

White Copy – Lincoln University
Yellow Copy – High School Official
Pink Copy – Student/Parent
 (make sure you keep your pink copy of this form, it is your bill)



Dual Credit Course Registration Form

***Students must have completed a dual credit admission application and meet all eligibility criteria to register for dual credit courses. Students that do not meet the eligibility criteria will not be registered for courses.**

NAME _____ DATE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

HIGH SCHOOL _____

EMAIL ADDRESS _____

LINCOLN UNIVERSITY STUDENT ID# _____

Example

| Term (Fall – FAC Spring – SPC) | Course Prefix | Course # | Section # | Course Title | Credit Hr. | Instructor's Signatures |
|--------------------------------------|------------------|-------------|--------------|-----------------------|---------------|-------------------------|
| 2018 FAC | BIO | 103 | 63 | Principles of Biology | 3 | Jane Instructor |
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- A. TOTAL OF (3) CREDIT HOUR COURSES: _____ X \$225.00 = \$ _____
- B. TOTAL OF (4) CREDIT HOUR COURSES: _____ X \$300.00 = \$ _____
- C. TOTAL OF (5) CREDIT HOUR COURSES: _____ X \$375.00 = \$ _____
- D. TOTAL AMOUNT DUE: _____ = \$ _____

I, (Student Name) _____, understand that by signing this registration form I agree to be registered for the above course(s) and I have read and understand Lincoln University's Dual Credit Policies and Procedures on the back of this document.

 Student Signature /date

 Parent/ Legal Guardian Signature / date

PLEASE COMPLETE AND RETURN TO INSTRUCTOR
POLICIES FOR DUAL CREDIT ARE LOCATED ON THE BACK.

Checks can be mailed to **Lincoln University, ATTN: Office of the Controller, PO Box 29, Jefferson City, MO. 65102-0029. CHECKS NEED TO HAVE THE LU STUDENT ID# IN THE MEMO SECTION.** Also, the university accepts VISA, MasterCard, Discover, and American Express payments which can be made online in Self Service or by contacting the Cashier's Office at **573-681-5085**.

Course Withdrawal

Students can withdraw from dual credit courses by completing and submitting the Dual Credit Withdrawal Form to the Division of Educational Innovation and Extended Studies office (**Martin Luther King Hall 452**). Once the form is received the student will be withdrawn from the course. Forms can be obtained from the instructor or online from the Lincoln University Dual Credit website. Students must withdraw from the course(s) by the deadline outlined by the university.

Transfer Credits

Most dual credit courses will transfer to other public colleges and universities within Missouri, with the exception of some small and private institutions. Some colleges/universities may limit the amount of courses students can transfer to their institution. Students are strongly encouraged to consult with their prospective undergraduate institution to determine its dual credit transfer policy.

Transcripts

A student may request an official transcript at any time by completing a Request for Transcript form at the National Student Clearinghouse at <https://tsorder.studentclearinghouse.org>. The release of a student's transcript requires the student's identification numbers and student identification and the absence of any debt to the University. A student should allow three full business days for a transcript request to be processed.

A student may also request a transcript by a mailing or faxing letter that includes the following:

- Full name under which the student was last enrolled and any other names previously used by the student
- Current address and phone number
- Identifying information such as birth date, student ID number, degrees earned and dates, etc.
- Name and address of the transcript recipient

The Office of the Registrar does not email or fax transcripts. To protect student privacy, requests from anyone other than the student will not be accepted. A transcript will only be released or delivered to someone designated in writing by the student. Only Students can receive an unofficial copy of their transcripts for \$10 in person.

Tuition

The tuition for dual credit courses is \$75.00 per credit hour. Students can access their accounts either through Student Portal **or by contacting the Cashier's Office.**

A. Tuition Refund

Tuition refunds may be full or partial depending upon when the student withdraws from the course.

Refund Schedule for 18- week courses

1st calendar week after the application deadline: Full Refund
2nd calendar week after the application deadline: 50% Refund
3rd calendar week after the application deadline: 25% Refund

There will be no refunds after the 3rd calendar week following the application deadline.

For nine week courses, a full refund is allowed during the first calendar week of the course. No refunds are available after the first week.

Dual credit courses follow the refund calendar of the courses on the main campus. Refer to the term's current undergraduate bulletin refund dates for dual credit courses.

B. Unpaid Tuition

Students with outstanding balances from a previous semester will not be able to enroll in future dual credit courses or receive an official transcript until the balance is paid.

For additional questions, please contact:

Division of Educational Innovation and Extended Studies

Lincoln University

812 E. Dunklin Street

Martin Luther King Hall Room 452

Jefferson City, MO 65101

(573) 681-5206