

Dual Credit Registration Request

DUE: May 1 for Fall; December 1 for Spring
MSU will register students for the course(s) on this form if they are available and the student qualifies.

STUDENT INFORMATION

Student's Full Legal Name:

Date of Birth:

High School:

Graduation Year:

Current GPA:

Must have 3.0 unweighted GPA or rank in top 1/2 of class.

AGREEMENT TO ENROLL IN A COLLEGE COURSE

THIS IS A TWO PAGE DOCUMENT. Students: Read the statements on page two. If you agree to them, initial below.

Student Initials:

I want to be registered for (circle only one):

Fall (August)

Spring (January)

By initialing, I confirm that I have read and understand the statements on page two.

DUAL CREDIT REGISTRATION REQUEST Do not combine multiple semesters on one form.

Course Subject <small>(ex. AGR)</small>	Number & Section <small>(ex. 100-R01)</small>	Course Title	Course Location <small>(Online, High School, Tech Center, etc.)</small>	Semester <small>(Fall or Spring)</small>	Year	For Dual Credit? <small>Yes or No*</small>

*Dual credit means you receive credit on your high school and college transcript simultaneously.

Student Signature **Required**

Today's Date

I understand I will be registered for a course that will go on my permanent MSU college transcript and transfer to other universities. If I change my high school schedule and will no longer be taking the above course(s), I will submit a Drop/Withdrawal form to officially drop the course(s) with MSU. Depending on when I submit the form, I know I may be responsible for tuition costs and/or receive a permanent failing grade.

Student E-Mail Address

Student Cell Phone Number

Guidance Counselor/Principal Signature

Date

School Official's E-Mail *Student grades will be sent here.*

AGREEMENT TO ENROLL IN A COLLEGE COURSE.

It is important that you read and understand each of the following statements.

THIS FORM IS DUE MAY 1 for FALL and DECEMBER 1 for SPRING. Forms received after this date may not be processed.

- The grade I earn will be a permanent grade on my college transcript and transfer to other colleges.
- Changes made to my high school schedule will not automatically drop/change the registered dual credit course. A Drop/Withdrawal form must be submitted to Murray State University if I no longer want to take the class(es).
- I have reviewed all payment and refund policies and procedures. Depending on when I drop my course(s), a portion of or all tuition may be due and a grade of W (non punitive) may be assigned. Students and counselors must abide by all applicable add, drop/withdrawal, and payment deadlines. See the deadlines by semester at: [https:// www.murraystate.edu/academics/ RegistrarsOffice/calendar.aspx](https://www.murraystate.edu/academics/RegistrarsOffice/calendar.aspx)
- If I am not awarded the KHEAA Dual Credit and/or Work Ready scholarship as a Kentucky resident, I will be responsible for all tuition and fees.
- I know that I may need to purchase books and materials that are not covered by state scholarships.
- I am aware of my rights under the Family Educational Rights and Privacy Act (FERPA).
- My guardian will not have automatic access to my information as I will be considered a college student. (Murray State will share information only with the student's high school for courses receiving dual credit. If direct discussion is needed by a guardian with Murray State, the student must complete the Consent to Release form on myGate. Note: Under FERPA regulation, Murray State is not required to release information to those who have been given consent by the student.)
- I consent to the recording of my face and/or voice by the university and/or its applicable technology vendor for the purpose of compliance with the university's testing integrity protocol, and I waive all claims under any biometric information privacy statute or similarly titled provision.
- I am aware of how to locate the Student Life Handbook and Student Life Policies online, [https:// www.murraystate.edu/about/administration/StudentAffairs/policies.aspx](https://www.murraystate.edu/about/administration/StudentAffairs/policies.aspx)
- I agree to provide my Social Security number (SSN) or taxpayer identification (TIN) to MSU as required by the IRS for 1098-T reporting or risk paying fines.
- I consent to receive my annual IRS Form 1098-T ("Tuition Statement") electronically from MSU. I may opt out by contacting msu.bursar@murraystate.edu.

If you agree and understand the above statements, initial page one under "Agreement to Enroll in a College Course." You will not be considered for admission or registered if this section is blank.