



Buffalo High School

500 West Main, Buffalo, Missouri 65622

(417) 345-2222 ext. 3126 www.BisonPride.org

Mrs. Alana Shockley, High School Counselor

alana.shockley@BisonPride.org

Dear Dual Credit Students and Families:

Attached you will find information regarding dual credit courses offered at BHS. Dual credit is an amazing opportunity for students who qualify to receive credit for both high school and college credit at a lower cost, typically at a slower pace, and often with one of their high school teachers. Many BHS students have entered college with more than 30 college credit hours completed, saving them both time and money.

Dual credit courses are designed to be more rigorous than high school courses, and many have enrollment requirements. Those are listed in this packet, along with the fees required with each course. In order to offer the maximum amount of credits to our students, we partner with two different universities to offer dual credit: Missouri State University–West Plains, and Ozarks Technical Community College. Included is a breakdown of what courses we offer through each college.

Many classes are offered by a teacher here at the high school (called “seated”). Other courses are offered online, in which a student will still be placed in a classroom with one of our teachers; however, that teacher simply monitors progress. Online dual credit students are assigned an online instructor that they will work with for the semester.

Dual credit students will follow the schedule of the college, not the high school. Along with being responsible for the cost of the course, students will also be responsible to buy a textbook for their dual credit course, in some cases.

The Department of Higher Education offers a reimbursement program for dual credit students who qualify. This will save students and families money if you are able to take advantage of this opportunity. The information is also listed in the following document.

Mrs. Lewis will help students enroll in math courses through OTC. ***Students must complete their own enrollment paperwork for MSU-West Plains (attached), which requires a parent signature.*** DCTC also offers their own dual credit courses.

Parents and dual credit students need to sign and agree on the next page. Thank you!

Alana Shockley
High School Counselor, Dual Credit Coordinator

I have read and understand the information provided. I understand that dual credit courses are the responsibility of the student in terms of payment for course and potential textbook(s), participation within the course (seated or online), and communication with university instructor(s). I agree to abiding by the rules and regulations of the university, as well as following their school calendar, even when it does not match the calendar of Buffalo High School. I have read and understand the drop dates with each university, and money involved therein (differing per university). Students are not permitted to drop an online course within the semester without explicit permission from an administrator. I understand that in order to participate in dual credit scholarship through the Department of Higher Education, I must independently follow the steps outlined in order to take advantage of the opportunity. I understand that I am responsible for sending any dual credit transcripts upon graduation to any prospective college, as they are my personal property. Buffalo High School can only send the transcripts from Buffalo High School, not from the universities.

Student Signature

Date

Parent Signature

Date

Read more about each university and their dual credit programs:

Missouri State West Plains (including potential textbooks needed for online courses):

<https://wp.missouristate.edu/DualCredit/>

Buffalo High School Counseling Department Information Links on Dual Credit (including MDHE reimbursement information):

<https://bhs.bisonpride.org/counseling-department/dual-credit>

The courses listed on the following document titled “Dual Credit Offerings: Core 42” show which dual credit courses fulfill general education requirements (Core 42) at all colleges in Missouri.

DUAL CREDIT ENROLLMENT FORMS FOR MISSOURI-STATE WEST PLAINS MUST BE TURNED INTO MRS. SHOCKLEY BY TUESDAY JUNE 18TH, 2024 AT THE LATEST.

All dual credit related questions can be directed to Mrs. Geana Stokes after June 18th, 2024 at geana.stokes@bisonpride.org

