



DUAL CREDIT

for high school students

Experience

COLLEGE
Before **COLLEGE**

APPLICATION PACKET

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THE UNIVERSITY of
MISSISSIPPI
OFFICE OF PRE-COLLEGE PROGRAMS

outreach
UM Division of Outreach and Continuing Education

GENERAL INFORMATION

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.*

HOW TO ENROLL

1. The high school must approve the UM course for dual credit.
2. The high school must notify the Dual Credit office in writing of its agreement to accept the University course for dual credit.
3. A onetime application fee of \$40 is required at the time of application. If the Admissions Application fee was not paid during the Undergraduate Application process, please send the fee of \$40 for Mississippi residents or \$60 for non-residents to the Dual Credit office.
4. The Dual Credit office will complete the application process through the Admissions specialist assigned to Outreach.
5. The student will be notified of acceptance for dual enrollment and will be given instructions on how to enroll for the course (depending upon the manner of delivery of the course) and how to purchase textbooks and materials.
6. Contact for the student and the high school will be maintained through the Dual Credit office.

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 two different types of college courses:

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

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

***iStudy courses require an additional online registration 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 and materials are the responsibility of the student.

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.

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 calendar.

OFFICIAL UM TRANSCRIPTS

Requests for official transcripts can be made through your my.olemiss.edu account, in person, by mail, by fax, or by a 3rd party. Please visit the Dual Credit website for additional details.

APPLICATION DIRECTIONS

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.

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 the Office of Admissions. Transcripts may also be sent to our office.

- https://exchange.parchment.com/d/transcriptrequest/trequest_signin.htm

STEP THREE: Complete the Dual Credit application in its entirety* and submit it to the Office of Pre-College Programs.

- **DOWNLOAD APPLICATION HERE:** http://www.outreach.olemiss.edu/dual_credit/forms/DualCredit_16_forms5.pdf
- **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
- **Hand Deliver it:** Room 2, E.F. Yerby Conference Center, University, 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.

- **DOWNLOAD MEDICAL HISTORY FORM HERE:** <http://healthcenter.olemiss.edu/wp-content/uploads/sites/11/2013/08/UM-Medical-History.pdf>
- **DOWNLOAD IMMUNIZATION FORM HERE:** <http://healthcenter.olemiss.edu/wp-content/uploads/sites/11/2013/08/UM-CERTIFICATE-OF-COMPLIANCE-ADAC-Rev-5-6-16.pdf>

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.

The Dual Credit office will send any and all correspondence via email(s) list on the student’s application. Students should check their personal and 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:

STEP ONE: Complete the Dual Credit Returning Student registration form in its entirety and submit it to the Office of Pre-College Programs.

- **DOWNLOAD APPLICATION HERE:** http://www.outreach.olemiss.edu/dual_credit/forms/DualCredit_16_forms5.pdf
- **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
- **Hand Deliver it:** Room 2, E.F. Yerby Conference Center, University, 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.

NEW STUDENT APPLICATION

APPLICATION CHECKLIST

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

- | | |
|---|--|
| <input type="checkbox"/> Dual Credit application | <input type="checkbox"/> Official high school transcript with test scores |
| <input type="checkbox"/> Course Request form | <input type="checkbox"/> High School Agreement form |
| <input type="checkbox"/> Student Health form (*required for "live" courses) | <input type="checkbox"/> Child of Faculty/Staff Scholarship form (if applicable) |

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)

NEW STUDENT APPLICATION

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.

Parent Signature: _____ Date: _____

Student 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 and materials. I understand that the student must by any and all policies and rules set forth by the 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
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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.

COURSE REQUEST FORM

SESSION INFORMATION

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

Full Legal Name: _____ Preferred Name: _____
Last First MI

SCHOOL INFORMATION

High School Name: _____

Mailing Address: _____
No. and Street/P.O. Box City State Zip

Contact Person: _____ Title: _____

Phone: _____ Email: _____

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).

COURSE 1 Title: _____ HS Title: _____

Course Number: _____ Section Number: _____ Date and Time: _____

Number of Hours: _____ Course Type: Live Online iStudy@OleMiss

COURSE 2 Title: _____ HS Title: _____

Course Number: _____ Section Number: _____ Date and Time: _____

Number of Hours: _____ Course Type: Live Online iStudy@OleMiss

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.

By my signature below, I agree to the listed courses taken through dual enrollment will be approved for high school credit.

Principal Signature: _____ **Date:** _____

Counselor Signature: _____ **Date:** _____

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 and materials. I understand that the student must by any and all policies and rules set forth by the Office of Pre-College Programs, Division of Outreach and Continuing Education, and The University of Mississippi.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____