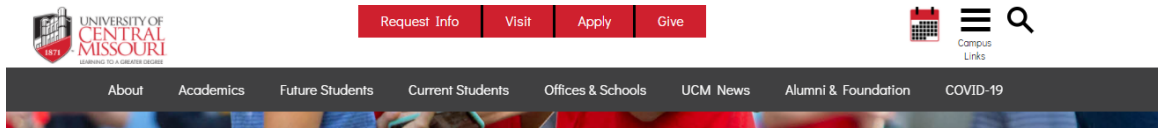# UCM Dual Credit

How to Complete our Admission Application

1. Start at **_ucmo.edu/apply_**
   - Select "**OTHER APPLICANT TYPES**" for your application.

3. Create an account to start a new application.

4. Register for an account

Register

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

5. A temporary PIN will be sent to your email address. Retrieve that email and activate account. When prompted, enter your temporary PIN and date of birth. Click "Login".

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	ape3family@gmail.com switch
Account	Walters, Paige
Temporary PIN	
Birthdate	▼ ▼ ▼

Login

6. Change the password to protect the security of your account.

Change Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password		✖ At least one letter
		✖ At least one capital letter
New Password (again)		✖ At least one number
		✖ Be at least 8 characters
		✖ New passwords must match

Set Password

7. **You are now ready to start your application – There are 8 steps**
   - Click "Start New Application"

Paige Walters Logout

Undergraduate Admissions
Any questions?

Domestic Undergraduate: 660-543-4290 option 5
International Undergraduate: 660-543-4092 option 4

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

Start New Application

- Select the Academic Year you are attending and the student type "Dual Credit".

- Click Create Application

- Click Open Application ensuring the "AY Dual Credit" is bullet is filled in

I.   Admission/Application **Step 1** – Personal Background
II.   Admission/Application **Step 2** – Application Information
  o   Fill in "What semester do you plan to attend UCM."
  o   Under "Admission Type", choose the option that best reflects your current situation.
    - **"I am a current high school student and want to take a Dual Credit class through my high school"** – *choose this option if 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 and/or online as part of the Innovation Track Program.*
    - **"I am in high school and want to enroll in UCM's Missouri Innovation Campus"** – *This option is only for students of the LSR7 district accepted into the MIC program.*
    - **"I have attended MO Boys/Girls state and am applying for Boys/Girls State Credit."** *– This option is only for qualified citizens from the most recent camp.*

  o   Fill in Residency Information and Other information
  o   Click "Continue"

III.   Admission/Application **Step 3** – Academic History
    o   Click "Add Instuition"

o   Enter the name of your high school and fill in the dates attended (as you type a menu will pop up matching your high school name. Click on the name of your high school) Enter the Dates Attended, Level of Study (High School), High School Diploma and Expected Graduation Date. Click "Save"

IV.   Admission/Application **Step 4** – General Information

V.   Admission/Application **Step 5** – Family/Emergency Contact Information

VI.   Admission/Application **Step 6** –Signature

VII.   Admission/Application **Step 7** –Review and Submit Application
  o   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. Once all is corrected, click "Submit Application"

VIII.   Admission/Application **Step 8** – Application Status

  o   **Items on application checklist vary by student. Check with your HS teacher or counselor on what items will be required from you. List will update when UCM receives required documents from your school.**
  o   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**.
  o   This page will also show the status of your application.
  o   If needed, you may also change your email address, password and edit your address**.**
  o   Don't forget to 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, return to https://ucmo.edu/apply/, log in to continue an application, select the application and open.
- **Once you completed the online application process, you should receive two emails from UCM**
  o   First email is to thank you for creating an application

- o Second email is to thank you for submitting your application
  - The second email will have a link to track your student status page.

- **Once your application is processed (approximately 24 hours), you will receive an email asking you to fill out a "Course Enrollment Form".**

- o <mark>This form is the last step to completing your enrollment process.</mark> It serves to indicate what courses you want for dual credit. Without this form, you will not be registered.
  - If you are a new student, you will not have a 700# to add to your enrollment form. Please leave that field blank.
- o Please complete the form, sign it, and turn it into you counselor or teacher. Your school will submit your enrollment form to UCM.