

MISSOURI SOUTHERN STATE UNIVERSITY

Office of Academic Outreach • 3950 East Newman Road • Hearnes Hall 315 • Joplin, MO 64801
Phone: 417/625-9785 • Fax: 417/659-4028 • dualcredit@mssu.edu

Please use the following checklists as a guide to guarantee all appropriate actions have been taken in order to register for and receive University credit. Application and registration to the MSSU Dual Credit/Dual Enrollment program occurs online through the mssu.DualEnroll.com system. **High School Students:** Work with the person at your high school who is responsible for coordinating dual credit courses (dual credit coordinator or counselor). The dual credit coordinator works directly with the MSSU Office of Academic Outreach to coordinate applications and registrations. **Home School Students:** Work directly with the Office of Academic Outreach to coordinate applications and registrations.

Student Checklist: PRE-ENROLLMENT

- Tell the instructor and/or the dual credit coordinator you are interested in taking courses for dual credit.
- Check the transferability of the course(s) you are interested in to make sure it will transfer to the University you plan to attend after high school. MSSU's Registrar does maintain a list of universities and colleges that we have transferred credits to/from and how those credits transfer. <https://www.mssu.edu/student-affairs/registrar/transfer-guide.php>. Ultimately, it is up to the student to contact the receiving university/college to determine how that credit will transfer.
- For complete step-by-step instructions with screenshots, please refer to the Student User Guide. Go to mssu.dualenroll.com/login
 - Follow the prompts to create a personalized login. Be sure to provide an email address and cell phone number so that we can confirm your account. **Save your login and password for future use.**
 - Complete the online application (new students only). Double check the application form to ensure the accuracy of all the information you have provided. You will need to have your Social Security Number to complete the online application. **Save your Student ID (SID) number for future use.**
 - Consider completion of the FERPA waiver form. Once you enroll in a course at MSSU, we do not have an automatic right to disclose any information related to your educational records to your parents. We also do not have a

right to disclose information about tuition payments to officials/teachers at your school. The completion of the FERPA waiver form will enable you, MSSU, your high school, and your parents an opportunity to cooperate in a more seamless manner. Authorization to Release Form (Educational Records) can be done as part of the DualEnroll/MSSU application process. If you do not fill it out online, the form is available online and can be faxed/e-mailed to the Dual Credit office.

- Choose your courses. On the course selection screen, use the navigation tools to see the course options that are available through your high school or through dual enrollment options. Pay careful attention to the course times, instructor names, course locations (see delivery icons), etc. to make sure you are selecting the appropriate course(s).
 - Confirm your registration. Steps you need to complete and the status of your application will be highlighted in yellow and show up on the right side of the screen. You will be notified by email or text message throughout the process, and again when your registration has been confirmed. Should you receive an email regarding registration failure, please contact the Office of Academic Outreach to resolve the issue.
 - Requires parent/legal guardian signature – this can be completed through the DualEnroll.com system, and you can send an email directly to your parent/legal guardian at the time of registration.
PLEASE PROVIDE A PARENT EMAIL FOR PARENT APPROVAL.
 - Parents are required to approve courses once per semester.
 - When you confirm your registration, your high school counselor will automatically be notified to review your application materials.
- For a list of course offerings and course registration numbers (CRN's) for your high school ask your dual credit counselor/coordinator or view the list of available courses online at <https://lionet.mssu.edu/web/guest/course-list>
- The high school counselor/coordinator or home school proctor will complete the following items through the DualEnroll.com system:
- Upload copy of MOST RECENT high school transcript* (for GPA verification)
 - Upload copy of test scores (if a test score is required for desired coursework)
 - This is only required if the course you wish to take has a pre-requisite – for a list of these requirements go to:
www.mssu.edu/dualcredit/prerequisite
 - Approve or deny student registrations

- After the high school counselor/coordinator completes and approves you for courses through DualEnroll.com, MSSU will automatically be notified of your request for enrollment. If eligibility requirements are met, MSSU will enroll you in your course(s), and you will receive a confirmation email of your course registration. In a mailing from the Admissions Office, you will receive your Student Identification Number (SID). **Students must call the MSSU Help Desk for the PIN (password) and help with getting an email account set up. 417-659-4444.**

*Home school students must provide a notarized copy of the high school transcript.

