ENROLLMENT/ELIGIBILITY
Students must meet the following qualifications to be eligible to take dual credit classes:
- Junior or Senior status
- 3.0 Grade Point Average on a 4.0 scale

Complete the following steps to enroll for Missouri Valley College dual credit courses offered at your high school:
- Review the attached information and Course Offerings with your parents.
- Talk to your instructor and counselor about enrolling for college credit and to determine your eligibility.
- Enroll for courses offered at your high school marked with “FA” or “FY” for the Fall Semester and “SP” classes for the Spring Semester.
- All previously enrolled course balances must be paid prior to enrolling.

REGISTRATION
If you are eligible and choose to enroll, complete, in ink, the following items, located in the Registration Packet:
- Dual Credit Registration Form – Student and Parent/Guardian must sign.
- Missouri Valley College Application Form – Be sure to sign the last page. Fill out the application form only if this is your first time enrolling for Missouri Valley College’s dual credit courses.
- Staple or paperclip your forms together, along with a check or money order for the down payment of $225.00 made payable to “Missouri Valley College.” Registrations received without the $225.00 down payment will be returned unprocessed.
- Return all forms to your instructor or counselor. Your principal must sign your Special Course Registration Form and verify your enrollment eligibility. The instructor will return all registrations once approved and signed by the principal and the college’s Registrar’s office.

PAYMENT
Full payment is requested at enrollment. A minimum deposit of $225.00 is required at registration. Half of any remaining balance is due with thirty (30) days of registration with the rest due in sixty (60) days of registration. Registration received without the down payment will not be processed. Please refer to the enclosed payment policy.
STUDENT/PARENT PROGRAM INFORMATION

1. See the attached schedule of courses for a listing of courses that will be offered on the Missouri Valley College campus to qualified high school students during the upcoming academic year. Students enrolled in Missouri Valley College campus classes will abide by Missouri Valley College’s academic calendar. A copy of the current calendar will be provided to each registrant.

The attached schedule also lists the courses offered at the student’s high school. The course listed may or may not satisfy general education-core requirements at other colleges or universities. You may wish to consult the catalog of the college you are planning to attend. All classes offered count toward satisfying Missouri Valley College general education-core requirements. Missouri Valley College is fully accredited by North Central Association of Colleges and Schools Commission on Institutions of High Education.

2. Students will be classified as “special students” and must meet the following college special student admission criteria:
   a) Be a junior when course begins if taking credits at the high school.
   b) Be a senior when course begins if taking credits at Missouri Valley College’s campus.
   c) Completion of a Missouri Valley College application.
   d) Have a minimum GPA of 3.0 (on a 4.0 scale) or its equivalent.
   e) Be recommended by high school principal or official designee.
   f) Meet requirements of individual courses as set forth in the Missouri Valley College catalog.
   g) If the high school administers a competency assessment in an area related to the dual credit course, those scores may be used for placement. If used, high school juniors and seniors must score proficient on EOC exam or achieve an equivalent score on a comparable assessment.
   h) GPA or student scores will be verified on the Missouri Valley College Dual Credit Enrollment Certification Form, which will be filled out by the principal or designee and sent to the college.
   i) Missouri Valley College only extends its dual credit programs to juniors and seniors.

3. Courses offered at your high school may require a semester or full school year of study to earn credit. This determination will be made by appropriate college faculty after reviewing the high school course content. Each student will be limited to seven (7) credits per semester or fourteen (14) credits per academic year unless approved for an overload by the Missouri Valley College Academic Coordinator. This decision will be based upon previous academic performance, the recommendation of the high school and the College’s Dual Credit Program Coordinator.
4. Only “senior” students may be permitted to take classes on the Missouri Valley College campus. These students will be considered commuter students. They are responsible for arranging their own transportation to and from the campus.

5. Students will receive a copy of the course syllabus from the instructor. At the end of the course, students will be asked to complete a confidential course evaluation form.

6. Students enrolled in a Missouri Valley College course (on campus or at the high school) may be required to take the Missouri Valley College course final for each course in which they are enrolled. This assessment instrument will be graded by the course instructor and may be a factor in grade determination.

7. Missouri Valley College will provide sufficient scholarships to hold the actual cost of each student to $225.00 per three (3) credit hour course; $300.00 per four (4) credit hour course; and $375 per five (5) credit hour course. The fee is payable at the time of enrollment. Textbooks and supplies used for campus courses are extra costs and will be available at the College bookstore. (Checks to be made payable to “Missouri Valley College.”)

8. Drop/Add Policy: A student may drop or add a class within the first week of classes. Drop/Add forms require the signatures of the Missouri Valley College Dual Credit Program Coordinator, the high school principal, and the professor of both the dropped and/or added classes.

9. Withdrawal (W) Policy for semester length classes: The last day for student withdrawal from a course will be a date as set annually on the academic calendar. A grade of “W” is given through the sixth (6th) week of the semester (beginning with the college’s first day of classes).

After six weeks, the grade will be recorded as “WP” if the student has a grade of “D” or better at the time of withdrawal or “WF” if the student is making a grade below “D”. Grades of “WF” are computed as “F” in the computation of all grade point averages. Withdrawal after the eleventh (11th) week of the semester will result in an “F” unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes. Withdrawal forms require the signatures of the Missouri Valley College Dual Credit Program Coordinator, the high school principal, and the professor.

10. Withdrawal (W) Policy for academic year length classes offered at the high school: A grade of “W” is given through the twelfth (12th) week of the academic year (beginning on the college’s first day of classes). After twelve (12) weeks, the grade will be recorded as a “WP” is the student has a grade of “D” or better at the time of withdrawal or “WF” if the student is making a grade below “D”. Grades of “WF” are computed as “F” in the computation of all grade point averages. Withdrawals after the twenty-second (22nd) week of the academic year
will result in an “F” unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes. Withdrawal forms require the signatures of the Missouri Valley College Dual Credit Program Coordinator, the high school principal, and the professor.

11. Tuition Refund Policy: When withdrawals occur, the refund for tuition is as follows:
   - Withdrawal prior to first day of class – full refund less $50.00 administrative fee per class
   - Withdrawal during first two weeks of class – 75% refund
   - Withdrawal during third week of class – 50% refund
   - Withdrawal during fourth week of class – 25% refund
   - Withdrawal after fourth week of class – 0% refund

12. High school students who are admitted and register for Missouri Valley College course credits will receive a special Missouri Valley College student photo ID and activity card entitling the student to use the college library and attend, free of charge, all regularly-scheduled sports events and theatre and musical performances for the academic year.

13. Upon completion of a course of study, the return of all college library books or fines paid and the full payment of related fees, the course name and number, grade, and credits earned will be placed on an official Missouri Valley College transcript. This transcript may be forwarded to other colleges/universities upon written request and payment of the transcript fee to the Missouri Valley College Registrar.

14. Students who owe a balance on course fees, college library fines and/or have not returned books checked out from the college library will not be permitted to enroll for the next semester unless paid and books returned prior to the beginning of classes.

15. Courses offered through this program may or may not satisfy general education-core requirements at other colleges or universities. You may wish to consult the catalog of the college or the registrar’s office of the college you are planning to attend. Missouri Valley College and its courses are fully accredited by North Central Association of Colleges and Schools.

16. A course trade of “D” (I) may not transfer.

17. A Missouri Valley College/Dual Credit Honors Program is available for qualified high school students. The Honors Program Criteria is as follows:
   - All participants must be enrolled in a school district participating in the MVC/Dual Credit Program.