



OFFICE OF ADMISSIONS

Dual Enrollment Handbook

A guide for high school students earning college credit at MC

Mississippi Christian University · Clinton, Mississippi
Revised July 2026

About Dual Enrollment

The Mississippi Christian University (MC) Dual Enrollment program offers college-level education opportunities to current high school students attending partnering schools. We also offer online courses for homeschool students and students of non-partner schools. Students can enroll in our regionally accredited, highly transferrable classes and get a head start on their college degree!

Eligibility

To be eligible for the program you must:

- Be a currently enrolled student at one of our partner schools.
- Have a minimum high school GPA of 2.5 on a 4.0 scale. (Your high school may require a higher GPA.)
- Have an 18 or higher ACT score (or SAT equivalent), in addition to the subscores listed below.
- Meet any other prerequisite requirements for courses you wish to take. Prerequisites for all MC courses are listed in our catalog: catalog.mc.edu.
- For students who haven't taken the ACT yet, a teacher recommendation from the high school will suffice.

Required ACT subscores by course

Class	ACT subscore
ENG courses	English subscore of 20 or greater
MAT courses	Math subscore of 20 or greater

What is a prerequisite? A prerequisite, sometimes referred to as a “prereq,” is a requirement that you must meet before you can take a class. Prerequisites are usually a test score or lower-level course you must complete before you take a class.

Enrollment

To enroll and receive credit, you must meet all program requirements and complete all applications and forms as described in this handbook.

To enroll in Dual Enrollment classes at Mississippi Christian University, you must follow all of the steps outlined at www.mc.edu/dualenroll.

When registering for classes as part of the Dual Enrollment program, you cannot be seeking a degree.

MyMC Account

Once your enrollment is complete, you will have access to your MyMC account and MC email. To set up this account, go to my.mc.edu. Scroll to the bottom of the screen to the “Help” section. Click on “Student Account Lookup” to retrieve your MC login, email, and password. You will need to enter your MC ID number to access this information, so please contact your instructor, school counselor, or Dual Enrollment contact for this information. See the Contact Information section for details.

Registration

Once you have completed your enrollment and been accepted, your instructor or school counselor will assist you in registering for your classes through our Dynamic Forms database, which is accessed through your MyMC portal.

Please note: Communications about deadlines, campus news, or account information will be sent through your MC email account. For any business conducted via email, it must be conducted through your MC email account or your official high school email account.

Payment

Tuition must be paid after you register for classes. Your bill will be available in your Student Account in your MyMC portal, where you can then make the payment online.

Each course will be offered at a discounted total price of \$200. If you register after the last day to add a course, the university Late Fee will be added to your account. Please view our Academic Calendar for all current dates and deadlines at www.mc.edu/offices/registrar.

Note: For Math (MAT) courses, the Mathematics Department offers the online homework system WeBWorK at no additional cost.

Financial Aid

According to Federal policy, high school students who are enrolled in college as a dual-enrolled student are not eligible for federal financial aid.

Official Transcript

What is an official transcript?

A transcript is a permanent record of a student's college grades. It serves as official proof of college-level coursework. When you take classes as a dual-enrolled student, you receive college-level credit for the courses you complete. The grade that you make will be reflected on your official transcript.

Why would I need an official transcript?

Schools use transcripts to evaluate how much college coursework a student has completed. If you plan to take additional college-level coursework at any other institution of higher learning, you will be required to submit a copy of your official MC transcript to that institution.

How do I request an official transcript?

Transcript requests are completed by the Office of the Registrar. You can request an official transcript from MC online. For more information about how to request a transcript, go to www.mc.edu/offices/registrar/transcripts.

Standards & Policies

As a student in the Mississippi Christian University Dual Enrollment program, you are held to the same academic standards and conduct policies as all MC students, including academic integrity, consequences of plagiarism, and academic dishonesty.

All academic policies and the MC Code of Conduct are described in full in the MC Undergraduate Academic Catalog online at catalog.mc.edu, and the Tomahawk online at www.mc.edu/tomahawk.