Student Checklist: POST-ENROLLMENT

- Once you receive your SID and PIN, you may log in to LioNet to access all MSSU related information. Please refer to the Access to Information handout and the LioNet User's Guide for more information about what you can do with LioNet. MSSU recommends checking to make sure your schedule in LioNet shows you are enrolled in the dual credit course(s) for which you signed up. The timing of when a course and its fees will show up in LioNet will vary from student to student because of the variation in high school enrollment dates and because of the large amount of students being processed during the same few weeks.
- Obtain your textbook(s). Some high schools provide textbooks for students; however, some do not. Check with your high school to see what the textbook plan is for your course(s). Online and on-campus students will find the textbook list in LioNet, and can visit the MSSU Bookstore to purchase and pick up textbooks.
- T-shirts, Lion Cards, and information sheets will be delivered to your school (or mailed directly to you) as promptly as possible. Refer to the student benefits/resources page on the dual credit website for more information about your other student benefits.
- Use the MSSU Dual Credit website for access to most information related to your experience as a dual credit student. Familiarize yourself with the policies and procedures that affect you as a dual credit/dual enrollment student.
- Pay for your course by the appropriate deadline. You may pay for **tuition and textbooks** through your payment portal or by contacting the Bursar's Office. For more detailed information about due dates and payments, refer to the Dual Credit Calendars and Payment Information documents.
- Check your student email account and LioNet frequently to remain up to date on things related to MSSU. These are the main modes of communication through which MSSU will send you important information. Check out the technical guides for

instructions on how to have your MSSU email re-routed to the email of your choice.
Remember to contact the MSSU Help Desk if you need help: 417-659-4444.

- Be aware of the dual credit and MSSU calendars. Plan ahead and be aware of any potential conflicts with your high school schedule. Be sure to notify faculty of scheduling conflicts well in advance.
- If and when you are on-campus, identify yourself as an MSSU Dual Credit/Dual Enrollment Student and bring your Lion Card.
- Take advantage of your student benefits!!!

Student Checklist: POST-ENROLLMENT

- Grades will be posted at the end of the course on LioNet. You will want to ensure your grades have been posted prior to making any transcript requests. For more information about how to request an official transcript, please visit the Registrar's webpage – Request My Records.
- Work with your instructor and/or the dual credit coordinator to coordinate the return of your textbooks.
- Complete any required surveys and/or evaluations related to your experience.

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Please use the following checklists as a guide to guarantee all appropriate actions have been taken in order for your student to register for and receive University credit. Application and registration to the MSSU Dual Credit/Dual Enrollment program occurs online through the DualEnroll.com system. **High School Parents:** Work with the person at your high school who is responsible for coordinating dual credit courses (dual credit coordinator or counselor). The dual credit coordinator works directly with the MSSU Office of Academic Outreach to coordinate applications and registrations. **Home School Parents:** Work directly with the Office of Academic Outreach to coordinate applications and registrations.

Parent Checklist: PRE-ENROLLMENT

- Talk to MSSU, your high school, and your student about the advantages of completing dual credit during high school. Encourage your student to inform the high school dual credit coordinator of any interest in the program.
- Help your student check with the Registrar's Office of the University they plan to attend after high school to check the transferability of the course(s) they are interested in taking. MSSU's Registrar does maintain a list of universities and colleges that we have transferred credits to/from and how those credits transfer. <https://www.mssu.edu/student-affairs/registrar/transfer-guide.php>. Ultimately, it is up to the student to contact the receiving university/college to determine how that credit will transfer.
- Help your student complete the Student Checklist.
- Sign all applicable documents necessary for the application and registration process. Your signature is required electronically through the DualEnroll.com system, and is required once per semester. If you do not receive an email requesting your electronic signature, talk to your student about the email address he/she provided when creating his/her DualEnroll.com account. Paper permission forms will be made available upon request.
- Discuss the advantages of signing any FERPA waiver documents with your student and complete the forms if applicable. (Upon enrollment MSSU will only

communicate with the student regarding their educational records and billing information unless these waivers are signed and authorized by the student).

