Southeast Missouri State University
Office of Dual Credit

Student Information Handbook
Revised February 2020

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Fax: 573.651.2612
Definitions

Dual Credit
Courses are offered through agreements between high schools and Southeast Missouri State University. High school juniors or seniors enroll in a college course and simultaneously earn college credit and high school credit for the course. These courses are taught by high school faculty who are designated as adjunct faculty members by the University. They must meet credentialing requirements established by the Coordinating Board for Higher Education and the University’s academic departments.

Dual Credit adjunct faculty must have a master’s degree with a minimum of 18 hours of approved graduate coursework in the subject to be taught. For inquiries regarding the approval process, please contact the Office of Dual Credit.

Dual Credit tuition = $95/credit hour with a onetime $30 admission fee

Dual Enrollment
Students are enrolled in college level courses and may or may not earn high school credit for such courses (Missouri Coordinating Board for Higher Education Dual Credit Policy (June 3, 2015).

Dual Enrollment tuition = $95/credit hour, a onetime $30 admission fee, and a $25/credit hour online fee.

Early College Credit
College credit earned outside the school day. Students enroll in online classes taught by university instructors.

Early College Credit tuition = $95 per credit hour, one time $30 admission fee, and a $25/credit hour online fee.

National Alliance for Concurrent Enrollment Programs (NACEP)
NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.

NACEP accreditation:

1. Serves as a guarantee to students, policy-makers, and other postsecondary institutions that the accredited partnership meets rigorous national standards.
2. Aids students and families when they seek credit recognition for their college credits earned through concurrent enrollment.

As the nation’s only accrediting body for these unique and impactful educational partnerships, NACEP’s standards serve as the model criteria for ensuring parity in faculty, course content, student outcomes, and support. Receiving NACEP accreditation means an institution has met the nation’s most rigorous standard in concurrent enrollment program development, management, and evaluation across multiple, multifaceted program areas.
It is important that students have a good first college experience; therefore, academic requirements are put in place. We want to make sure students are ready for the increased pace and responsibilities of a college course.

**11th and 12th Grade Students**

Dual Credit, Dual Enrollment, and Early College Credit are open to juniors and seniors who have a G.P.A of at least 3.0 on a 4.0 scale and are recommended by signature of the high school principal or his/her official designee. Admissions will give special consideration to students that have a G.P.A of 2.9 to 2.5 on a 4.0 scale, provided a recommendation letter from the principal and a copy of the student’s high school transcript accompany their enrollment form.

**10th Grade Students**

Students who are in 10th grade must have a G.P.A of at least a 3.0 on a 4.0 scale. In addition, a recommendation letter from the principal and a copy of their high school transcripts must accompany their enrollment form.

**9th grade Students**

Students who are in the 9th grade must have a G.P.A of at least 3.0 on a 4.0 scale and score in the 90th percentile or above on the ACT. A recommendation letter from the principal, a recommendation letter from the parent(s), and a copy of their high school transcripts must accompany their enrollment form.

**Testing Requirement**

**English**

**EN100- English Composition**

Students must have an 18 or higher on English subsection of ACT or score of 3.5 or higher on the English placement exam.

High Schools will need to contact the Dual Credit office at 573.986.6179 to schedule their students’ placement exam.

**EN140- Rhetoric and Critical Thinking**

Student must earn a C or better in EN100 to enroll in EN140.
Math

<table>
<thead>
<tr>
<th>ACT Math Sub Subscore</th>
<th>SAT Math Score</th>
<th>Mathematics Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>22+</td>
<td>520+</td>
<td>MA116, MA123, MA128, MA155, MA137</td>
</tr>
<tr>
<td>24+</td>
<td>560+</td>
<td>MA139</td>
</tr>
<tr>
<td>26+</td>
<td>600+</td>
<td>MA140</td>
</tr>
</tbody>
</table>

What If I don’t have an ACT or SAT score OR I don’t agree with my initial Mathematics Placement based on my ACT or SAT scores?

Students have the option of taking an online mathematics placement exam. There are four (4) different exam levels, and the student can opt to take one or more exams to demonstrate their readiness for a specific mathematics course. Taking the mathematics placement exam is NOT required, but is necessary if the student wants a higher mathematics placement for their initial mathematics course at Southeast Missouri State University.

