

# The University of Southern Mississippi

## Office of Undergraduate Admissions

### Undergraduate Dual Enrollment, Memorandum of Understanding

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Origination: See Miscellaneous Section

Effective: FY 24 (2023-24 academic year)

Approved: February 23, 2024

Next Review: June 2024

Owner: Director of Enrollment Operations, DJ Preiss

Area: Office of Undergraduate Admissions

#### **Institutional Learning of Higher Education (IHL)**

[Procedures Manual for the State of Mississippi: Dual Enrollment Accelerated Programs IHL Dual Enrollment System](#)

#### **Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)**

For SACSCOC purposes, “dual enrollment” refers to courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. Institutions must ensure that their dual enrollment courses and programs comply with the Principles of Accreditation. This applies to all such educational programs and services, wherever located or however delivered.

*Excerpt from SACSCOC Board of Trustees, June 2018 and revised in December 2018*

See more [here](#) (p. 12).

#### **General Priority Date(s):**

- **Year-Long:** High School representatives contact USM for dual enrollment opportunities.
- **November:** Admissions and participating High School representatives confirm dual enrollment offerings for the upcoming school year.
- **February 1:** School Director confirms course section number with the Office of the Registrar for summer/fall courses.
- **March 15:** Approval of MOU by Associate Provost at USM for the upcoming school year.
- **April 1:** Admissions and Enrollment complete for summer/fall courses.
- **April 15:** Billing and scholarship complete for summer/fall courses.

#### **Spring Priority Dates:**

- **September 1:** School Director confirms course section number with the Office of the Registrar for spring courses.
- **November 1:** Admissions and Enrollment complete for summer/fall courses.
- **November 15:** Billing and scholarship complete for summer/fall courses.

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**REASON/PURPOSE for University Business Practice:** Facilitate an agreement with high schools who plan to offer dual credit courses through The University of Southern Mississippi. **This is not the process for an individual high school student applying for dual enrollment at The University of Southern Mississippi.**

#### **A. Request of Dual Enrollment from The University of Southern Mississippi (USM)**

- a. High School representatives work with the Office of Undergraduate Admissions to seek understanding and approval of dual enrollment courses.
  - i. Vice President of Student and Affairs and Enrollment and the Office of Undergraduate Admissions will determine if a new MOU strategically impacts student recruitment and enrollment. If deemed appropriate, the Office of Undergraduate Admissions will assist the high school representatives to obtain an approved MOU. This includes, but is not limited to, course curriculum for the proposed course through the coordinating academic department and ultimately approval by Institutional Effectiveness in the Office of the Provost.
  - ii. Admissions will discuss the cost for students and the process of obtaining an approved MOU. If all parties agree, Admissions will connect the high school with the School Director at USM.

#### **B. Creation of Dual Enrollment Memorandum of Understanding (MOU)**

- a. (Admissions) connects high school representatives with the School Director at The University of Southern Mississippi.
- b. School Director works with the high school representatives to complete the Dual Credit Course Offering Approval Form (Form B).
  - i. SACSCOC 2018 defines the “Instructor of Record” as the faculty member qualified to teach the course, develop, and implement the syllabus, issue grades, and provide direct instruction. Faculty must be credentialed.
  - ii. Final syllabus must be attached to the proposed MOU.
  - iii. School Director designates the section number for each dual enrollment MOU. For billing purposes surrounding Eagle Direct Book Program, it is best practice to consistently offer the same section number each academic year. This will naturally occur during the "rolling" process of course offerings from term to term by the Office of the Registrar. School Director obtains all appropriate signatures from the high school representatives and USM academic units and sends via email to the Associate Provost.
- c. Once approved by the Office of the Provost, the Associate Provost sends the approved MOU with syllabus to the School Director(s) and Office of Undergraduate Admissions.

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**C. Admissions, Enrollment, and Billing Process for Dual Enrollment Courses**

a. **Admissions:** Admissions works with the high school counselor to collect the necessary documentation for admissions evaluation.

i. [Mississippi Public Universities - Policy and Strategic Initiatives - Dual Enrollment System \(Dual Enrollment/Dual Credit\)](#)

ii. IHL Academic Eligibility: To be eligible for enrollment, a high school student must meet the following criteria (IHL, 2023, p. 5):

1. Be classified as a junior or higher;
2. Have a minimum overall high school GPA of 3.0 on a 4.0 scale; and
3. Obtain an unconditional written recommendation from his/her high school counselor, principal.

OR

1. Have a minimum high school GPA of 3.0 on a 4.0 scale;
2. Earned a minimum composite ACT score of 30 or the equivalent SAT score; and
3. Obtain an unconditional written recommendation from his/her high school counselor or principal.

iii. Documentation Needed:

1. Admissions Application: Dual Enrollment
2. Test scores (must have minimum 21 composite and English/Math sub score of 20 for related courses)
3. Copy of high school transcript, provided by the counselor.
4. Dual credit acknowledgement form, signed by student and parent.

iv. Admitted Data and Student Groups

1. Admissions Data:
  - a. Action Reason = 8
  - b. Career 0 = ADMT/8
  - c. Career 1 is ADMT/A
2. Student Group | Admissions assigns the (Student Group) in PeopleSoft to each student for tracking purposes.
  - a. Student Group: 8MOU and 8REG
  - b. Comment: Admit Term High School
    - i. Example: 4148 Hattiesburg High School

