

## DUAL CREDIT STUDENT APPLICATION INSTRUCTIONS

1. [www.nwmissouri.edu/academics/dualcredit](http://www.nwmissouri.edu/academics/dualcredit), scroll down to “Ready to Apply” and click “General Dual Credit Application.”
2. Create an account with Dynamic Forms.
3. Click the “confirm email” link and login to your new account. You do not need to add a cell number. If you don’t see a form there to complete, go back to the original link on the Northwest webpage and click on it again.
4. Complete application for enrollment. You must provide:
  - a. Parent email address. Make sure to spell it correctly, and that it’s an accurate email address so the email makes it to your parent for approval.
  - b. School Counselor email address. Make sure to spell it correctly so the email makes it to your counselor for approval. Last names A-L, provide [Houtchens@maryviller2.com](mailto:Houtchens@maryviller2.com). Last names M-Z, provide [James@maryviller2.com](mailto:James@maryviller2.com).
5. List the dual credit courses you will enroll in for next year.
  - a. Include all classes that will begin in August (whether they are fall semester only or year-long classes). Do not include classes that will begin 2<sup>nd</sup> semester in January.
  - b. If you are taking General Biology, General Chemistry, or General Physics, you must list the class and the lab separately.
  - c. For online classes, leave the instructor section blank.
  - d. If you are enrolling in more classes than space allows, please see Mrs. Houtchens or Mrs. James.

## DUAL CREDIT PARENT INSTRUCTIONS

1. After your student completes their section, you will receive an email from [forms@nwmissouri.edu](mailto:forms@nwmissouri.edu).
2. Click the link at the bottom of that email to complete your section of the form.
3. Create an account with Dynamic Forms.
4. Click the “confirm email” link and login to your new account. You do not need to add a cell number. If you don’t see a form there to complete, go back to the original link from the first email and click it again.
5. Complete your portion of the dual credit application for enrollment.

## DUAL CREDIT SCHOOL COUNSELOR INSTRUCTIONS

1. Once Student and Parent portions are complete, the school counselor will receive an email to approve the application and submit it to Northwest.