

MSU DUAL CREDIT INFORMATION

PERSONAL FINANCE FIN 150 - \$210 - 3 CREDIT HOUR

ZOOLOGY AGR 108 - \$70 - 1 CREDIT HOUR

➤ **Application with parent signature due: Friday, Jan. 19 to Mrs. Grass.**
(If you previously enrolled and paid for dual credit last semester with MSU, then you only have to turn in the class registration form. No application with parent signature is required.)

IMPORTANT: You will receive a letter from MSU, a few weeks after you apply, informing you of your acceptance or denial into this program. If accepted, this letter will contain your M# (also called a BearPass number) and the balance of the amount you owe for the course(s). The information in this letter will be important for creating your student account and paying your bill.

CREATE YOUR STUDENT ACCOUNT

✓ **PERSONAL FINANCE STUDENTS MUST KEEP ALL OF THIS CREATING ACCOUNT INFO REGARDING ID AND PASSWORD IN ORDER TO TAKE THE FINAL TEST AND RECEIVE A GRADE ON TRANSCRIPT!**

- Go to www.DualCredit.MissouriState.edu
- Click Current Dual Credit students
- Under Account Creation, click Step-by-step instructions for setting up your account (this will open in a new tab)
- From the Current Dual Credit students page under Account Creation click Create your BearPass login and email address online now
- A new tab will open. Refer to the step-by-step instructions in the newly opened tab to guide you through the account set up process.

For questions, contact the Computer Services Help Desk at HelpDesk@MissouriState.edu or call 417-836-5891.

PAY YOUR BILL

Your account details are available on MyMissouriState. You can access this once you have created your student account. If full payment is not made by the due date listed on your acceptance letter, a finance charge with a monthly periodic rate of 1% will accrue on the unpaid balance. Your payment options are below. Please be sure to share this information with your parents if they will be paying your bill.

By Mail

Please make checks payable to Missouri State University and include your name and BearPass Number (M#) in the memo line of the check. Mail checks to:

Missouri State University
Bursar's Office
901 South National Avenue
Springfield, MO 65897

Online via Credit, Debit Card, or Electronic Check

You can access your account and pay your bill online at www.My.MissouriState.edu on the "Profile" tab. You can also authorize your parents to access the web payment system by following the "Logon and Setup" link on this page www.MissouriState.edu/Bursar. Your parents will then be able to use the "Web Payment" option on that page to pay your tuition.

In Person

You may pay by cash or check at the Bursar's Office on the first floor of Carrington Hall. Regular office hours are 9 a.m. to 4 p.m. Monday through Friday.

If you have questions about paying your bill, please contact the Bursar's Office at 417-836-5128 or visit www.MissouriState.edu/Payment.

NOTE: watch for your acceptance information in the mail coming to you around Feb. 7-13. It will have your information on how to pay for the course. Do NOT bring any money or check to Strafford to pay for MSU dual credit. Instructions of payment is on the front of this paper!!!

PERSONL FINANCE students must be able to set up their account and be able to access their MYMISSOURISTATE account at time of the Final Exam around May 1. Your teacher and Mrs. Grass will not have access to your account to help. **If you are unable to have access at time of the exam, you will receive an F in the college portion of this course AND an F on your college transcript. This is information you (as a college student) **MUST** keep track of and know how to access!!!**