

2025-2026

High School Dual Credit

Procedures Manual

High School Administrators

Counselors

Teachers

William Carey University

Hattiesburg • Biloxi

Hattiesburg, Mississippi • Biloxi, Mississippi

William Carey University Mission Statement

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

2025-2026 Theme Verse

Each year William Carey University chooses an annual theme verse which focuses the university on a biblical concept. The following is the theme for 2025-2026:



Called to Serve

Matthew 23:11

Purpose of the Procedures Manual

The purpose of this procedures manual is to provide a convenient source of information on the policies of William Carey University's Dual Credit Program.

Disclaimer

This manual does not constitute a contract between William Carey University and its students. The procedures described in this manual are subject to change by the university at any time.

Failure to read this manual and other sources of regulations governing college life at William Carey University does not excuse the student from the requirements and regulations described therein.

Vision

William Carey University is a community of learners which seeks to blend faith and learning with living. Within this unique nurturing and challenging environment, students prepare to fulfill their diverse callings in the larger global community.

The Carey Creed

“Expect great things from God; attempt great things for God.”

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WILLIAM CAREY UNIVERSITY
HIGH SCHOOL DUAL CREDIT PROGRAM

High School Administration/Counselor Guidelines

Contract Between High School and William Carey University

Upon a high school's decision to partner with William Carey University in providing opportunities for dual credit to their students, a standard contract will be signed by both WCU's President, Dr. Ben Burnett, and by the high school/district's designated representative and, if required, the school board of the district. Both institutions/districts will retain copies of the signed contract.

The agreement between WCU and a high school/district is not exclusive; the high school may continue offering dual credit through other institutions (community/junior colleges and other four-year colleges/universities).

Contracts are subject to yearly review with new contracts being issued annually.

Credit Hour Requirements

NOTE: Classes for dual credit will be offered in the semester or yearlong format.

The minimum hourly requirements are 750 minutes per credit hour:

3-hour course – 2,250 minutes or 37.5 hours of class time

4-hour course – 3,000 minutes or 50.0 hours of class time

In addition to class time, students should spend a minimum of 2 hours of study outside class for each hour in class.

*******Transferability and Transcribing*******

It is important for participating high schools to be aware that individual institutions have different guidelines. If a student is interested in a particular college or university, he or she should contact that school directly if there is a question of (1) course transferability or (2) whether a given course can be applied to a particular degree program.

Curricular Oversight and Program Rigor

William Carey University supplies sample syllabi to high school teachers to model their coursework after and in accordance with what is required by WCU.

- High school teachers are provided departmental points of contact to aid the dual credit teachers in constructing their courses and in answering any questions and/or addressing any concerns that may arise.
- Course syllabi provided by the high school instructors to the Office of Academic Affairs help to ensure that coursework is consistent with the level and quality expected at the collegiate level.
- If possible, representatives from the High School Dual Credit program will be happy to come to high schools to provide counselor/teacher training sessions as well as to assist in the registration process of its students.
- All dual credit classes, unless taught by William Carey University faculty/instructors, are to be in-person and conducted at the high school during regular school hours. High schools may contract outside instructors that have been vetted and approved by the academic departments and the Office of Academic Affairs at William Carey University, but the same protocols as noted above (in-person and at the high school during regular school hours) still apply. Vetted and approved classroom facilitators may be used only when classes are offered online and taught by William Carey faculty/instructors.

Privacy Rights of Students - FERPA Regulations

William Carey University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. This federal law affords students right of access to education records and imposes regulations on the university in the release and disclosure of education records to third parties.

A student can consent to allow third-party access to certain educational records by completing the **FERPA Authorization** form located in the **WCU Student Portal** under Administrative Services and Forms. Third parties (i.e., parents or guardians) cannot receive information without the student's consent. **Departments at William Carey University cannot assist without a FERPA form on file.**

IMPORTANT: If the student wishes for the high school counselor to be able to request information from the Registrar's Office, the counselor's name must be included on the FERPA release form.

The FERPA Authorization form must be completed by the student through the Indigo Portal. The form requires the student to upload a picture of their driver's license or their WCU ID card to confirm their identity and to provide their electronic signature. Other signatures will void the consent.

