**EARLY COLLEGE CREDIT/DUAL CREDIT REGISTRATION FORM**  
**FALL 2017**

**Dual Credit Office**  
One University Plaza, MS6875  
Cape Girardeau MO 63701  
PHONE: (573) 986-6179  
FAX: (573) 651-2612

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Gender: F____ M____ Date of Birth: ___________ SSN: ___________ Student ID Number: ___________  
**Required**

Citizenship Status: ☐ U.S. Citizen ☐ Non-Citizen ☐ Resident Alien ☐ Undocumented Citizen/Deferred Action (DACA)

Has either of your parent(s) or guardian(s) graduated from a four-year college or university? ☐ Yes ☐ No

Are you Hispanic or Latino?: ☐ Yes ☐ No

Select one or more of the following: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White

High School Name: ____________________________ Year of Graduation: ______

Student’s Full Legal Name: ____________________________ Student Email: ____________________________

Parent(s) Name(s): ____________________________ Parent Email: ____________________________

Mailing Address: ____________________________ City: ______ State: ______ Zip: ______

Day Phone: ____________________________ Evening Phone: __________________

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

**Note**: A non-refundable application fee of $30 will be applied to your bill during your first semester of enrollment in Southeast coursework.

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<tr>
<th>Course (EN 100)</th>
<th>Section</th>
<th>Web Y/N</th>
<th>Course Title</th>
<th>Credit Hours</th>
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FOR OFFICE USE ONLY

CRN Received

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*Fees are subject to change by the Board of Regents without prior notice.

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INFORMATION TO BE COMPLETED BY HIGH SCHOOL

GPA: ________ on a scale ________ Class Rank: ________ out of ________

ACT Scores:  Math ________ English ________ Composite ________ ACT Month/Year: ________

English Placement Score: ________ Math Placement Score: ________

Qualifies for Free/Reduced Lunch ☐ Yes ☐ No

To enroll in coursework, students must have an average 3.0 GPA and submit an official high school transcript. Students with a minimum 2.5 average GPA may be considered for admission by including 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 ____________

***ATTENTION COUNSELOR***

IF THE HIGH SCHOOL IS PAYING ANY OR ALL FEES, A BILLING REQUEST FORM MUST BE OBTAINED FROM STUDENT FINANCIAL SERVICES

PHONE: (573) 651-2253 / EMAIL: SFSAGENCY@SEMO.EDU

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The first payment due date of the Fall 2017 semester is August 25, 2017.

Please pay close attention to your billing statement regarding payment due dates to avoid any late fees and/or class cancellation.

**See reverse side of this form for additional payment and billing information or contact Student Financial Services at (573) 651-2253**

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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 ____________

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 ____________
BILLING & PAYMENT INFORMATION

Payment Methods and/or Enroll in Installment Payment Plan

In person: Cash, check, and credit/debit card* payments can be made at the Cashier’s Office in Academic Hall.

Online: Credit/debit card* and checking/savings account payments can be made online through the Southeast portal.

*MasterCard, Visa or Discover

A 2.5 percent service fee will be assessed (up to a maximum of $50 per transaction) for all credit or debit card transactions

Payment Options
1. Payment in full
2. Installment Payment Option

Installment Payment Plan (Fall 2017):
Calculates ALL CURRENT SEMESTER CHARGES for the installment amounts.

Options available (plus non-refundable enrollment fee):

- 2-Payment IPP $15 (Due August 25, September 20)
- 3-Payment IPP $20 (Due August 25, September 20, October 20)
- 4-Payment IPP $25 (Due August 25, September 20, October 20, November 17)

Additional fees may apply (semo.edu/sfs/fee-schedule).

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. You may enroll in the IPP option by submitting your first payment through one of the options listed above.

IPP Sample Calculation
(Estimated cost, based on 6 hours of enrollment)

Tuition Fees ($85.00 x 6) $510.00
Divide by 4 (4-IPP option) \( \div 4 \)
Subtotal $127.50
IPP Fee (4-IPP option) $25.00
First Payment Due August 25, 2017 $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 payment options and the IPP Terms and Conditions, please visit our website at: semo.edu/sfs/options

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 (portal.semo.edu)
2. Select your Student SS tab
3. Select “Account Summary” in the Student Financial Services section on the left
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.

Student Financial Services
One University Plaza, MS 3740 / Cape Girardeau, MO 63701 / Academic Hall 019 / T: 573.651.2253