APPLICATION PACKET

Inside the Packet:
  i. General Information
  ii. Application Directions
  1a-1b. New Student Application
  2. School Approval and Course Request Form
The Dual Credit program at The University of Mississippi provides high school students with the opportunity to take college-level classes while still taking high school classes through dual enrollment. Courses taken through Dual Credit are the same courses offered to current UM undergraduate students. Students in Dual Credit may also be eligible to receive for high school credit for the college course, dependent upon school approval.

**ELIGIBILITY**

Students seeking dual enrollment must be formally admitted to the University of Mississippi through the Office of Admissions. Upon admission to UM, students are eligible to participate in the Dual Credit program.

The University of Mississippi follows the requirements for admission as approved by the Mississippi IHL Board of Trustees. Students wishing to participate in the Dual Credit program at the University of Mississippi must meet or exceed the following admissions criteria:

- Students must have permission to enroll from their principal and guidance counselor.
- Students must satisfy one of the two admission options listed below:
  - **Option 1:** have 14 CPC (College Preparatory Curriculum)* high school credits by the end of the current school year, and a minimum overall 3.0 GPA
  - **Option 2:** at least a 30 ACT or equivalent SAT score and a minimum overall 3.0 GPA

*Enrollment under the Dual Credit program is dependent upon undergraduate admission to the University of Mississippi. Our office is unable to fully process a student’s application until the Office of Admissions has officially notified our office of the student’s admission to the university.

**COURSES OFFERED**

The University of Mississippi offers numerous courses to its students. While most students will be limited to courses at the 100 or 200 levels, some exceptions may be considered for advanced students on an individual basis. High school students will take courses with the same requirements and same grading scale as UM students.

Dual Credit students are eligible to take three different types of college courses:

- Live classes (on the Oxford campus)
- Online*
- iStudy** (Independent Study - online)

*Online courses require an additional online fee in addition to the tuition fee.
**iStudy courses require an additional online application fee to the iStudy office.

Current course offerings and time availability can be viewed on my.olemiss.edu under "Course Schedule."

**TUITION AND FEES**

1. Students will be charged course tuition and fees via their UM Bursar account.
2. Books, materials, lab fees, registration fees, and other course-related fees are the responsibility of the student.

**REGISTRATION AND SCHOLARSHIPS**

Once admitted to the University of Mississippi, the Office of Pre-College Programs will proceed with lifting account holds, booking students into their selected courses, and uploading the Dual Credit Scholarship. Under no circumstances should a person outside of the Pre-College Programs Office register a student for a class(es). Lack of communication will result in subsequent processes not being properly followed, such as uploading the scholarship.

**CLASS ATTENDANCE AND BEHAVIOR**

Students are subject to the same attendance and behavior policies required of all enrolled students. Each individual professor will determine their course’s attendance and other in-class policies. Disciplinary matters will follow procedures outlined in the University’s Handbook of Standards and Activities (M Book).

**GRADES**

Students may view grades using your my.olemiss.edu account. If you are receiving high school credit your school may require an official transcript as record of your grade and credit hours. The University typically does not release grades to parents. Please be aware that your grade does go on your permanent academic transcript. A University of Mississippi transcript is a complete record of a student’s enrollment in UM, including all undergraduate and graduate courses.

**Notifcation of Privacy Rights Under the Family Rights and Privacy Act (FERPA)**

Once the student is admitted to our Dual Enrollment Program, the student automatically becomes protected by FERPA. All email communications will be sent via their Ole Miss Go email account. Students can specify the type of access that parents have:

1. View academic data such as grades, class schedules, and absences.
2. View financial aid rewards.
3. Pay their student's Bursar bill.

**WITHDRAWAL PROCEDURE**

A Dual Credit student wishing to withdraw from a course must have written permission from his/her high school to withdraw. That permission should be sent to the Dual Credit office. A student withdrawing from a course is subject to the same rules as any other University student and must meet deadlines for refunds as published in the University academic calendar.

**OFFICIAL UM TRANSCRIPTS**

Requests for official transcripts can be made through your my.olemiss.edu account after the deadline for submitting final grades, in person, by mail, by fax, or by a 3rd party. Please visit the Dual Credit website for additional details.
NEW STUDENT ENROLLMENT AND REGISTRATION PROCESS

Before applying to the Dual Credit program at the University of Mississippi, students must obtain approval from their high school principal and guidance counselor to take college classes and/or approve college classes for high school credit.

