



# Dual Credit Course Registration Form

**\*Students must have completed the dual credit admission application and meet all eligibility criteria to register for dual credit courses. Students that do not meet the eligibility criteria will not be registered for courses.\***

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LINCOLN UNIVERSITY STUDENT ID# \_\_\_\_\_

Example

Term (Fall – FAD Spring – SPD)	Course Prefix	Course Number	Section Number	Course Title	Credit Hours	Instructor Signatures
2023 FAD	BIO	103	63	Principles of Biology	3	Jane Instructor

A. TOTAL OF (3) CREDIT HOUR COURSES: \_\_\_\_\_ X \$225.00 = \$ \_\_\_\_\_

B. TOTAL OF (4) CREDIT HOUR COURSES: \_\_\_\_\_ X \$300.00 = \$ \_\_\_\_\_

C. TOTAL OF (5) CREDIT HOUR COURSES: \_\_\_\_\_ X \$375.00 = \$ \_\_\_\_\_

D. TOTAL AMOUNT DUE: \_\_\_\_\_ = \$ \_\_\_\_\_

I, (Student Name) \_\_\_\_\_, understand that by signing this registration form I agree to be registered for the above course(s) and I have read and understand Lincoln University's Dual Credit Policies and Procedures on the back of this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent/ Legal Guardian Signature

\_\_\_\_\_  
date

**PLEASE COMPLETE AND RETURN TO THE INSTRUCTOR.**

**POLICIES FOR DUAL CREDIT ARE LOCATED ON THE BACK.**

Checks can be mailed to  
**Lincoln University, ATTN: Student Financial Services, PO Box 29, Jefferson City, MO, 65102.**  
**CHECKS NEED TO HAVE THE LU STUDENT ID# IN THE MEMO SECTION.**  
Also, the university accepts VISA, MasterCard, Discover, and American Express payments which can be made online in Self Service or by contacting the Cashier's Office at **573-681-5085**.

For full online payment instructions, see the *QuickStart Guide for New Dual Credit Students* at <https://www.lincolnu.edu/admissions/dual-credit-and-dual-enrollment/index.html>.

### Course Withdrawal

Students can withdraw from dual credit courses by completing and submitting the Dual Credit Withdrawal Form to their school counselor, who will submit it to the Coordinator of Extended Studies. Once received, the student will be withdrawn from the course. Forms can be obtained from the instructor, counselor, or online from the Lincoln University Dual Credit website. **Students must withdraw from the course(s) by the deadline outlined by the university.**

### Transfer Credits

Most dual credit courses will transfer to other public colleges and universities within Missouri, with the exception of some small and private institutions. Some colleges/universities may limit the amount of courses students can transfer to their institution. Students are strongly encouraged to consult with their prospective undergraduate institution to determine its dual credit transfer policy.

### Transcripts

A student may request an official transcript at any time by completing a Request for Transcript form at the National Student Clearinghouse at <https://tsorder.studentclearinghouse.org>. The release of a student's transcript requires the student's identification numbers and student identification and the absence of any debt to the University. A student should allow three full business days for a transcript request to be processed.

A student may also request a transcript by a mailing or faxing letter that includes the following:

- Full name under which the student was last enrolled and any other names previously used by the student
- Current address and phone number
- Identifying information such as birth date, student ID number, degrees earned and dates, etc.
- Name and address of the transcript recipient

The Office of the Registrar does not email or fax transcripts. To protect student privacy, requests from anyone other than the student will not be accepted. A transcript will only be released or delivered to someone designated in writing by the student. **Only Students can receive an unofficial copy of their transcripts for \$10 in person.**

### Tuition

The tuition for dual credit courses is \$75.00 per credit hour. Students can access their accounts either through the Blue Tiger Portal's Self-Service **or by contacting the Cashier's Office.**

#### A. Tuition Refund

Tuition refunds may be full or partial depending upon when the student withdraws from the course.

#### Refund Schedule for 16 - week courses

1<sup>st</sup> calendar week after the registration deadline: Full Refund  
2<sup>nd</sup> calendar week after the registration deadline: 50% Refund  
3<sup>rd</sup> calendar week after the registration deadline: 25% Refund

**There will be no refunds after the 3<sup>rd</sup> calendar week following the registration deadline.**

For nine-week courses, a full refund is allowed during the first calendar week of the course. No refunds are available after the first week.

#### B. Unpaid Tuition

Students with outstanding balances from a previous semester will not be able to enroll in future dual credit courses or receive an official transcript until the balance is paid.

For additional questions, please contact:

**Lisa Stock**  
Coordinator of Extended Studies  
Lincoln University  
Young Hall 108B  
820 Chestnut Street  
Jefferson City, MO 65101  
(573) 681-6025