

**Central Methodist University**  
**First Class at CMU**  
**Enrollment Guidelines**  
**(All Administrators, Facilitators and Students must read.)**

1. **Enroll by semester only; or yearlong classes are only allowed.** Enrolling by semester or yearlong classes will cause less problems for our billing department.
2. Send **ONE** enrollment form per student...Please don't have the student fill out multiple forms regardless if they are taking several semester/year long classes. All classes need to be written out in full detail.

Course No.	Term (Fall, Spring, Year, Online)	Course Time	Course Title	Semester Hours	Instructor
BU110	Fall 2017	8:12 – 9:02	Intro to Business	3	Washington
PH111	Fall 2017	9:06 – 9:56	Physics	4	Black

3. Please have the students fill out the enrollment form with traditional **BLUE or BLACK ballpoint pen**, no pencils or markers, please.
4. Make sure **all signatures** are completed before turning in. (This includes student, parents and school officials signatures)
5. Please ask students to write **clearly** and **distinctly**, if this is not possible they must print.
6. **Make sure only up-to-date forms are used with proper tuition rate stated.**
7. Students are expected to **pay in full** at the time of enrollment. Students will **NOT** be enrolled unless full payment accompanies the enrollment. Checks need to be made out to **Central Methodist University**. Payment can be made with **check, money order, MasterCard or Visa** only. **NO Cash!!!!**
8. Please make sure students have a **3.0 GPA** and **are fully aware of the responsibility of a Dual Credit Class** before they fill out the form. Students not ready to study and devote time to the class should not be allowed to enroll in Dual Credit.
9. **For Administration:** Please send a letter out in February, May, and again in August, to all Sophomores and Juniors telling them what classes they can enroll in for Dual Credit and what the tuition is. This prepares them and their parents for the academic and financial requirements for dual credit classes. All transcripts need to be attached when students sign up in the fall. In the spring, we only need transcripts for new students. We do not need transcripts after the class is completed.