Dual Credit Offerings

University	Our HS Course Name/Duration	Seated/ Online	University Course Code	Credit
OTC	Pre-Calculus Algebra (H3175) (Fall only)	Seated (Lewis)	MTH 130 ("College Algebra")	3
OTC	Contemporary Math (H3016) (Spring only)	Seated (Lewis)	MTH 128 ("Contemporary Math")	3
OTC	Trigonometry (H3015) (Spring only)	Seated (Lewis)	MTH 131 ("Trigonometry")	3
MSU-West Plains	Public Speaking (H8025) (Offered wither Semester 1 or 2)	Seated (Brownfield)	COM 115 ("Public Speaking")	3
MSU-West Plains	Writing I (H8151) (Fall Semester only)	Seated (Brownfield)	ENG 110 (Writing I)	3
MSU-West Plains	Writing II (H8152) (Spring Semester only)	Seated (Brownfield)	ENG 210 (Writing II)	3
MSU-West Plains	Agri Business Sales, Marketing and Management (H4745) (Yearlong)	Seated (Stokes)	AGR 112 ("Intro to Agricultural Business")	3
MSU-West Plains	Conservation (H4920) (Yearlong)	Seated (Stokes)	AGR 115 ("Sustainable Agriculture and the Environment")	3
MSU-West Plains	Landscaping/Greenhouse (H4915) (Yearlong)	Seated (Boro)	AGR 170 ("Intro to Horticulture") AND AGR 172 ("Greenhouse Management") (Students can take both)	3, 1
MSU-West Plains	Advanced Livestock (DC) (H4735) (Yearlong)	Seated (Stokes)	AGR 101 ("Animal Science")	4
MSU-West Plains	Biology DC (H3301) (Yearlong)	Seated (Johnson)	BIO 101 ("Biology in your World") and BIO 111 ("Understanding Biological Systems through Inquiry")	3, 1
MSU-West Plains	Advanced Art (H2020) (Yearlong)	Seated (Stump)	Art 200 ("Art in Context")	3
MSU-West Plains	Fundamentals of Chemistry (H3243) (Semester only available both semesters)	Online	CHM 116 ("Fundamentals of Chemistry") and CHM 117 (Fundamentals of Chemistry Lab")	3, 1
MSU-West Plains	US History I (DC) (H1035) (Fall Semester only)	Online	HST 121 ("Survey of US History to 1876")	3
MSU-West Plains	US History II (DC) (H1036) (Spring Semester only)	Online	HST 122 ("Survey of US History Since 1876")	3

Dual Credit Offerings (cont.)

Name of University	Our HS Course Name/Duration	Seated/ Online	University Course Code	Credit Hours
MSU--West Plains	Political Science (DC) (H1015) (Spring Semester only)	Online	PLS 101 ("American Democracy/Citizenship")	3
MSU--West Plains	Intro to Psychology (DC) (H1215) (Semester only available both semesters)	Online	PSY 121 ("Introductory Psychology")	3
MSU--West Plains	Sociology (DC) (H1191) (Semester only, available both semesters)	Online	SOC 150 (Introduction to Sociology")	3
MSU--West Plains	Elementary Spanish I (DC) (H1005) (Semester only, available both semesters)	Online	SPN 101 ("Elementary Spanish")	3
MSU--West Plains	Elementary Spanish II (DC) (H1010) (Semester only, available both semesters)	Online	SPN 102 ("Elementary Spanish II")	3
MSU--West Plains	Introduction to World Music (DC) (H1050) (Semester only, available both semesters)	Online	MUS 239 ("Introduction to World Music")	3
MSU--West Plains	Introduction to Philosophy (DC) (H1025) (Semester only, available both semesters)	Online	PHI 110 ("Introduction to Philosophy")	3
MSU--West Plains	Introduction to Ethics (DC) (H1030) (Semester only, available both semesters)	Online	PHI 115 ("Introduction to Ethics")	3
MSU--West Plains	Religion and Human Culture (DC) (H1060) (Semester only, available both semesters)	Online	REL 100 ("Religion and Human Culture")	3
MSU--West Plains	Introduction to the Old Testament (DC) (H1040) (Semester only, available both semesters)	Online	REL 101 ("Introduction to the Old Testament")	3
MSU--West Plains	Introduction to the New Testament (DC) (H1045) (Semester only, available both semesters)	Online	REL 102 ("Introduction to the New Testament")	3
MSU--West Plains	Introduction to Theatre and Drama Arts (DC) (H1055) (Semester only, available both semesters)	Online	THE 101 ("Intro to Theatre and Drama Arts")	3
MSU--West Plains	Plant Science (DC)	Online	AGR 103 ("Plant Science")	4

*A high school student can opt to take a seated dual credit class for high school credit only.