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**b. Post-Admissions:**

- i. **Verify High School Roster** | Admissions provides class list of ID Numbers to the high school counselor. The counselor provides a high school roster which is used to compare the admission of each student.
- ii. **Finalize Enrollment and Billing** | Admissions works with the following USM units and provides a roster including Student ID:
  1. **Enrollment in USM Class:** Office of the Registrar will enroll students in the course.
    - a. **Section Number outlined on MOU.**
    - b. Exception: Students from Hattiesburg High School included in the MOU may have multiple courses for enrollment.
  2. **Tuition and Fee Charges:** Business Services
    - a. Tuition Charge: Students are charged \$50 per credit hour.
      - i. Examples:
        1. 3-hour course = \$150
        2. 4-hour course = \$200
    - b. Fees: Students are charged Student Activities Fee, Capital Improvement Fee, and any course fee(s) associated with the course.
    - c. Eagle Direct Book Program: Students can be excluded from the Eagle Direct program by a specific section of a course. USM will exclude Dual Enrolled MOU students from this program. Students and/or high school are responsible for book costs. Section is outlined on MOU.
      - i. *Exception:*
        1. Hattiesburg High School MOU students are included in the Eagle Direct Book Program due to a grant-funded program that covers the book costs.
        2. Long Beach High School pilot program: Textbook – Dr. Jacob Breland covered the cost for books for spring 2024 only.

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3. **Billing and Scholarship:** Business Services and High School Representatives
  - a. A “Do Not Bill” hold is placed on a student’s record. This ensures a student does not receive a bill since the actual account balance does not accurately reflect the amount owed by the student.
  - b. **Scholarship:** Business Services sends a list of students with the appropriate scholarship amount to the Office of Undergraduate Scholarships.
    - i. Scholarship = Total sum of course fees, Student Activities Fee, and Capitol Improvement Fee
    - ii. *Exception:*
      1. Hattiesburg High School has a grant that covers textbook charges and fees. USM does not scholarship these students.
      2. Long Beach High School pilot program: Gulf Coast will cover all expenses for the spring 2024 pilot program.
  - c. Business Services generates an invoice to the high school for remaining costs associated with the course.
  - d. High School submits one check to USM to cover remaining tuition payments.
  - e. Once the high school submits payment to USM and the scholarship is showing on student’s account, Business Services removes the Do Not Bill hold. The student is responsible for any remaining charges not covered by the high school.

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**D. Maintaining Dual Enrollment MOU and Course Offerings**

- a. Admissions reaches out to high school every year during November to verify USM dual enrollment opportunities for the upcoming academic year.
  - i. New Courses | Follow steps beginning at “request for dual enrollment” above.
  - ii. Continued Offerings:
    - 1. MOU Stands | Admissions confirms with high school and school director that all courses (including course section) and needs for the upcoming year are in order. Course section number should remain the same from term to term.
    - 2. MOU Updates | If items on the MOU are adjusted, the entire MOU must be updated with appropriate signatures, this includes instructor of record. Admissions connects high school representatives to School Directors and begins the process at “creation of dual enrollment MOU”. Updates must be submitted to the Office of the Provost by March 15. Even if the MOU is updated, the course section number should remain the same from term to term. Typically, the instructor of record would be the only data to change.

**E. Miscellaneous Section:**

- a. 2018 | USM Secondary School Guidelines, Kate Howard, Assistant Vice President for Enrollment Services
- b. 2019-2020 | University-Based Agreement in the Office of Undergraduate Scholarships included Dual Enrollment Scholarships. Prior to this budget, dual enrollment was funded by various scholarship budgets (i.e. special funds and University Scholar budget), Erin Lambert Dornan, Director of Undergraduate Scholarship
- c. 2023 | Long Beach High School is approved for a pilot dual enrollment program in spring 2024, Jacob Breland, Associate Vice President for Academic Affairs
- d. 2023 | Mississippi legislature provides funds for Mississippi students to earn college credit while still in high school.
- e. 2023 | “High School students participating in dual enrollment courses are charged a pre-negotiated reduced rate, paid by the high school participating in the dual enrollment program. The current rate of \$50 per credit hour is market driven due to similar programs being offered in the Hattiesburg and Gulf Coast regions”, (IHL, 2024, p. 33).

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F. Contact Information:

- a. Office of the Provost: Dr. Doug Masterson
- b. Vice President for Student Affairs and Enrollment: Dr. Kristi Motter
- c. Office of Admissions:
  - i. Recruitment Contact for High School Counselors and USM Units: DJ Preiss
  - ii. Operations and Evaluation for Admissions Contact: Naomi Clement
- d. Office of the Registrar:
  - i. Registrar: Greg Pierce
  - ii. Enrollment and Course Registration: Nichol Greene
- e. Office of Undergraduate Scholarships: Dannetta Winters
- f. Business Services: Barbara Madison

**REVIEW:**

The Director of Enrollment Operations is responsible for the review of this agreement every academic or fiscal year (or whenever circumstances require immediate review).

**RELATED INFORMATION:**

Institution of Higher Learning. (2023, Fall). *Procedures Manual for the State of Mississippi: Dual Enrollment Accelerated Programs*. Mississippi Institutions of Higher Learning. [dual\\_credit\\_course\\_listing.pdf \(mississippi.edu\)](https://www.mississippi.edu/dual-credit-course-listing.pdf)

Institution of Higher Learning. (2024, April). *Tuition, Room, and Board Rate Requests: FY 2024*. Internal Document.

University Packaging Policy, STUA-OUS-002. (February 2020). Retrieved from <https://usm.policystat.com/policy/7586958/latest/>

Office of Undergraduate Scholarships. (2023, April). *Scholarship Agreement. University-Based Agreement: Dual Enrollment Scholarship*. Internal Document.

Office of Undergraduate Scholarships. (2023, April). *Procedures for Awarding Dual Enrollment Scholarship*. Internal Document.