

## DUAL CREDIT INFORMATION FOR STUDENTS

We are pleased you will be participating in the dual credit program with State Fair Community College this semester! You should be commended for having the forethought to get a jump start on your college coursework! Basic information with regard to the dual credit program is as follows:

- To be eligible to participate, you must be junior or senior level student with a 3.0 GPA, and have received approval to enroll by your high school principal.
- The dual credit application form should be completed fully and legibly. It is essential you include an accurate social security number. If you are under 18 years of age, please have your parent/guardian sign your application form.
- Tuition/fees for a dual credit course is \$73 per credit hour. Most courses are three credit hours so typically classes are \$219.00 (not including textbook cost). Online courses include an additional \$15 per credit hour fee.
- If you are interested in the payment plan, logon to [www.sfccmo.edu/paymentplan](http://www.sfccmo.edu/paymentplan) to learn more. If you have further questions, you may contact the business office at 660-530-5826.
- To purchase the mandatory textbook, you may order on-line via the SFCC's bookstore's website: [www.sfccbooks.com](http://www.sfccbooks.com). The website will display the book according to your high school instructor's name and a CRN# (which your high school counselor will have). If your school instructor is not shown, simply purchase the book that is indicated as "main campus". Dual credit classes use the same textbook as the SFCC main campus.
- Your decision to enroll in a dual credit course is a serious commitment. Please be advised, SFCC does not readily provide refunds for dual credit courses. Only very unusual circumstances will justify a refund and requires a letter to the SFCC Vice President of Educational and Student Support Services for review.
- When you graduate from high school, you may request that SFCC send an official transcript of your credit and grades to other colleges or to employers for a fee. To obtain a transcript, logon to [www.sfccmo.edu/dualcredit](http://www.sfccmo.edu/dualcredit) On the right side of the screen, click on Transcript Request.
- SFCC has a fantastic record with regard to transferring credits to other colleges/universities. To see how SFCC courses transfer to many colleges, logon to [www.sfccmo.edu/dualcredit](http://www.sfccmo.edu/dualcredit) and click on Transferability.
- While we hope that you continue your coursework with SFCC after high school graduation, our ultimate objective is to provide courses to meet your educational goals regardless of the institution you decide to attend after high school.

If you have questions about the dual credit program, please contact your high school counselor or Pat Gillman, Director of Dual Credit at 660-596-7379 or 877-311-7322 (Toll Free) Ext 7379 or e-mail [dualcredit@sfccmo.edu](mailto:dualcredit@sfccmo.edu).

Thank you for choosing State Fair Community College! Have a great semester.

# State Fair Community College • Dual Credit Application

Please complete all information as requested. Your application will not be complete until all information requested is supplied and signatures attained. **Attach a copy of your most recent transcript.** Please print legibly.

Name \_\_\_\_\_  
Last
First
MI

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**Social Security Number**

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**For Office Use**

Home Address – Street, Route, Box \_\_\_\_\_

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**Area Home Phone**

City \_\_\_\_\_ MO \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Student Email Address \_\_\_\_\_

High School Name \_\_\_\_\_ Counselor's Name \_\_\_\_\_ HS Grad Year 

2	0		
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**Gender:**

- Male  
 Female

**Birthdate:**

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Mo. Day Year

**Ethnicity:**

- Hispanic or Latino  Not Hispanic or Latino

**Race:** (Check all that apply.)

- Caucasian  African-American  
 Asian  American Indian  
 Native Hawaiian  Alaskan Native  
 Other Pacific Islander

**U.S. Citizen:**

- Yes  
 No

**Have you taken a SFCC class before:**

- Yes  No

Year/Term to Enroll: 

2	0		
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- Fall  Spring  Summer  Full Year

**Mark One:**

- Dual Credit** – course(s) for **BOTH** high school and college credit.  
 Course(s) at my high school  Course(s) at an SFCC location
- Advanced Credit** – course(s) for early college credit **ONLY**.

**NOTE:** If you attend SFCC after high school graduation, you will need to submit an Application for Admission to the College, a final transcript, and placement scores.

Term <small>(Fall, Spring, Full Year)</small>	Course Title	Credit Hours	Instructor	Class Time & Days

Total Semester Hours: \_\_\_\_\_ @ \$73 per Credit Hour = \$\_\_\_\_\_ (total due)

On-line fee @ \$15 per credit hour = \$\_\_\_\_\_ (additional amount due)

**Payment information and required signatures on back**

**Payment Method:**

Check – Payable to State Fair Community College

School is submitting payment

Credit Card (complete information below)

I have enrolled in the FACTS payment plan  
(Details at [www.sfccmo.edu/paymentplan](http://www.sfccmo.edu/paymentplan))

**Check One:**

MasterCard

Visa

Discover

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Credit Card (print) \_\_\_\_\_

Signature \_\_\_\_\_

**Students and Parents:**

We are pleased you/your student will be participating in the dual credit program with State Fair Community College! We commend students for having the forethought to get a jump start on their college education.