Parent Checklist: POST-ENROLLMENT

- Encourage student responsibility whenever possible. This endeavor is intended to prepare your student for the academic rigor required at the University level.
- Use the MSSU Dual Credit website for access to most information related to your experience as a dual credit parent. Familiarize yourself with the policies and procedures that affect you as a dual credit parent.
- If you are providing payment for the course, please provide payment by the appropriate deadline. You may pay your student's **tuition** and **textbook fees** through your student's payment portal or by contacting the Bursar's Office. For more detailed information about due dates and payments, refer to the Dual Credit Calendars and Payment Information documents.
- Help your student plan for any potential scheduling conflicts well in advance.
- Encourage your student to take advantage of their student benefits!

Parent Checklist: END OF COURSE

- Grades will be posted at the end of the course on LioNet. You will want to ensure grades have been posted to LioNet prior to making any transcript requests. For more information about how to request an official transcript, please visit the Registrar's webpage – Request My Records.
- Remind your student to work with the instructor and/or the dual credit coordinator to coordinate the return of the textbooks.
- Complete any required surveys and/or evaluations related to your experience.

MISSOURI SOUTHERN

STATE UNIVERSITY

FREE Online Tutoring for your Course is Available!

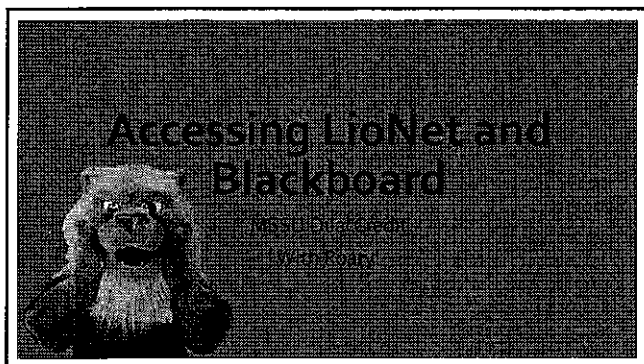
Have you ever wanted someone to help you with your class assignment at home? Are you looking for someone who can work with you one-on-one at any time of the day or night? For students enrolled at Missouri Southern State University, that help is available!

To Access Online Tutoring

- Fill out the tutoring appointment form (<https://webapps.mssu.edu/FormWizard?formViewer.aspx?Id=92>) . Be sure to choose "yes" after "I am requesting online tutoring" on the form. This will send an email to the Student Success Center.
- Someone from the Student Success Center will email you to set up a time for your online session.
- To access the session, you will need to open Blackboard, and under "My Organizations," choose "Student Success Center Tutoring." The "Student Success Center & Tutoring" link also shows up in the left-hand column of Blackboard after you select one of your courses.
- Once you are on the Student Success Center Tutoring Community page, in the left-hand column, select "Join Scheduled Online Tutoring Session." You should then see your session listed by the first name of your assigned tutor. Click on the name to enter the session.
- Once you are in the session, there will be a pink arrow in the lower right-hand corner. Click that in order to communicate with the tutor.
- After you finish your session, please click on "Post Online Tutoring Survey" and give your feedback.

