

Please print legibly and use either blue or black INK

EARLY COLLEGE CREDIT / DUAL CREDIT REGISTRATION FORM

Gender: F ___ M ___ Date of Birth: _____ SSN: _____ Student ID Number: _____

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

Your High School: _____ 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: _____

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

Course (EN 100)	Section	Web Y/N	Course Title	Credit Hours	Fee Computation	FOR OFFICE USE ONLY	
						CRN	Received

Application Fee: Add \$30 if this is your first ever enrollment in Southeast coursework.

Application Fee: \$ _____

Total Fees: \$ _____

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: _____

To enroll in coursework, students must have an average 3.0 GPA. Students with a minimum 2.5 average GPA may be considered for admission by including an "exception letter" of recommendation from the principal and an official high school transcript. 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 _____

****ONLY COMPLETE IF HIGH SCHOOL IS PAYING ALL OR ANY PORTION OF FEES****

School is paying: Tuition Admission Fee Textbook Rental Electronic Course Access **Total Amount Authorized** _____

SCHOOL BILLING CONTACT INFORMATION

Name: _____ Telephone: _____ Email: _____

Address: _____



Registration and Payment are Due on Tuesday, January 6, 2015

Please do not send payment with application. Billing statements will be mailed to you.

****For additional information on billing and payment, see Spring 2015 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) 651-2612

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 _____

SPRING 2015 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 (Spring 2015):

Calculates ALL CURRENT SEMESTER CHARGES for the installment amounts.

3 Options available (plus non-refundable enrollment fee):

- 2-Payment IPP \$15 (Due Jan 6, Feb 20)
- 3-Payment IPP \$20 (Due Jan 6, Feb 20, March 20)
- 4-Payment IPP \$25 (Due Jan 6, Feb 20, March 20, Apr 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 14-15 Fees

(Estimated cost, based on 6 hours of enrollment)

Incidental Fees (\$85.00 x 6)	\$510.00
Total Eligible for Plan	\$510.00
<u>Divide by 4 (4IPP option)</u>	<u>÷ 4</u>
Subtotal	\$127.50
<u>IPP Fee (4 IPP option)</u>	<u>\$ 25.00</u>
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/sfs/options.html>

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 December 23, 2014, must have all related fees and charges paid by Friday, January 23, 2015. You may not receive a billing statement for this registration activity. Please visit your student account online for account information.