<table>
<thead>
<tr>
<th>What Course I want to Take</th>
<th>The placement test I need to pass with at least 80% correct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA116, MA123, MA128, MA155, MA137</td>
<td>Level 2 test</td>
</tr>
<tr>
<td>MA139</td>
<td>Level 3a test</td>
</tr>
<tr>
<td>MA140</td>
<td>Level 3b test</td>
</tr>
</tbody>
</table>

Admission

Admission

Students apply for admission and enrollment by filling out an admission form given to them by their school. Please make sure the form that is filled out for the correct year and semester. There is a $30 admission fee, which can be waived if a student is free or reduced lunch.

Student ID (SO Numbers)

After a student is admitted to Southeast Missouri State University, they will be assigned a Student ID number (also referred to a SO number). This number will be attached to the student for the remainder of their time at the University.

When contacting the University for information or assistance, it is helpful to have the SO number in hand to expedite the process.
Important note: **Being admitted to the University and being enrolled in classes are NOT the same thing. Being admitted to the University gives you the opportunity to enroll in classes but does not guarantee it. Some classes may be full or have other prerequisites.**

**DC First**

At the beginning of each semester each student will be enrolled in DC First, an outline student orientation accessed through the student’s Moodle account. DC First contains information students will find beneficial as they complete their Dual Credit Courses. The topics covered in the orientation are for informational purposes only and completion is not mandatory. This is not a credit bearing course.

**Southeast Online**

**Portal**

The student portal is the go-to resource for students at Southeast. From here, students can use these common functions:

- Check grades
- Important dates
- CHECK STUDENT EMAIL (official correspondence will be delivered to your student e-mail account; it is vital that you check the email on a regular basis)
- Access DegreeWorks
- Pay Bills
- Student SS

To access the student portal please go to **portal.semo.edu**

**Moodle**

Moodle is a resource utilized by Southeast to help students manage classes. It keeps track of all assignments and activities across all courses and organizes them in one place.

To access Moodle please go to **learning.semo.edu**

**Lost Password**

If you forget your password, call the IT Helpdesk at 573.651.4357 and have your SO number ready. You will also be asked to verify the last four digits of your Social Security number and
your birthdate. After verification you will provide an e-mail address where the password reset can be sent.

Textbooks and Supplemental Materials

Textbook Services

For most classes, students will need to rent textbooks from Textbook Services, located on the bottom floor of Kent Library on the campus of Southeast Missouri State University.

If Schools are ordering for their students, there are a couple things that can be done to ensure the process goes smoothly.

1. Have one person at the school order all the textbooks. This helps relieve confusion and make sure books come in at the same time.
2. Order textbooks as soon as possible. Textbook Services is the textbook provider for the entire university and if book orders come in late there is a chance students will not receive their textbooks before the first day of class.

Textbook Services can be reached at 573.651.2236

Southeast Bookstore

If the class has supplemental textbooks or uses computer software, they will need to be purchased through the Southeast Bookstore. To check what courses, have supplemental materials please contact the dual credit office or the academic department that offers the course.

In order to ensure that all supplemental material is received by the first day of classes, please call the Southeast Bookstore as soon as possible to place the order.

The Southeast Bookstore can be reached at 573.651.2220
Paying your Southeast Bill Online

Once a student activates their SEKey, they can pay their Southeast bill online. After Activation: 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 of SEMO-Pay includes 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 the Dual Credit office for assistance if you anticipate having trouble paying on time! For additional details, visit semo.edu/sfs/dualcredit
Contact Information

Admissions Office 573.651.2590
Financial Services 573.651.2253
Dual Credit Office 573.986.6179
IT Help Desk 573.651.4357
Registrar 573.651.2250
Southeast Bookstore 573.651.2220
Testing Services 573.651.2836
Textbook Services 573.651.2236

Departments

Accounting 573.651.2819
Biology 573.651.2170
Chemistry 573.651.2167
Communication Studies 573.657.2061
English 573.651.2156
Human Environmental Studies 573.651.2312
History 573.651.2146
Mathematics 573.651.2164
Music 573.651.2141
Physics 573.651.2167
Political Science 573.651.2138