NOTE: Educational records may be disclosed to other faculty members and employees of William Carey University and by extension administrators, counselors, and dual credit teachers at the participating high school, if they have a legitimate educational need to review the records in question.

Communication Procedures – Issues, Questions, and Concerns

In the interest of clarity, privacy (FERPA) guidelines, and to streamline the flow and direction of inquiries, **the following procedures should be followed:**

- **Parents/Students** – Contact the teacher with concerns regarding the class
- **Teachers** – Will then ask the counselor/principal if they do not know the answer
- **Counselor/Principal** – **If the issue cannot be resolved at the high school level, the counselor/principal should contact:**

Sean Laird (Administrative Assistant) slaird@wmcarey.edu - 601-318-6038

or

Sheila Harris (Data Specialist) sharris@wmcarey.edu - 601-318-6394

*******AP Courses and High School Dual Credit *******

AP courses and dual credit courses, while similar, are not identical. In the case of AP credit, individual institutions of higher learning exhibit differing scales regarding AP test scores and college course credit. For example, a score of “3” on the English AP test may be equivalent to a 3-hour course (ENG 101 – Composition) at one institution but not at another. Different degree programs, particularly those based heavily in Math and Science, may have higher score requirements to receive credit.

It is highly recommended that students check with their institution of choice to discover the institution’s AP scale and to ascertain which AP tests are accepted. **NOTE: There is no guarantee that the AP scale used at William Carey will coincide with that of another institution.** The student will still have to submit an official score report to each institution for evaluation.

IMPORTANT: If a student wishes to take ENG 102 for dual credit at William Carey after taking an ENG AP course, the **official** score report must be sent directly to the Registrar’s Office at William Carey by the testing agency. **A score report on a high school transcript cannot be accepted as official for AP credit.** A student **cannot be enrolled** in a course that requires a prerequisite fulfilled by an AP exam until the official AP score is received, evaluated, and posted to the student’s transcript.

VERY IMPORTANT: The deadline for receipt of the official AP report by the William Carey Registrar's Office is the last day of the 1st week of class at the participating high school.

Dual Credit and First Time Freshman Status

Because dual credit classes at William Carey University are completed before high school graduation with no college degree being conferred (i.e., an associate's degree), a student's first-time freshman status remains intact and therefore, scholarships for ACT scores, G.P.A. averages, etc. are not impacted.

Number of Hours that can be taken for Dual Credit

The total number of hours a student may accumulate in dual credit from William Carey University is twenty-nine (29). No more than four (4) classes may be undertaken per student per term with a maximum credit total of thirteen (13) per term.

Attendance Regulations

Students are expected to attend classes. Excessive absences may seriously affect the work of the whole class as well as that of the individual students who are absent. Dual credit students **must** attend 75% of the class meetings, per university guidelines, to receive credit for the course. Students falling below the **75% attendance requirement** will receive an "F" in the class. The total number of *unexcused* absences of each student shall be reported for each class by each dual credit teacher at the time of filing semester grade reports.

Yearly Class Request Forms

Class request forms (**Appendix C**) will be due at the end of each academic year for the upcoming year. Currently approved dual credit classes can be found in **Appendix A**. **NOTE: Classes offered at each high school are contingent upon each teacher's approval.**

Academic Calendars

In addition to the class request form, high school or school district academic calendars are requested from each high school so that the High School Dual Credit Program will be able to keep up with due dates and drop dates per high school. The academic calendars can be emailed to Sean Laird.

High School Dual Credit Checklist

To ensure that all materials have been submitted, a completed High School Dual Credit Checklist (**Appendix D**) for each participating student should be included in the registration packet that is returned to the Office of High School Dual Credit.

Verification Rosters

Once students are registered, rosters for each class will be sent to the counselor and teacher for verification. All discrepancies should be noted on the roster(s) in the spaces provided. **NOTE: Verification rosters must be signed and returned.** This ensures that all students who intend to participate are enrolled.

Change of Class Schedule (Dropping and Adding Courses)

Any change in schedule must be accompanied by a drop/add Change of Registration form. Please see **Appendix I**.