Dual Credit Offerings: Core 42

*A high school student can opt to take dual credit courses, which are considered by Missouri standards to be part of what is called the “Core 42.” This means these courses should transfer to any university to fulfill course requirements. Read more here: <https://dhewd.mo.gov/core42.php>

Knowledge Area	Distribution Requirement	Dual Credit Courses that meet this requirement
Social & Behavioral Sciences	Nine (9) credit hours minimum, from at least two (2) disciplines, one must be American Government and Democracy	<p>3 credits–PLS 101 American Democracy and Citizenship – MSU-WP (online)</p> <p>3 credits–HST 121 Survey of US History to 1876– MSU-WP (online)</p> <p>3 credits–HST 122 Survey of US History since 1876– MSU-WP (online)</p> <p>3 credits–PSY 121 Introductory Psychology– MSU-WP (online)</p> <p>3 credits–SOC 150 Introduction to Sociology – MSU-WP (online)</p>
Written Communications	Six (6) credit hours minimum.	<p>3 credits–ENG 110 – Writing I – MSU-WP (seated)</p> <p>3 credits–ENG 210 – Writing II – MSU-WP (seated)</p>
Oral Communications	Three (3) credit hours minimum.	3 credits–COM 115 – Public Speaking – MSU-WP (seated)
Natural Sciences	Seven (7) credit hours minimum, from at least two (2) disciplines, including one course with a lab component.	<p>3 credits–BIO 101 – Biology in Your World – MSU-WP (seated)</p> <p>1 credit–BIO 111 – Biology Lab – MSU-WP (seated)</p> <p>3 credits–CHM 116 – Fund of Chemistry – MSU-WP (online)</p> <p>1 credit–CHM 117 – Chemistry Lab – MSU-WP (online)</p> <p>x credits–AGR XXX–Plan Science–MSU-WP (xxxx)</p>
Mathematical Sciences	Three (3) credit hours minimum. Mathematical Sciences courses that use one of the pathways courses as a prerequisite will meet the general education credit for math. For example, Calculus meets the general education math requirement since Pre-Calculus Algebra is a prerequisite.	<p>3 credits–MTH 128 – Contemporary Math – OTC (seated)</p> <p>3 credits–MTH 130 – Pre-Calculus Algebra – OTC (seated)</p>
Humanities & Fine Arts	Nine (9) credit hours minimum, from at least two (2) disciplines. There is a limit of three (3) credit hours of Performance (PERF) courses that can be applied to the Humanities & Fine Arts Knowledge Area and to the total CORE 42.	<p>3 credits–ART 200 – Art in Context–MSU-WP (seated)</p> <p>3 credits–SPN 101 – Elementary Spanish I–MSU-WP (online)</p> <p>3 credits–SPN 102 – Elementary Spanish II–MSU-WP (online)</p> <p>3 credits–MUS 239–Introduction to World Music–MSU-WP (online)</p> <p>3 credits–PHI 110–Introduction to Philosophy–MSU-WP (online)</p> <p>3 credits–PHI 115–Introduction to Ethics–MSU-WP (online)</p> <p>3 credits–REL 100–Religion and Human Culture–MSU-WP (online)</p> <p>3 credits–REL 101–Introduction to the Old Testament–MSU-WP (online)</p> <p>3 credits–REL 102–Introduction to the New Testament–MSU-WP (online)</p> <p>3 credits–THE 101–Intro to Theatre and Drama Arts–MSU-WP (online)</p>

Dual Credit Requirements

Institution Specific Requirements:

Missouri State University-West Plains: Cost per credit hour is \$70. Some courses may include additional fees. Students are required to buy their own textbook (if applicable) for online classes, see below. Students must register before the start of the semester begins.

MSU-WP Dual Credit Requirements:

Accumulative GPA of at least 2.5 for juniors and seniors and staff recommendation

- Placement required for CHM 116 and CHM 117
 - ACT Math scores of 18 or ACCUPLACER equivalent or grade of B or higher in Algebra II.
- Placement required for ENG 110
 - ACT Reading score of 18 or ACCUPLACER reading score of 236 or university writing exam.

OTC: Cost per credit hour is \$55.

OTC Dual Credit Requirements:

Accumulative GPA of at least 2.5 for juniors and seniors and staff recommendation

- ACT Math score of 18

Dual Credit Reimbursement through the Department of Higher Education:

You may be eligible to get your **dual credit courses reimbursed**. Read more about this at <https://dhewd.mo.gov/ppc/grants/aplusdcdeforstudents.htm>

Or at our website:

<https://bhs.bisonpride.org/departments/counseling-department/dual-credit>

Textbooks can be required to be purchased by students participating in online dual credit courses. Currently, all textbooks are provided online for free.



