Mississippi College  [Company address]

**Dual Enrollment**



Student Handbook

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# About Dual Enrollment

Mississippi College Dual Enrollment program offers college-level education opportunities to current high school students attending partnering schools. We currently have dual enrollment partnerships with Clinton High School, Jackson Preparatory School, Tupelo Christian Preparatory School and Madison-Ridgeland Academy. Students can enroll in our regionally accredited, highly transferrable classes and get a head start on their college degree!

# Eligibility

To be eligible for the program you must:

* Be a currently enrolled student at one of our partner schools
* Have a minimum high school GPA of 2.5 on a 4.0 scale. (Your high school may require a higher GPA.)
* Must have 18 or higher ACT score (or SAT equivalent) in addition to the subscores below:

|  |  |
| --- | --- |
| Class | ACT subscore |
| ENG courses | English subscore of 20 or greater |
| MAT courses | Math subscore of 20 or greater |

* Meet any other prerequisite\* requirements for courses you wish to take. Prerequisites for all MC courses are listed in our catalog: http://catalog.mc.edu.
* For students that haven’t taken the ACT yet, a teacher recommendation from the high school will suffice

\*A prerequisite, sometime referred to as a “prereq”, is a requirement that you must meet before you can take a class. Prerequisites are usually a test score or lower-level course you must complete before you take a class.

# Enrollment

To enroll and receive credit, you must meet all program requirements and complete all applications and forms as described in this handbook.

To enroll in Dual Enrollment classes at Mississippi College, you must:

* Apply for admission to MC online at [www.mc.edu/dualenroll](http://www.mc.edu/dualenroll)
* Submit your official ACT (or SAT scores)
* Submit an official high school transcript
* Complete the MC Dual Enrollment Form. This form must be signed by you and your parent or guardian. The MC Dual Enrollment Form must be completed each semester.
* Receive approval from you high school.

When registering for classes as part of the Dual Enrollment program, you cannot be seeking a degree.

# MyMC Account

Once your enrollment is complete, you will have access to your MyMC account and MC email\*. To set up this account, go to my.mc.edu. Scroll to the bottom of the screen to the “Help” section. Click on “Student Account Lookup” in order to retrieve your MC login, email and password. You will need to enter your MC ID number in order to access this information so please contact your instructor, school counselor or Dual Enrollment contact for this information. See the Contact section for contact information.

# Registration

Once you have completed your enrollment and been accepted, your instructor or school counselor will assist you in registering for your classes.

*\*Please note that communications about deadlines, campus news or account information will be sent through your MC email account.* ***For any business conducted via email, it must be conducted through you MC email account or your official high school email account.***

# Payment

Tuition must be paid after you register for classes. You will be sent a bill by mail shortly after registration or you may log onto your MyMC student account to view and pay your bill online. After logging into your MyMC account, look to the links on the right hand side. Under the section titled “Financial Aid & Business Office” click the link titled “Student Account – Charges Payments”. See the MyMC section for more information about logging onto MyMC.

Each course and the textbook will be offered at a discounted total price of $200. If you register after the last day to add a course, there will be a $50 late fee charged to your account. Please view our Academic Calendar for all current dates and deadlines at [www.mc.edu/offices/registrar/calendar](http://www.mc.edu/offices/registrar/calendar).

Note: For Math (MAT) courses, the Mathematics Department offers the online homework WebWork at no additional cost.

## Financial Aid

According to Federal Policy, high school students who are enrolled in college as a dual enrolled student are not eligible for federal financial aid.

# Official Transcript

## What is an official transcript?

A transcript is a permanent record of a student’s college grades. It services as official proof of college-level coursework. When you take classes as a dual enrolled student, you receive college-level credit for the courses you complete. The grade that you make will be reflected on your official transcript.

## Why would I need an official transcript?

Schools use transcripts to evaluate how much college coursework a student has completed. If you plan to take additional college-level coursework at any other institution of higher learning, you will be required to submit a copy of your official MC transcript to that institution.

## How do I request an official transcript?

Transcript requests are completed by the Office of the Registrar. You can request an official transcript from MC online. For more information about how to request a transcript go to <http://www.mc.edu/offices/registrar/transcripts/>.

# Standards & Policies

As a student in the Mississippi College Dual Enrollment program, you are held to the same academic standards and conduct policies as all MC students, including academic integrity, consequences of plagiarism, and academic dishonesty.

