

# Southeast Missouri State University Office of Dual Credit

## Student Information Handbook

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## Definitions

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### 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.

### 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. To advance the field and support our national network of members, we actively share the latest knowledge about best practices, research, and advocacy. Our annual conference is the premier destination for college officials, high school leaders, policymakers, and researchers interested in creating an effective academic bridge between high school and college."

Southeast Missouri State University is currently working towards NACEP accreditation. For more information visit: [www.nacep.org](http://www.nacep.org).

## Who is Eligible?

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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, recommendation letter from the principal and a copy of their high school transcripts must accompany their enrollment form.

## 9th Grade Students

Student who are in the 9th grade must have a G.P.A of a least a 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

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### 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

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

### Math

ACT Math Sub score	SAT Math Score	Mathematics Course Placement
22+	520+	MA116, MA123, MA128, MA155, MA137
24+	560+	MA139
26+	600+	MA140

### 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 it is necessary if the student wants a higher mathematics placement for their initial mathematics course at Southeast Missouri State University.

What course I want to take.	The placement test I need to pass with at least 80% correct.
MA116, MA123, MA128, MA155, MA137	Level 2 test
MA139	Level 3a test
MA140	Level 3b test

## Deadlines

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### Dual Credit

Below you will find the deadlines for Fall 2017 and Spring 2018. However, it is strongly encouraged that enrollment forms be submitted before schools let out for summer break so that students may participate in summer orientation.

**Fall 2017 Enrollment Deadline: August 22, 2017**

**Spring 2018 Enrollment Deadline: January 9, 2018**

#### Refund for Class Cancellation/Withdrawal Policy

Through first Week of Semester	100% Refund
Second Week of the Semester	70% Refund
Third Week of the Semester	60% Refund
Fourth Week of the Semester	50% Refund
After Fourth Week	0% Refund

#### Deadlines to Drop Class without a Grade:

**Fall 2017: November 17, 2017**

**Spring 2018: TBA**

## Admission

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### 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 is 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 as an 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

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At the beginning of each semester each student will be enrolled in DC First, an online 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

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### 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 this on a regular basis)
- Access DegreeWorks
- Pay Bills
- Student SS

To access the student portal please go to **[portal.semo.edu](http://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](http://learning.semo.edu)**

## Lost Password

If you forget your password, call the IT Helpdesk at 573.651.4357 and have your S0 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

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### Textbooks 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 the 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 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 (ex: 3 days before classes start) 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

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If a student is unable to come to orientation, once they activate their SEKey they can still pay their Southeast bill online.

### After activation:

1. Go to [portal.semo.edu](http://portal.semo.edu) and login.
2. Click on the Student SS tab.
3. Underneath Personal Information click on Account Summary.

4. Click Account Summary.
5. If the student would like to set up a payment plan and make the first payment click on the first option, if they want to pay the amount in full click the second option.

## Contact Information

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Admissions Office 573.651.2590  
Financial Services 573.651.2253  
Dual Credit Office 573.651.6179  
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 573.651.2121  
Biology 573.651.2170  
Chemistry 573.651.2162  
Communication Studies 573.657.2061  
English 573.651.2156  
Human Environmental Studies 573.651.2109  
History 573.651.2180  
Mathematics 573.651.2164  
Music 573.651.2141  
Physics 573.651.2167  
Political Science 573.651.2138