Legal Name Last First Middle

Mailing Address

City State Zip

Home Phone Cell Phone

Email Male Female

Social Security Number

Date of Birth Month Date Year

Semester you wish to begin:

Fall(August) Spring(January) Summer(June) Year

Have you previously taken courses offered by Missouri State-West Plains?
Yes No

Name of High School

Year you will graduate

Do you qualify for free or reduced lunches? Yes No

(Optional: requested to comply with federal guidelines and not used in determining admission status)

Ethnic Category (Check one) Not Hispanic or Latino Hispanic or Latino

Race (Multiple races may be selected)

American Indian/Alaskan Native Asian Black or African American
Native Hawaiian or Pacific Islander White or Caucasian

Your Legal Residence County State

If you are a Missouri resident, how long have you lived in Missouri

More than one year Less than one year
If one year or less, indicate when you moved to Missouri

Month Year

Are you a United States Citizen? Yes No

If no, are you a Permanent Resident? No Yes
If yes, attach a copy of front and back of permanent resident card.

Parent/Legal Guardian (Check one) Mother Father Guardian

Name Last First

City State Zip

(Parent/Guardian Phone) Cell Work phone

	Add (+)	CRN	Subject	Course Number	Section Number	Credit Hours	Course Title
1							
2							
3							
4							

Office use only
Advisor's Release to Register

Office use only
Processed By: Date Total Hours

ACKNOWLEDGEMENT OF UNDERSTANDING AND APPROVAL

STUDENT: I certify that the information I have provided is accurate. I understand that falsified information or failure to supply all required documentation could result in admission denial or suspension from Missouri State University-West Plains with loss of fees. I also authorize release of information regarding my academic and financial records to my parent(s)/guardian and officials of my high school while I am participating in the dual enrollment/dual credit program. To register for classes at Missouri State University-West Plains, you must agree to abide by University policies at the time of initial registration. Policies include those related to payment of fees and those outlined in the University catalog and other official University documents. Please carefully review the details of the Enrollment Agreement. If you accept the terms of this agreement, sign the form below.

Student Signature Date

PARENT/GUARDIAN: I hereby acknowledge that I have read the information provided above and that I am prepared to accept my responsibilities as the parent(s) or guardian(s) of a dual enrollment/dual credit student. As parent(s) or guardian(s) of the above-named student, I (we) hereby give my (our) approval for his/her participation in the Missouri State University-West Plains dual enrollment/dual credit program. I (we) agree to pay all tuition and fees for the enrolled student. I (we) further agree to pay costs of collecting the account including fees paid to collection agencies, reasonable attorney's fees and court costs. Each participant further agrees that the venue for any action to collect the account will be in the Circuit Court of Greene County, Missouri.

Parent/Guardian Signature Date

SCHOOL OFFICIAL: As an administrator of the high school attended by the above-named student, I hereby recommend and approve him/her for admission to the Missouri State University-West Plains dual enrollment/dual credit program. If the high school administers a competency assessment in an area related to the high school dual credit course, the student demonstrated proficiency.

Cumulative high school grade point average (please indicate scale if other than 4.0)

Signature

Title

Date

The Missouri State University-West Plains high school dual enrollment/dual credit program provides students with an opportunity to supplement their high school curriculum and receive college credit. Credit earned will be applicable toward a degree at Missouri State University-West Plains. Because Missouri State University-West Plains is fully accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602), credit earned should also be transferable to other regionally accredited colleges and universities, though each institution establishes its own transfer credit policies and practices and Missouri State University-West Plains cannot guarantee transfer credit to another institution.

Students in an Accredited High School:

1. students in the 11th and 12th grades have at least a 2.5 GPA on a 4.0 scale; students in the 10th grade have at least a 3.0 on a 4.0 scale; students in the 9th grade have a 3.0 on a 4.0 scale and an ACT or SAT score at the 90th percentile or above
2. have been recommended for admission by the high school counselor, principal, or superintendent of their school; and
3. have permission from their parents or guardians.

