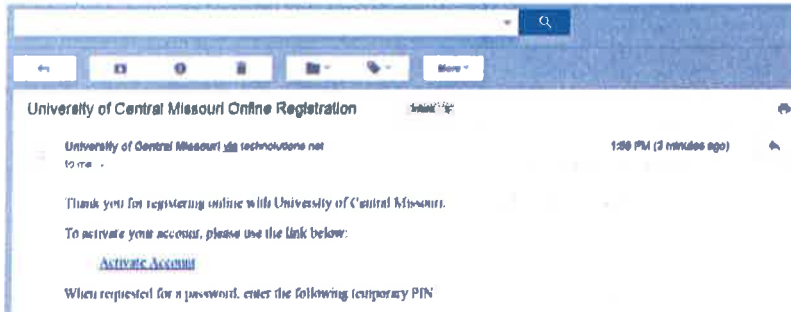


UCM Dual Credit

Application Directions and Information

1. Start at ucmo.edu/dualcredit/Enroll.cfm (*this URL is case sensitive*)
 - Click on the link for **UCM admission application**
2. You will be taken to the **Admissions** page
 - Select **"US Incoming Freshman"** as the application you are completing.
3. Create your account
 - Click **"Create an account"** to start a new application
4. Register for an account
 - Fill in your Email Address, First Name, Last Name, and Birthdate. (All REQUIRED)
 - Click **"Continue"**
5. A temporary PIN will be sent to your email address.
 - Enter your temporary PIN and Birthdate
 - Click **"Login"**



6. Change Password to protect the security of your account
 - Click **"Set Password"**
7. **Your Application – There are 9 steps**
 - Click **"Start New Application"**
 - Select **"Undergraduate Non-Degree Seeking"**
 - Select **"Open Application"**
 - Admission/Application **Step 1 – Personal Background**
 - Fill in your name, address, telephone number and Biographical Information.
 - Click **"Continue"**
 - Admission/Application **Step 2 – Application Information**
 - Fill in **"What semester do you plan to attend UCM."**
 - You will be asked for your Admission type.
 - Your four choices are:
 - **"I am a current high school student and want to take a Dual Credit class through my high school"** – choose this option if ONLY taking dual credit high school classes

- “I am in high school and want to enroll in UCM’s Innovation Track” – choose this option if you wish to attend college classes on the UCM campus, online, or if you will be taking Innovation track AND dual credit high school classes on the same semester.
- “I am in high school and want to enroll in UCM’s Missouri Innovation Campus” – This option is ONLY for students who attend the Lee’s Summit School District
- “I have attended MO Boys/Girls state and am applying for Boys/Girls State Credit.” – This option is ONLY for Boys and Girls State Participants

- Fill in Residency Information and Other information
- Click “Continue”
- Admission/Application **Step 3** – Academic History
 - Select the name of your high school and fill in the dates attended (scroll down if you don’t see the full-screen).
- Admission/Application **Step 4** – General Information
- Admission/Application **Step 5** – Family/Emergency Contact Information
- Admission/Application **Step 6** –Signature
 - Please type your full legal name
- Admission/Application **Step 7** –Review
 - You may see a page appear if you have omitted a required field or entered data incorrectly. Click on the “Section” to fix the Required Field, error or warning. It will take you back to the page, and you can correct the data. Click continue.
- Admission/Application **Step 8** – Submit Application
 - There is no fee for the Dual Credit application. **The application fee for dual credit students in our program will be automatically waived.** *If your application shows a fee or says “Awaiting Payment”, please disregard. The fees will be adjusted within 48 hours to “Payment Waived.”*
 - Check your application carefully. When you are satisfied with it and are ready to submit it, click on “Submit Application.”
- Admission/Application **Step 9** – Application Status
 - Keep this page for your reference number. This is a number that you will use if you have any questions while your application is pending.
 - This page will also show the status of your application.
 - If needed, you may also change your email address, password and edit your address.
 - Logout

Notes on the Application Process

- **Need to stop and start your application again later?**
You can complete your application in any order by moving through the left hand menu, save your work and come back later from any computer.
To re-access your application to continue work on it, return to <https://admissions.ucmo.edu/apply/>, log in to continue an application, select the application and open.
- **Getting an error on the Review screen?**
You may see an error appear if you have omitted a required field or entered data incorrectly. Changes you need to make appear on the application. Simply go back a page in your application to enter the correct data and hit continue once you correct.
- **Once you completed the online application process, you should have received three emails from UCM.**
 - First email is to thank you for creating an application
 - Second email is to thank you for submitting your application
 - The second email will have a link to track your student status page.
 - **Third email is your Course Enrollment Form**
 - **This form completes the application process and indicates courses to be taken. Without this form students will NOT be admitted or registered in courses.**
- **Bookmark the [UCM Dual Credit website](#) to your browser favorites**
There is a wealth of information about eligibility, paying your bill, and a Q&A page that addresses many common dual credit questions. Contact information and important dates & deadlines are also found here.

Note: Upon official admission to the Dual Credit program you will receive three emails

1. First email is a “welcome” email that will be sent to your student personal email address. This email will contain your new student ID 700#, which is also your MyCentral username.
2. Second email will go to your personal email address and will contain instructions to find your 700#, if you do not already have it, and your default password.
3. Third email lets you know that you now have an official UCM email account, and access to network resources such as MyCentral and Blackboard. **This email will specify that all future communications will be sent to your “@ucmo.edu” email address. This includes tuition statements and bill reminders.**