For Online Writing Help


- Open Blackboard, and under "My Organizations," choose "Student Success Center Tutoring." The "Student Success Center & Tutoring" link also shows up in the left-hand column of Blackboard after you select one of your courses.
- Once you are on the Student Success Center Tutoring Community page, in the left-hand column, select "Submit Your Work to the Writing Studio."
- On the next page, click on the link "Submit your Writing Assignment Here" (about half way down the page).
- Copy and paste the "Feedback Request Form into the Comments section and answer all the questions. Then upload your assignment as a Word document in the section titled "Assignment Submission."
- After the tutor has responded to your submission, you can see the response by clicking the link (in the left-hand column) "See Your Writing Feedback."
- After you receive your feedback, please click on "Post Online Tutoring Survey" and leave your evaluation.




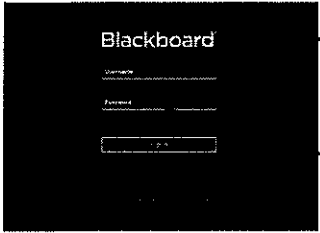
Blackboard- What is it?

- Course website for any MSSU class
- Access online text books
- Take quizzes and do assignments
- View assignment and project descriptions
- A point of communication with your professor
- View grades for tests and assignments

<http://mssu.blackboard.com/>

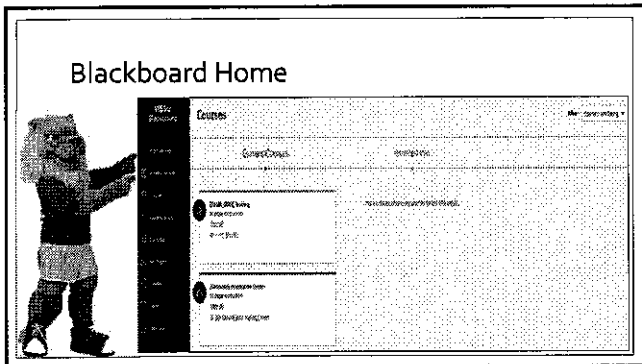


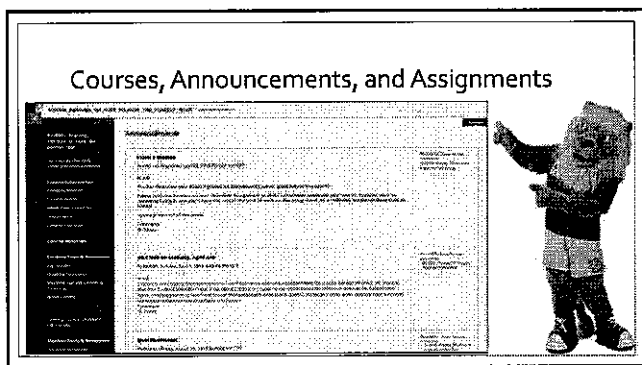
How to access Blackboard



SID Number

PIN Number






LioNet- What is it?

- Access all your student information
- Class schedule, midterm and final grades
- Booklist
- Useful links
- Personal Financial Aid information
- Registration Tools- Look up classes, Degree Works

<https://lionet.mssu.edu>



How to access LioNet

First half of your lion email



SID Number



LioNet Home

Booklist and Schedule

View and Pay Account Balance

The image shows a screenshot of a web application interface. On the left, there is a navigation menu with items like '1535 Financials', '1535 Student Accounts', '1535 Payments', '1535 Billing', '1535 Financials', '1535 Student Accounts', '1535 Payments', and '1535 Billing'. In the center, there are several panels. One panel is titled 'Student' and another 'Student Account'. The 'Student Account' panel lists options: 'ACCOUNT Detail for Term', 'View History', 'Tax Notification', 'Select The Year', 'Account Summary', and 'Account Summary by Term'. A mascot character is standing on the right side of the screenshot. Arrows point from the navigation menu to the 'Student' and 'Student Account' panels, and from the 'Student Account' panel to a larger screenshot below it showing a detailed account balance.

**For Help, Questions,
Issues, Contact the
IT Help Desk**

The image is a dark, textured graphic. On the left, there is white text that reads 'For Help, Questions, Issues, Contact the IT Help Desk'. On the right side of the graphic, there is a mascot character.