Students Completing High School by Alternative Means (Home School or Private Unaccredited High School):

1. are at least 16 years of age; and
2. have an official transcript from the high school or correspondence program vendor or documents from the parent required by Missouri State Statute 167.031 including courses/credits completed and date of completion with an overall GPA of 3.00 on a 4.00 scale or higher; or
3. Supply ACT scores with a composite score of 18 or higher; and
4. have parental or guardian permission.

Because the University believes in the value of a high school education or its equivalent and the importance of student preparation and readiness, neither dual credit nor dual enrollment students are allowed to take developmental courses since such skills are best learned in the high school setting. High school dual credit and dual enrollment students must maintain GPA criteria as outlined in the Scholastic Action section of the University catalog.

High school students participating in dual enrollment/dual credit are Missouri State University-West Plains students, and are expected to follow Missouri State University-West Plains policies and procedures. Students should familiarize themselves with deadlines for dropping and withdrawing from classes. The credit and grades earned through dual enrollment/dual credit will become a part of students' permanent academic transcript at Missouri State University-West Plains. Most colleges and universities require transcripts from every college in which students previously enrolled—including courses taken while in high school.

Students will be assessed fees at an established rate. Fees will vary based upon the course and type of enrollment. Financial aid is not available to high school students.

If you have a disability which requires accommodation, please contact the Advisement and Academic Coaching Center for Empowering Student Success (AACCESS) at 417- 255-7222.

Questions about the Missouri State University-West Plains dual credit/dual enrollment program may be addressed to the Office of Admissions at 417-255-7955 or the Office of Academic Affairs at 417-255-7272 or toll free at 1-888-466-7897.

For and in consideration of my registration and enrollment at Missouri State University-West Plains, I promise and agree to pay all debts incurred or sums charged to my account as a Missouri State University-West Plains student. I further agree to be bound by all provisions of the My Payment Plan as set forth below. I further understand that upon accepting this Agreement, I will be legally obligated to pay all debts owed to Missouri State University-West Plains and all charged to my account, including full payment of all student fees payable for any semester for which I register, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy. I understand and agree that I have the right to prepay in full my tuition for any semester for which I register, and that any fees not paid in full remain due and payable by me pursuant to the terms of the My Payment Plan.

Registration: All degree-seeking students are required to have an advisor release (Alt PIN) before registering. Other students are encouraged to consult with an advisor as needed. All degree-seeking students are also encouraged to review their degree audits before registering or making changes to their schedule. The University cannot be held responsible for student errors in scheduling or failure to follow published degree requirements.

