Southeast Missouri State University

2014/2015 (ECC/DC)

EARLY COLLEGE CREDIT / DUAL CREDIT REGISTRATION FORM

Today's Date: _____ Term: FA___ SP ___ SU___ Gender: F__ M___ Date of Birth: _____

Your High School:_____ Year of Graduation: _____

Student Name: _____ Student Email: _____

Parent(s) Name(s):_____ Parent Email: _____

Mailing Address: _____ City: _____ State: ___ Zip:_____

Day Phone: _____ Evening Phone: _____

Select One:

☐ This is my first enrollment in Early College Credit/Dual Credit courses at Southeast (Please Enter Your Social Security Number): _____

☐ I have been previously enrolled in Early College Credit/Dual Credit courses at Southeast (Please Enter Your Student ID): S0#_____

Fees: $ 85.00 per credit hour (3 credit hour course = $255.00)

Course (EN 100)	Course	Section	Web Y/N	Course Title	Credit Hours	5-digit Course Registration Number	Fee Computation	For Office Use Only

Processing Fee: Add $**30** if this is your first ever enrollment in Southeast coursework $

Total Fees: $

I understand my child/dependent has signed up for the above course work in order to receive college credit and acknowledge that I am responsible for payment to his/her account. Therefore, I agree to the terms and conditions of policies and procedures set forth by Southeast Missouri State University.

Parent Signature _____ **Date** _____

HIGH SCHOOL SECTION: To be completed by the High School. Please provide the following information:

GPA:_____ on a scale _____ Class Rank: _____ out of _____ ACT Scores: Math _____ English_____ Composite _____

English Placement Score: _____ Math Placement Score: _____

To enroll in coursework, students must have a "B" average or include an "exception letter" of recommendation from the principal.

This student meets enrollment requirements for Early College Credit/Dual Credit as set forth in the Early College Credit program guidelines in the bulletin and is recommended for admission.

Counselor or Principal Signature _____ **Date** _____

Registration and Payment are Due on Friday, August 8, 2014

(Students registered for courses on or before July 28th will receive a billing statement)

*****For additional information on billing and payment, see Fall 2014 Billing & Payment Information*****

Please mail/fax form to:

Southeast Missouri State University
Attn: Dual Credit Office
One University Plaza, MS6875
Cape Girardeau MO 63701
PHONE: (573) 986-6179
FAX: (573) 986-6883

Information Release Authorization

I agree that my student record, which includes academic and financial information, may be shared with my school officials and parents as long as I am enrolled as a dual credit/early college credit student at Southeast Missouri State University.

Student Signature _____Date _____

FALL 2014 BILLING & PAYMENT INFORMATION

Payment Methods and/or Enroll in Installment Payment Plan

In person: Cash, check, credit/debit card* payments made at the Cashier's Office in Academic Hall.
Phone: Credit/debit card* payments are accepted via phone at (573) 651-2253.
Online: Payments can be made online, through the Southeast Portal, using your checking or savings account.

**MasterCard, Visa or Discover*

Payment Options

1. Payment in full
2. Installment Payment Option

Installment Payment Plan (Fall 2014):
Calculates ALL CURRENT SEMESTER CHARGES for the installment amounts.
3 Options available (plus non-refundable enrollment fee):

- 2-Payment IPP $15 (Due Aug 8, Sept 19)
- 3-Payment IPP $20 (Due Aug 8, Sept 19, Oct 20)
- 4-Payment IPP $25 (Due Aug 8, Sept 19, Oct 20, Nov 20)

Additional fees may apply (http://www.semo.edu/sfs/fee-schedule.htm).
All Fees are subject to change by the Board of Regents without prior written notice.

Installment Payment Plan (IPP)

Enrollment in the IPP is per semester. You must indicate by the first payment due date of each semester which IPP option you have chosen to enroll in. Students may enroll in one of the payment options by submitting your first payment through one of the options below:

IPP Sample Calculation – Based on 13-14 Fees
(*Estimated cost, based on 6 hours of enrollment*)

Incidental Fees ($85.00 x 6)	$510.00
Total Eligible for Plan	$510.00
Divide by 4 (4IPP option)	÷ 4
Subtotal	$127.50
IPP Fee (4 IPP option)	$ 25.00
First Payment Due Aug/Jan	**$152.50***

*Subsequent installments may increase as additional charges are added to the account (i.e.: Textbook Rental and admission application fee)

For additional information regarding the Installment Payment Plan, please review the IPP Terms and Conditions at:
http://www.semo.edu/pdf/SFS_SFSIPPTermsandConditions_2012.pdf

Alert

Email: Student Financial Services communicates with students through your University assigned email account. Students are responsible for all information sent to them via the email account. Check your Student email regularly to ensure that you are not missing important billing information.

Steps to View your Student Account Online

1. Log in to the Student Portal
2. Select your Student SS tab
3. Select "Account Summary"
4. Click on "Account Summary" (button) – a new window will open
5. Select the "Account Summary" option
6. View account option – you may choose summary or detail to view specific individual charges.

NOTE: Students who register for or add classes on or after July 29, must have all related fees and charges paid by Friday, Aug 29, 2014. **You may not receive a billing statement for this registration activity**. Please visit your student account on line for account information.