- No change of schedule, either in dropping or adding a course, may be made except by permission of the student's high school counselor and the William Carey University academic advisor. Other signatures may also be required.
- No student may register for a course after **10% of class meetings for the term have met**.
- Since high school courses can be either semester-long or all year long, schedules will have add/drop dates proportionate to length of course.

IMPORTANT: Courses dropped **up to the halfway point of the high school term** will be voided and will not be recorded on the transcript. A course may not be dropped **after the midpoint of the term**.

Withdrawal from Dual Credit Classes

A student wishing to *completely* withdraw from the Dual Credit program must complete and sign a **Permission to Withdraw** form (**Appendix J**). No request to withdraw from the dual credit program may be made except by permission of the student's high school counselor and the William Carey University academic advisor. Other signatures may also be required. **A student may not submit the withdrawal form; it must come from a counselor or high school administrator.**

NOTE: Changes in class schedules (drop/adds) and withdrawal from the program must be done within the time guidelines set forth in this manual. Special consideration will be taken in cases of student illness or transference out of the jurisdiction of the participating high school. Students **will not** be allowed to drop after the deadlines because of student dissatisfaction with the grade assigned for the dual credit class.

Final Grade Rosters

At the end of the high school term in which a dual credit class has been offered, final grade rosters (with instructions; **Appendix K**) will be emailed to the high school counselor for distribution to the teachers. Grade rosters are to be filled out in **BLACK INK** using an alphabetic scale (“A”, “B”, “C”, etc.). William Carey University does not require any weighting of grades by the high school. **Grades posted to high school transcripts for dual credit classes must match those reported to William Carey for posting on the university’s transcripts.**

Completed and **signed** grade rosters should be emailed to Sean Laird (slaird@wmcarey.edu) or the departmental email (DualCredit@wmcarey.edu) for processing.

Deadlines for the 2025-2026 Academic Year

- Initial high school **student rosters** for every high school dual credit class must be turned in by the school counselor **by the last day of the preceding high school term** (End of Spring semester for Fall semester; end of Fall semester for Spring semester).
- Teacher’s class syllabi must **be turned in for approval two (2) weeks prior to the first day of every class.**
- Online applications, which are required only for first time dual credit participants, must be completed **by the end of the 2nd week of the high school term** in which they are first participating. Students may submit online applications at any time before the term begins and are encouraged to do so as early as possible to facilitate registration.
- High school checklist forms, transcripts, ACT scores, G.P.A. scores, waiver letters (if needed), and registration forms are due **by the end of the 4th week of each term** based on the high school’s academic calendar.

Due dates for Add/Change of Class (including competed forms)

May not add/change after 10% of class meetings for the term have occurred.

Due dates for Drops/Withdrawal (including completed forms)

End of mid-term week of high school classes

- Due date for **Final Grade Rosters** is one (1) week after the class at the high school ends. Grade rosters will be sent to high schools several weeks prior to the end of class.

IMPORTANT! High schools not complying with the above stated due dates will have until the end of the 8th week of the term to achieve compliance after which the following consequences will apply:

- The high school will not be able to participate in dual credit in the term following the non-compliance.
- Once back in compliance, if the high school is again found to be non-compliant, a term of one year of nonparticipation in the dual credit program will be enacted.

Canvas

As part of the high school dual credit program, teachers and students have access to the Canvas learning platform that is used at William Carey University. Teachers can build classes, create discussion boards, give examinations, make assignments, and have assignments dropped into folders for grading. In addition, the teacher can activate the Turnitin program for use in plagiarism detection. To access Canvas, the **first-time** teacher will need to submit an IT Request Form (**Appendix M**). Students can access their classes upon finalization of the class registration. Canvas provides 24/7 student support and Canvas How-To tutorials from Library & Learning Resources.

NOTE: Use of William Carey University Canvas is optional.