Upon high school approval, students must take the following steps to enroll through the Dual Credit program.

Admission to the University of Mississippi and to the Dual Credit program may take up to 2-3 weeks, depending on the number of admissions applications received. Our office encourages students to apply for undergraduate admission as early as possible to prevent delay of course registration.

STEP ONE: Apply for "Undergraduate Admission" to the University of Mississippi.
- APPLY HERE: http://olemiss.edu/applynow/
- Note: A one-time $40/$60 (MS-resident/non-MS resident) application fee is required upon time of application.

STEP TWO: Send your current high school transcript to our office along with Dual Credit application

STEP THREE: Complete the Dual Credit application in its entirety* and submit it to the Office of Pre-College Programs.
- Email it: dualcred@olemiss.edu
- Fax it: 662-915-1535 or 662-915-5138
- Mail it: Office of Pre-College Programs - Dual Credit Division of Outreach & Continuing Education Post Office Box 1848 University, MS 38677-1848
- OR Hand Deliver it: Suite J, Jackson Avenue Center, 1111 West Jackson Avenue, Oxford, MS
*Note: Incomplete applications will not be processed. Please send all documents at one time.

STEP FOUR: (For students taking “live” classes) Submit Student Health forms with Immunization Records to our office with Dual Credit application.

The Dual Credit office will send any and all correspondence via their Ole Miss Go email account. Students should check their Ole Miss email account regularly for updates to dual credit status, scholarship information, and course related information.

RETURNING STUDENT REGISTRATION PROCESS

Students wanting to continue taking Dual Credit classes at the University of Mississippi do not need to reapply for admission and/or submit all of the Dual Credit paperwork again. Before registering for courses through Dual Credit, students must again obtain approval from their high school principal and guidance counselor to take college classes and/or approve college classes for high school credit.

Students must take the following steps to register for classes and receive the Dual Credit scholarship:

Complete the School Approval and Course Request form (Page 2) in its entirety and submit it to the Office of Pre-College Programs with a copy of an up-to-date high school transcript (required each semester/term).
- Email it: dualcred@olemiss.edu
- Fax it: 662-915-1535 or 662-915-5138
- Mail it: Office of Pre-College Programs - Dual Credit Division of Outreach & Continuing Education Post Office Box 1848 University, MS 38677-1848
- OR Hand Deliver it: Suite J, Jackson Avenue Center, 1111 West Jackson Avenue, Oxford, MS

Once the required forms are received, our office will begin working to get the student’s university record updated and student registered for the upcoming semester.
APPLICATION CHECKLIST

Please complete and mail this form packet with the following to complete your application:

- Dual Credit application (pages 1a and 1b)
- Official high school transcript with test scores
- School Approval and Course Request form (page 2)
- Child of Faculty/Staff Scholarship form (if applicable)
- Student Health form (*required for “live” courses)

Before submitting the above paperwork, please be sure to complete the Undergraduate Admissions application and pay the $40/$60 application fee online. Please record the application number below.

Application No: ____________________________________________ Date of Application: ________________________________

STUDENT INFORMATION

Full Legal Name: ____________________________________________ Preferred Name: ____________________________

Last   First   MI

Gender: [ ] Male [ ] Female Date of Birth: ______/______/_______ Email: ____________________________________________

Mailing Address: __________________________________________

No. and Street/P.O. Box City State Zip

Home Phone: ________________________________ Cell Phone: ________________________________

FAMILY INFORMATION

Parent/Guardian 1: ____________________________________________ Occupation: ____________________________

Last   First   MI

Mailing Address (if different than student):

No. and Street/P.O. Box City State Zip

Phone: ________________________________ Email: ____________________________________________

Is this parent/guardian a University of Mississippi faculty/staff member? [ ] No [ ] Yes Employee ID: ____________________________

Parent/Guardian 2: ____________________________________________ Occupation: ____________________________

Last   First   MI

Mailing Address (if different than student):

No. and Street/P.O. Box City State Zip

Phone: ________________________________ Email: ____________________________________________

Is this parent/guardian a University of Mississippi faculty/staff member? [ ] No [ ] Yes Employee ID: ____________________________

RESIDENCY INFORMATION

What is your country of citizenship? United States: [ ] Yes [ ] No [ ] Other: ____________________________

State of Residence: ____________________________________________ Country of Residence: ____________________________

Length of Current Continuous Residence: ____________________________

(continued)
PARENT/STUDENT CONSENT
Do you give permission for your child to be photographed/videotaped for instruction/publicity?  ☐ Yes ☐ No

Do you give permission for your student to take class trips by The University of Mississippi?  ☐ Yes ☐ No

I am aware that the grade from dual credit classes does apply to my child’s permanent academic transcript, whether or not the high school honors the course credit.