Undergraduate Grading System

MC undergraduate letter grades and their meanings

Grade	Meaning
A	Reserved for work which is superior in quality.
B	Given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.
C	Given for average work and shows that basic requirements in class assignments have been met. It is the minimum requirement for graduation.
D	Earns credit but is below the standard required for graduation.
F	Indicates failure and naturally carries no credit.
W	Withdrawal (does not count in the student's academic standing).
I	"Incomplete" may be given to a student who has been unavoidably hindered from completing work, at the discretion of the instructor.

Dropping or Withdrawing from Classes

If you want to drop one class, you must drop the course through your MyMC account. If you want to drop all your classes, you must withdraw from the school through your MyMC account.

When you log into your MyMC account, look to the right-hand side for a grouping of links. Under the section "Academic & Registration," you will see links titled "Add or Drop Classes" and "Complete Withdrawal." Please select the link appropriate to your situation. If you need help dropping or withdrawing from a class, you may contact the Office of the Registrar, your school counselor, or your school Dual Enrollment contact. See the Contact Information section for details.

Important: You must drop or withdraw by specific dates each semester. These dates are listed on the MC Academic Calendar at www.mc.edu/offices/registrar. If you fail to withdraw from classes by the semester's predetermined date, you will still owe the account balance for the course even if you drop it.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of educational records. Student educational records are considered confidential and may not be released to anyone other than the student without the student's consent.

In a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange student information. If the student is under 18, the parents may still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

When you and your parents sign the MC Dual Enrollment form each semester, you are giving MC the right to share information with your parents while you are still in high school.

Directory Information: Some information, called "Directory Information," may be released without the student's written permission. Directory information includes a student's name, address, telephone, dates of attendance, degrees, and date of birth. Students can request that directory information be withheld as confidential by contacting the Office of the Registrar.

How to Continue at Mississippi Christian University

Once you have graduated from high school, we would love for you to continue your education at MC! We offer more than 80 areas of study, covering every area of a comprehensive liberal arts curriculum. To request more information, schedule a campus visit, or start the admissions process, visit www.mc.edu/admissions/undergraduate.

Admissions Process to Become a Full-Time Traditional Student

1. **Complete an application.** Complete our application at apply.mc.edu at least two weeks prior to registration for each semester.
2. **Send us your transcripts.** Freshmen should request that their high school mail an official copy of all high school work completed to date to the Office of Admissions.
3. **Submit your test scores.** Official ACT or SAT test scores for all applicants who graduated from high school within the last five years must be sent directly from ACT or

SAT headquarters or from the student's high school. A minimum score of 18 ACT or 940 SAT is required for admission to Mississippi Christian University.

4. **Send us your immunization certificate.** A Measles, Mumps, and Rubella (MMR) Immunization Certificate is required — one MMR immunization in the past ten years or two in a lifetime. This document can be faxed, emailed, or hand-delivered to the Office of Admissions.
5. **Pay your housing fee.** For students seeking on-campus housing, a one-time \$200 housing fee is required to reserve a space in the residence halls for the student's desired entry term. This fee is nonrefundable, so we advise students to pay it when they are certain they will be attending MC. Maximum housing capacity does typically occur, and the earlier this fee is paid, the more likely a student is to secure a room on campus. See www.mc.edu/housingsignup for more information.

Contact Information

Key Mississippi Christian University offices and contacts for Dual Enrollment students

Office	Contact	Email	Phone
MC Admissions	Michael Wright, Dean of Enrollment Management	mwright@mc.edu	601-925-7713
MC Admissions	Carter Zatechka	cszatechka@mc.edu	901-610-9803
Office of the Registrar	Megan Pritchett	registrar@mc.edu	601-925-3274
Bursar / Billing	Business Office	business@mc.edu	601-925-3308
IT / Computer Support	MC Help Desk	helpdesk@mc.edu	601-925-3939

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