE CREDIT/DUAL CREDIT REGISTRATION FORM

Fall 2021

Dual Credit Office
One University Plaza, MS4695
Cape Girardeau, MO 63701
PHONE: (573) 986-6179
dualcredit@semo.edu

Gender*: F _____ M _____ Date of Birth: _____ SSN: _____ Student ID Number: 50

Required

Citizenship Status: ☐ U.S. Citizen ☐ Non-Citizen ☐ Resident Alien ☐ Undocumented Citizen/Deferred Action (DACA)

Has either of your parent(s) or guardian(s) graduated from a four-year college or university? ☐ Yes ☐ No

Did you take a dual credit course in the spring? ☐ Yes ☐ No Are you Hispanic or Latino?*: ☐ Yes ☐ No

Select one or more of the following*: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Name of High School: _____ Year of Graduation: _____

Student's Full Legal Name: _____ Student Email: _____

Parent(s) Name(s): _____ Parent Email: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Day Phone: _____ Evening Phone: _____

*Questions regarding race and gender are optional, but important in determining the effectiveness of efforts related to the provision of educational opportunity. Providing this information is optional and your answers will not be used in determining admissions.

NOTE: AN ADDITIONAL \$25/CREDIT HOUR FEE WILL BE ADDED TO ANY CLASSES TAKEN ONLINE

Course (EN 100)	Section	Web Y/N	Course Title	Credit Hours	FOR OFFICE USE ONLY	
					CRN	Received

Fees can be found online at www.semo.edu/sfs/fee-schedule and are subject to change by the Board of Regents without prior notice.

INFORMATION TO BE COMPLETED BY HIGH SCHOOL

GPA: _____ on a scale _____ Class Rank: _____ out of _____ English Placement Score: _____ Math Placement Score: _____

ACT Scores: Math _____ English _____ Composite _____ ACT Month/Year: _____

To enroll in coursework, students must have an average 3.0 GPA and submit an official high school transcript. Students with a minimum 2.5 average GPA may be considered for admission by including an "exception letter" of recommendation from the principal. This student meets enrollment requirements for Early College Credit/Dual Credit as set forth in the Early College Credit program guidelines in the bulletin and is recommended for admission.

Counselor or Principal Signature: _____ Date _____

*****ATTENTION COUNSELOR*****

IF THE HIGH SCHOOL IS PAYING ANY OR ALL FEES, A BILLING REQUEST FORM MUST BE OBTAINED FROM STUDENT FINANCIAL SERVICES

PHONE: (573) 651-2253 / EMAIL: SFSAGENCY@SEMO.EDU

Certification and Information Release Authorization

I agree that my student record, which includes academic and financial information, may be shared with my school officials and parents as long as I am enrolled as a dual credit/early college credit student at Southeast Missouri State University.

Student Signature _____ Date _____

I understand my child/dependent has signed up for the above course work in order to receive college credit and acknowledge that I am responsible for payment to his/her account. Therefore, I agree to the terms and conditions of policies and procedures set forth by Southeast Missouri State University.

Parent Signature _____ Date _____

Course Fees are \$95 per hour. There is a \$25 per hour fee for on-line courses.

The first payment due date of the Fall 2021 semester is September 1, 2021.

Please pay close attention to your billing statement regarding payment due dates to avoid any late fees and/or class cancellation.

**MasterCard, Visa, Discover or American Express. A 2.75 percent service fee will be assessed for all credit or debit card transactions*

Summer 2021 BILLING & DUE DATES:

Bills Sent:	Payment Due	Percentage of balance due if enrolled in an installment payment plan:
Mid August	September 1, 2021	25% Paid
Mid September	October 1, 2021	50% Paid
Mid October	November 1, 2021	75% Paid
Mid November	December 1, 2021	100% Paid

EASILY PAY WITH SEMO-PAY:

SEMO-Pay is located in the Student SS tab of the student's Southeast online portal. With this new payment system, you can make payments online using a web check (ACH), debit or credit card, and more. Other benefits of SEMO-Pay include the ability to:

- Easily sign up for an installment payment plan.
- Quickly grant access to an authorized payer.
- Set up auto-pay so you never miss a due date.

For more detailed instructions and guides, visit semo.edu/sfs/forms and search for "SEMO-Pay."

FAQ AND TIPS:

- How will the bill arrive?** All bills for dual credit students are mailed to their permanent address.
- What if I can't pay on time?** Failure to pay on time results in a \$40 late fee and could result in class cancellation. Please contact our office for assistance if you anticipate having trouble paying on time!

For additional details, visit semo.edu/sfs/dualcredit

Additional fees may apply (semo.edu/sfs/fee-schedule).

All Fees are subject to change by the Board of Regents without prior written notice.

Alert

Email: Student Financial Services communicates with students through their University assigned email account. Students are responsible for all information sent to them via the email account. Check your student email regularly to ensure that you are not missing important billing information.

Steps to View your Student Account Online

1. Log in to the Student Portal (<http://portal.semo.edu>)
2. Select your **Student SS** tab, at the top.
3. Scroll down to the "**Student Financial Services**" section, on the left (in red).
4. Click "**Pay/View my Bill.**" (a new window will open)
5. Choose the "**Pay/View my Bill**" button. (a new window will open again)
6. Choose the "Select" button, next to "Account Summary."

Student Financial Services

One University Plaza, MS 3740 / Cape Girardeau, MO 63701 / Academic Hall 019 / T: 573.651.2253