

UCM Dual Credit

Application Directions and Information

1. Start at ucmo.edu/dualcredit/Enroll
 - Click on the link for **UCM Application for Admission**
2. You will be taken to the **Admissions** home page
 - Select **“Dual Credit (High School)”** as the application you are completing. There is no application fee for this application type. *Note: If you select a different application type such as “freshman” you will be asked for payment information and it is nonrefundable.*
3. **Establish your account**
 - Enter your Social Security Number and your Date of Birth
 - Click the "Log In" button
4. **Fill out your application – There are 7 steps**
 - Admission/Application Step 1 -- **Contact Info**
 - You will be asked for your student type again for clarification.
 - Q: “What type of student will you be (REQUIRED)?”
 - A: “High School/Dual Credit”

The screenshot shows the 'Admission/Application Step 1 -- Contact Info' form. It includes fields for Legal First Name, Middle Initial, Legal Last Name, Zip, and E-Mail. Below these fields is a link for more information about student types. The form also contains dropdown menus for 'What type of student will you be (REQUIRED)?' (set to 'High School/Dual Credit'), 'What semester and year are you applying for (REQUIRED)?' (set to 'Fall' and '2016'), and 'Semester/Year' (set to 'Summer'). There are also radio button questions: 'Have you applied at Central before?' and 'Have you ever been suspended or dismissed from Central or any other college or university?'. A 'Continue' button is at the bottom right.

- Admission/Application Step 2 -- **Contact Info Continued**
- Admission/Application Step 3 -- **Birth Information**
 - Please fill out all information, including parent/guardian contacts.
- Admission/Application Step 4 -- **Residency Information**
 - Gender and State/County are required

- Admission/Application Step 5 -- **High School**
 - Please Do not continue without selecting your High School

- Admission/Application Step 6 –**Submit Application**
- Admission/Application Step 7 –**Enrollment Application form**
 - There is no fee for the Dual Credit application.
 - Click on the Red “Print Enrollment Application form” link. This is a fillable PDF form that you can type into and print; signatures will need to be hand-signed to be accepted.

Click on the link that will open in the new page, print that enrollment form, and fill it out with all the required information, collect signatures, and include tuition payment -if payment is specified on the form. Then, give this enrollment form to your teacher or mail it in to the address at the top of the form for processing.

[PRINT ENROLLMENT APPLICATION FORM](#)

Notes on the Application Process

- **Need to stop and start your application again later?**
You can complete your application in any order, save your work and come back later from any computer.
To reaccess your application to continue work on it, return to the application menu, select the application and enter your Social Security Number and Date of Birth when prompted
- **Getting an error screen mid-application?**
You may see a page 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 browser to enter the correct data and hit continue once you correct.
- **Save/Send your application**
Check your application carefully. When you are satisfied with it and are ready to send it, click the bottom of the last page. This saves your data in its final form.
- **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.

Have Dual Credit Questions? Contact:

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