My Payment Plan

Eligibility: Missouri State University-West Plains allows students in good financial standing to make charges on their accounts for required student fees, residence hall charges, parking permits and fines, bookstore charges, library fines and other charges and pay for those charges in installments. Therefore, this document contains all application and approval disclosures. Past due amounts will prevent a student from continuing in the My Payment Plan for subsequent semesters. **Repayment Terms:** Charges incurred for and during the fall semester may be paid in three monthly installments beginning September 15 and ending November 15. Spring semester may be paid in three installments beginning February 15 and ending April 15. Two monthly installments may be made for summer charges, beginning June 15 and ending July 15. **Finance Charges:** If all charges for the semester are not paid by the last business day of the second month in which the semester begins, a **Finance Charge** will be applied at a monthly periodic rate of 1% to the remaining balance. The finance charge is at a Fixed Rate for the enrolled semester. Missouri State University-West Plains further retains the right to modify, amend or change the Finance Charge Rate in this Agreement for subsequent semesters. This is an Annual Percentage Rate of 12.68%. The Annual Percentage Rate is the cost of your credit as a yearly rate. Finance charges will be added to the balance of your account. **Amount Financed:** Charges included in My Payment Plan are based on the semester for or during which they are incurred, including tuition and fees, residence hall charges, bookstore charges, parking permits and fines, and any other charge incurred on the student's account. Students will electronically receive monthly account statements reflecting all activity during the month and the current month ending balance on the account. Student may also log in to <http://mygrizzlyden.missouristate.edu/>. From the My Enrollment tab, select the Access Account and Make Payments link in the Access My Account Channel. From the My Account Page, the minimum installments will be shown for the current outstanding balance. **Minimum Payments:** The monthly minimum payment amount is calculated by dividing the total charges due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the Finance Charge. The total amount due and the minimum monthly payment will vary depending upon the student's enrollment, residence hall charges, the amount of financial aid and the amount of other charges on the student's account. Monthly minimum payment amounts can change based on activity on the student's account. Charges incurred between semester payment plans are due and payable when incurred. A **Finance Charge** will be assessed on the next statement date after the charge is first billed. The **Finance Charge** will be determined by applying a monthly periodic rate of 1% to the unpaid balance. **Failure to Pay:** Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of that semester's plan. Any amounts remaining unpaid at the end of a semester will be billed in full and must be paid in full immediately. A collection charge of \$5 may be assessed on any balance which is past due for a period of more than 10 days. Past due amounts will prevent a student from registering for the next semester, continuing in the My Payment Plan for subsequent semesters or from receiving diplomas or transcripts. Students who have already registered for the subsequent semester with a past due amount on their record will have their future registration canceled. Failure to pay may result in the student being reported to a credit service. **Default:** Each student must pay the balance of the account in full upon request if the monthly payments become past due. Each student agrees to pay costs of collecting the account, including fees paid to collection agencies, reasonable attorney's fees and court costs. Each student further agrees that the venue for any action to collect the account will be in the Circuit Court of Greene County, Missouri. If the student files for bankruptcy, the student may still be required to pay back the balance due on the account. **Change in Terms:** Missouri State University-West Plains retains the right to change, modify, suspend, interpret or cancel in whole or in part any of its published or unpublished policies or practices without notice. Missouri State University-West Plains further retains the right to modify, amend or change this Agreement in subsequent semesters. **Length of Participation:** Once a student signs up to participate in My Payment Plan, he/she will be deemed to be a participant in My Payment Plan during his/her entire tenure at Missouri State University-West Plains unless removed from the Plan for non-payment of fees. I understand that acceptance of this agreement does not entitle me to full participation in My Payment Plan if the business office determines me to be ineligible. In any event, the finance charges will continue to accrue. **Alternatives To My Payment Plan (Private Education Loans):** Missouri State University-West Plains' financial aid website provides alternatives to My Payment Plan that a student may qualify for through a program under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) <http://wp.missouristate.edu/finaid/>. Students who will be utilizing A+ Program Funds must enroll at least full time (12 or more credit hours fall or spring; 6 or more credit hours for summer.) Some scholarships may also require full-time enrollment. If you have questions, contact the financial aid office at (417)-255-7243. **For Students Taking Missouri State University-West Plains and Missouri State University-Springfield Courses:** Students doing consortium agreements (taking classes from both institutions) must complete their paperwork no later than the end of the add/drop period. This is usually the first week of classes. Late paperwork will not be accepted. **Other Terms: My Payment Plan applies to all semesters—fall, spring and summer. Under the law you have the right to pay off in advance the full amount due. You are entitled to a copy of this agreement upon request. Your Billing Rights—Keep this notice for further use:** This notice contains important information about your rights and the University's responsibilities under the Fair Credit Billing Act. **Notify the University in case of Errors or Questions about your bill:** If you think your bill is wrong, or if you need more information about a transaction on your bill, write to the University at the address listed on your bill as soon as possible. We must hear from you no longer than 60 days after the first bill was sent on which the error or problem appeared. You can telephone the University, but doing so will not preserve your rights. In your letter, provide the following information: • Your name and account number • The dollar amount of the suspected error • Describe the error and explain, if possible, why you believe there is an error. If you need more information, describe the item in question. You do not have to pay any questioned amount during the investigation process, but you still are obligated to pay the parts of your bill that are not in question. During the investigation, the University cannot report you as delinquent or taken any action to collect the amount you question. **Additional Information:** For additional information, please contact the business office, Cass Hall, 128 Garfield Avenue, West Plains, MO 65775 or call (417) 255-7260. I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University-West Plains with loss of fees. I understand and agree that by accepting this Agreement I am agreeing to all terms of the My Payment Plan set forth herein, including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the My Payment Plan. **Under the law you have the right to rescind this agreement within three business days of acceptance, but you will be required to pay off in advance the full amount due.** I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules and on the University website. Policies include, but are not limited to, computer use and information technology policies, Student Code of Rights and Responsibilities, and Academic Integrity Policies. **I understand and agree that by signing this Agreement, I am agreeing to all terms as set forth herein.**



Complete a *Dual Credit Enrollment Form* listing the classes in which you want to be registered for college credit. Below are the courses being offered at your high school.