All academic policies and the MC Code of Conduct are described in full in the MC Undergraduate Academic Catalog online at [catalog.mc.edu](file:///C:\Users\brantley\Downloads\catalog.mc.edu), and the Tomahawk online at [www.mc.edu/tomahawk](http://www.mc.edu/tomahawk).

## Undergraduate Grading System

A is reserved for work which is superior in quality.

B is given for work which is consistently good and which manifests sufficient interest,

effort, or originality to lift it above average work.

C is given for average work and shows that basic requirements in class assignments have

been met. It is the minimum requirement for graduation.

D earns credit but is below the standard required for graduation.

F indicates failure and naturally carries no credit.

W Withdrawal (does not count in the student’s academic standing.)

I “Incomplete” may be given to a student who has been unavoidably hindered

from completing work at the discretion of the instructor.

## Dropping or Withdrawing from Classes

If you want to drop one class you must drop the course through your MyMC account. If you want to drop all your classes you must withdraw from the school through your MyMC account.

When you log into your MyMC account, look to the right-hand side for a grouping of links. Under the section “Academic & Registration” you will see links titled “Add or Drop Classes” and “Complete Withdrawal”. Please select the link appropriate to your situation. If you need help dropping or withdrawing from a class you may contact the Office of the Registrar, you school counselor, or your school Dual enrollment contact. See the Contact section for contact information.

You must drop or withdraw by specific dates each semester. These dates are list on the MC Academic Calendar at [www.mc.edu/offices/registrar/calendar/](http://www.mc.edu/offices/registrar/calendar/). If you fail to withdraw from classes by the semester’s predetermined date, you will still owe the account balance for the course even if you drop it.

# FERPA

Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of educational records. Student educational records are considered confidential and may not be released to anyone other the student without the student’s consent\*.

In a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange student information. If the student is under 18, the parents may still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

When you and your parents sign the MC Dual Enrollment form each semester, you are giving MC the right to share information with your parents while you are still in high school.

*\*Some information, called “Directory Information,” may be released without the student’s written permission. Directory information includes a student’s name, address, telephone, dates of attendance, degrees, and date of birth. Students can request that directory information be withheld as confidential by contacting the Office of the Registrar.*

# How to continue at Mississippi College

Once you have graduated from high school, we would love for you to continue your education at MC! We offer more than 80 areas of study, covering every area of a comprehensive liberal arts curriculum. To request more information, schedule a campus visit or start the admissions process visit [www.mc.edu/admissions/undergraduate/freshmen/](http://www.mc.edu/admissions/undergraduate/freshmen/).

## Admissions Process to be a Full-time Traditional Student

1. **Complete an application.**

Complete our **application** at [www.mc.edu/apply](http://www.mc.edu/apply) at least two weeks prior to registration for each semester.

1. **Send us your transcripts.**

Freshmen should request that their high school mail an official copy of all high school work completed to date to the Office of Admissions.  **Submit your test scores.**

Official ACT or SAT test scores for all applicants who graduated from high school within the last five years must be mailed directly from ACT or SAT headquarters or from the student’s high school.  A minimum score of 18 ACT or a 940 SAT is required for admission to Mississippi College.

1. **Send us your immunization certificate.**

Measles, Mumps, and Rubella (MMR) Immunization Certificate is required.  One MMR immunization in the past ten years or two in a lifetime are required.  This document can be faxed, emailed, or hand delivered to the Office of Admission.

1. **Pay your housing fee.**

For students seeking on-campus housing, a one-time $200 housing fee is required in order to reserve a space in the residence halls for the student’s desired entry term.  This fee is nonrefundable, so we advise students to pay this fee when they are certain they will be attending MC. However, maximum housing capacity does typically occur and the earlier this fee is paid, the more likely a student is to secure a room on campus. See [www.mc.edu/housingsignup](file:///C:\Users\brantley\Downloads\www.mc.edu\housingsignup )for more information.

# Contact Information

**MC Admissions**

Michael Wright

[mwright@mc.edu](mailto:mwright@mc.edu)

601-925-7713

**Office of the Registrar**

Megan Pritchett

[registrar@mc.edu](mailto:registrar@mc.edu)

601-925-3274

**Bursar/Billing**

601-925-3308

**IT/Computer Support**

601-925-3939