Basic information with regard to the program is as follows:

- Students must have a 3.0 GPA (on 4.0 scale) to participate.
- Dual credit students receive a reduced tuition rate of \$73 per credit hour (online fees of \$15 per cr. hr. may apply.)
- The decision to enroll in a dual credit course is a serious commitment. SFCC does not provide refunds for dual credit courses. Only very unusual circumstances will justify a refund, and requires a letter to the Vice President for Educational and Student Support Services.
- At the end of the semester, grades may be viewed online using an SFCC assigned student ID. Or, an official transcript may be mailed to your home by completing a Transcript Request form and submitting the \$10 fee.
- SFCC courses transfer to other educational institutions. While we hope dual credit students attend SFCC after high school graduation, our ultimate objective is to provide courses to meet students' educational goals regardless of the institution they decide to attend after high school.
- Student's information regarding academic records, attendance, grades, and/or classroom behavior may be shared with school officials.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
If under 18 or not an emancipated minor

\_\_\_\_\_  
Date

I am familiar with the policy guidelines for the delivery and transferability of dual credit program offered in Missouri high schools, as stated in the SFCC Dual Credit Handbook. Participating students must meet overall requirements and be recommended by the high school principal or the principal's designee. Further, I understand that eligibility for dual credit courses is restricted, and attest this student meets SFCC's eligibility criteria.

I recommend this student for SFCC's dual credit program.

\_\_\_\_\_  
Principal's or School Designee's Signature

\_\_\_\_\_  
Date

**Attach a Copy of the Student's Most RECENT Transcript and ACT scores**

**Students** – This completed form should be returned to the High School Counselor or designee coordinating dual credit enrollment at your high school.



Dual Credit Office

3201 West 16<sup>th</sup> Street • Sedalia, MO 65301-2199

Tele: (660) 596-7306 • Fax: (660) 596-7473

# **Students** - How to order your SFCC Dual Credit books from [www.sfccbooks.com](http://www.sfccbooks.com)

- **Step 1 – These instructions are for students buying their own textbook.** If the high school is paying for the books, the high school counselor or designee should place the order and use the *Counselors – How to Order Your SFCC Dual Credit Books* instructional sheet found on the dual credit Web site.
  - **Step 2 – Select your textbooks:** Go to [www.sfccbooks.com](http://www.sfccbooks.com) and Click on “Fall 2011 Books” (coming soon) in the left margin. Next select the department that corresponds to the course. (ENGL/MATH/HIST...etc.) Next, click on “continue to get course materials.” Textbook information will appear on the screen and whether or not it is required or optional. You may select new or used books which are subject to availability at the time the order is packed. Simply “add to cart”\_the items you wish to purchase and the quantity you will need.
  - **Step 3 – Proceed to checkout:** Click on “cart” to see a recap of your order. You may make adjustments and then click on “continue checkout.” You will be asked to select an action if materials get changed or added. This is REQUIRED. Click the box that states “I understand that by allowing the bookstore to modify...” Next, click on “continue checkout.” You will come to the log in screen.
- **Step 4 – Register:** The first time you use this service your will need to click on “register here.” After the initial use, you may simply login by email address and the password you have selected. \*You may want to note your registration name and password in the spaces provided at the end of this form. Click on “log in.” Next, click on “I’m ready to make my purchase.” You will need to fill out the information screen completely. *Please note, you may simply enter 9 zeros for your SFCC ID section.* Click on “register” when you are finished. Verify your information and if it is correct, click on “continue to shipping options.”
- **Step 5 – Select shipping method:** The books may be shipped to your high school (at no charge) Click the shipping method of your choice and click on “continue to order summary.” Verify information and click on “continue check-out.”
  - **Step 6 – Select Payment Method:** You will be asked to select a payment method. At this time, high school students may pay with **MASTERCARD, VISA, or DISCOVER.** Click on the appropriate payment method. Click on “submit order.” You may “print the receipt” or “return to the home page.” Checks may only be accepted if books are purchased by coming to the Sedalia campus bookstore.
  - **You will receive an email confirmation of your order:**
    - When you place the order...
    - If we modify your order in any way...
    - When it is packed for shipment...

**CRN number(s) may be obtained from your high school counselor.**

**For your records** (to logon the next time you place an order):

\*Registration User Name: \_\_\_\_\_ Password \_\_\_\_\_

**SFCC BOOKSTORE 3201 WEST 16<sup>TH</sup> STREET SEDALIA MO 65301 660-596-7447**  
**Renee Weller, Course Materials Manager, [rweller@sfccmo.edu](mailto:rweller@sfccmo.edu) 660-596-7413**