CRN	Subject	Course Number	Section Number	Credit Hours	Course Title
11584	AGR	101	BUF	4	Animal Science
11598	AGR	112	BUF	3	Intro to Agriculture Business
11601	AGR	115	BUF	3	Sustainable Agriculture and the Environment
11609	AGR	170	BUF	3	Introduction to Horticulture
11615	AGR	172	BUF	1	Greenhouse Management
11850	ART	200	BUF	3	Art in Context
11628	BIO	101	BUF	3	Biology in your World
11634	BIO	111	BUF	1	Biology Lab
11647	CHM	116	HS1	4	Fundamentals of Chemistry
11649	CHM	117	HS1	1	Fundamentals of Chemistry Lab
11666	COM	115	BUF	3	Fundamentals of Public Speaking
11700	HST	121	HS1	3	Survey of US History to 1877
11725	PSY	121	HS1	3	Introductory Psychology
11726	SOC	150	HS1	3	Introduction to Sociology
11684	ENG	110	BUF	3	Writing I
11723	PLS	101	HS1	3	American Democracy and Citizenship
11727	SPN	101	HS1	3	Spanish I
11361	REL	100	90 (1 st 8 weeks)	3	Religion and Human Culture
11363	REL	101	90	3	Intro to the Old Testament
11365	REL	102	90	3	Intro to the New Testament
11371	THE	101	90 (1 st 8 weeks)	3	Into to Theatre/Drama Arts

Be sure your *Dual Credit Enrollment Form* is signed:

1. Student
2. Parent/guardian
3. School official verifying cumulative GPA of at least 2.5 on a 4.0 scale for juniors and seniors; GPA of 3.0 on a 4.0 scale for sophomores

Placement required for CHM 116 and CHM 117

ACT Math scores of 18 or ACCUPLACER equivalent or grade of B or higher in Algebra II.

Placement required for ENG 110

Completion of the Directed Self Placement (DSP)

Cost

- HS/BUF sections: Cost per credit hour is \$70. Some courses may include additional fees.
- 90 sections: Cost per credit hour is \$112. Some courses may include additional fees.
- Financial aid is not available to students in this program.
- Students may enroll in the [My Payment Plan](#).
 - The student fees may be paid in monthly installments.
 - Fall Payment Plan due dates are:
 - September 15, October 15, November 15
 - Students will not receive a bill in the mail from the university. You must access your account information through [My Grizzly Den](#). Information on setting up this account will be provided after you have registered for your class(es).
 - Bills will be transmitted electronically to the student's university e-mail account.
 - Additional information can be found at www.wp.missouristate.edu/BusinessOffice or by calling the Business Office at 417-255-7260.

Drop/Withdrawal Procedure

- Students are expected to follow Missouri State University-West Plains' policies and procedures.
- Students withdrawing from the University must initiate the withdrawal process either in person, by fax (417) 255-7977, by mail, or University email (wpr@missouristate.edu) with the [Office of Registration and Records](#). Call 417-255-7979 for additional assistance.
- Individuals taking only one class who wish to drop that class must withdraw from the University.
- If a student withdraws prior to the close of the ninth week, a grade of W (dropped without penalty) will be assigned.
- If a student withdraws after the close of the ninth week, the instructor gives a W in the course if the student is doing passing work.
- The last date for withdrawal is one week prior to the last day of the semester.
 - Withdrawal is not complete until the Office of Registration and Records has processed the paperwork.
 - Students who drop a class or withdraw from the University may continue to owe fees if not processed through the university prior to the close of the first week of the semester. (Additional information regarding deadlines, policies and procedures is in the University catalog, which is available online at www.wp.missouristate.edu/catalog.)

Transcripts

- Grades are awarded according to Missouri State University-West Plains' standards to indicate the quality of a student's work.
- The credit and grades earned will become a part of a student's permanent academic transcript at Missouri State University-West Plains.
- Most colleges and universities require transcripts from every college in which a student has previously enrolled—including courses taken while in high school.
- All students will be charged when ordering a transcript whether ordered in-house, sent electronically, or mailed. Transcript fees will range from \$7.50 - \$ 10.00. Additional charges will be applied for overnight delivery methods.

Thank you for allowing Missouri State University-West Plains to provide you with this quality educational opportunity!

Questions:

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