Student Signature: _______________________________________________   Date: ____________________________________

Parent Signature: ________________________________________________   Date: ____________________________________

IN CASE OF EMERGENCY

Notify: __________________________________________________  Relationship: __________________________________________

Home Phone: ____________________________________________ Cell Phone: _____________________________________________

HOW DID YOU HEAR ABOUT US?

☐ Web/Internet       ☐ Brochure/Catalog       ☐ Friend/Former Student       ☐ School Administrator/Teacher/Counselor

☐ Other ______________________________________________________________________________________________

CERTIFICATION

I certify that none of the information on this form is false or has been withheld. I understand that giving false information or withholding information may make me ineligible for admission or to participate in dual credit at The University of Mississippi.

Student Signature: _______________________________________________   Date: ____________________________________

By my signature below, I agree to my student’s participation in the Dual Credit program at The University of Mississippi, and I understand that I am responsible for payment of any charges, including textbooks, materials, lab fees, registration fees, and other course-related fees. I understand that the student must abide by any and all policies and rules set forth by the UM Creed, M-Book, Office of Pre-College Programs, Division of Outreach and Continuing Education, and The University of Mississippi.

Parent Signature: ________________________________________________   Date: ____________________________________

Please send completed application and all admission requirements to:

Mail to:
Office of Pre-College Programs - Dual Credit
Division of Outreach & Continuing Education
Post Office Box 1848
University, MS 38677-1848

Fax to: (662) 915-5138
Email to: dualcred@olemiss.edu

The University of Mississippi does not unlawfully discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information.
DUAL CREDIT FOR HIGH SCHOOL STUDENTS • THE UNIVERSITY OF MISSISSIPPI

SCHOOL APPROVAL & COURSE REQUEST FORM

Student's Full Legal Name: ______________________________________________________  Preferred Name: ____________________________________________________________
                                      Last   First   MI

High School Name: _____________________________________________________________________________________________________

Contact Person: ___________________________________________________ Title: __________________________________________

Phone: _______________________________________ Email: ________________________________________________________________

ADMINISTRATOR APPROVAL (REQUIRED)
This student is in good standing and has my recommendation and permission to enroll in the Dual Credit program at the University of Mississippi.

☐ I agree that the student is in good standing and the listed courses taken through dual enrollment will be approved for high school credit.

☐ I agree that the student is in good standing but no high school credit will be awarded.

Principal Signature: ______________________________________________   Date: ____________________________________

Counselor Signature: ______________________________________________   Date: ____________________________________

COURSE INFORMATION
Please enter the information below for the UM course(s) that you would like to enroll. Please refer to the “Course Schedule” in my.olemiss.edu for course information, dates, times, and availability. If requesting credit for high school course(s), please enter the corresponding high school course for dual credit (*Requires approval by School Administrator).

Please check the session you want to attend:  ☐ Fall   ☐ Spring   ☐ First Summer   ☐ Second Summer   ☐ Full Summer

COURSE 1 UM Title: __________________________________________      HS Title: ________________________________________________

UM Course Number: ______________________  Section Number: __________________  Date and Time: ________________________________

Number of Hours: _____________________  Course Type:  ☐ Live   ☐ Online   ☐ iStudy@OleMiss

COURSE 2 UM Title: __________________________________________      HS Title: ________________________________________________

UM Course Number: ______________________  Section Number: __________________  Date and Time: ________________________________

Number of Hours: _____________________  Course Type:  ☐ Live   ☐ Online   ☐ iStudy@OleMiss

CERTIFICATION
By my signature below, I agree to my student’s participation in the Dual Credit program at The University of Mississippi, and I understand that I am responsible for payment of any charges, including textbooks, materials, lab fees, registration fees, and other course-related fees. I understand that the student must abide by any and all policies and rules set forth by the UM Creed, M-Book, Office of Pre-College Programs, Division of Outreach and Continuing Education, and The University of Mississippi.

Parent Signature: ________________________________________________   Date: ____________________________________

Student Signature: _______________________________________________   Date: ____________________________________