Student Indigo Portal

Students have access to the William Carey Indigo Student Portal. In Indigo, students can see their schedules, check their balances, and make tuition payments online (**Appendix G**). In order for students to access the portal, they will need to go to the William Carey University website: www.wmcarey.edu and click on “Menu” > “Student Life” > “Indigo Portal”. The student username will be the first letter of the student’s first name and the student’s last name + the 6-digit WCU ID number that is generated at the time of online application.

The Username will be in the following format:

Student name: **John Doe**, Student WCU ID Number: **123456**
Username: **jdoe123456**

Students will choose a password during the initial setup upon receiving instructions in the bounce@wmcarey.edu email. The **Username** and **Password** will be the same for Canvas and Indigo.

Library and Learning Resources

Students and teachers are provided access to Canvas, the university’s learning management system, and the library/learning resources upon request of the teacher (Please see Information Technology Request Form - **Appendix M**).

Textbooks

William Carey University does not require that a high school adopt the same textbooks used by the university; however, textbooks must be approved by the chair of the department under which the course falls. College level textbooks are expected to be used in dual credit classes. Textbook information for individual courses may be found on the William Carey website (www.wmcarey.edu) under the “Bookstore” option at the bottom of the first screen. The

administrative assistants of each department are good resources for textbook information and specific course syllabus guidelines.

Textbook request forms (**Appendix E**) may be emailed to the dual credit office email (DualCredit@wmcarey.edu) for submission to the academic department for approval.

Online Tutoring

In addition, students have access to online tutoring through Canvas. The service is free of charge and can be accessed by students when they log into their Canvas account. By clicking the **Carey On-Line/eLearning Tutorial** box students will be directed to **TutorMe: Online Tutoring**.

Student Transcripts

Transcripts are issued by the Office of the Registrar.

- An official transcript is one bearing the signature of the registrar and the seal of the university and is mailed directly or sent electronically to the person/address/institution designated by the student.
- Transcripts of credit will not be issued for those students who have any type of administrative holds on their records or accounts. Transcript requests will be voided, and will need to be resubmitted.
- Transcript requests must be made through the following link:
<https://www.parchment.com/u/registration/32430/institution>
- For instructions and current cost of transcripts, students should access the following link:
<https://www.wmcarey.edu/office/registrar/transcript>

Teacher Qualification Guidelines

Faculty Requirements and Qualification Process

Teacher qualification is conducted through the Office of Academic Affairs. All potential dual credit instructors must meet the same credentials required for adjunct instructors at the university:

- A completed master's degree
- At least 18 hours of graduate level coursework in the subject area that is to be taught for dual credit

All potential high school dual credit instructors undergo the same application procedures for qualification as on-campus adjunct instructors:

- A completed adjunct application (**Appendix L**)
- Provision of official college/university transcripts of all institutions attended. **NOTE: An official transcript is one that is sent from a college/university *directly* to William Carey University via electronic delivery or through the mail.**
- An up-to-date resume'

- A syllabus for each proposed dual credit course

Qualification Procedure

Once all qualifying documents for an instructor are collected, they will be submitted to the appropriate departmental chairs and deans for approval. If approved by the academic department, the materials are then submitted to the Office of Academic Affairs for final approval.

Upon approval by Academic Affairs, the High School Dual Credit office will notify the high school and the teacher.

In the case of a candidate's application not being approved, the high school and teacher will be notified and an explanation of the decision will be given at that time.

IMPORTANT: No dual credit class may begin prior to a teacher's **final approval**. If a teacher has not received final approval by the start of the term in which the dual credit class is to be taught, **the class may not proceed and must be postponed until the start of the next high school term.**

(No approval = No class).

Submission of Qualifying Documents

The completed application, resume, and syllabi may be emailed to Sean Laird (slaird@wmcarey.edu) or the departmental email address at DualCredit@wmcarey.edu.

Documents may also be mailed:

High School Dual Credit Program
William Carey University
WCU Box 140
710 William Carey Pkwy
Hattiesburg, MS 39401

Teacher Transcripts

- Official *mailed* transcripts should be sent to the above address.
- Transcripts sent electronically should be sent to the administrative assistant for Academic Affairs at academicaffairs@wmcarey.edu.

Course Syllabi

Each dual credit teacher is responsible for submitting a class syllabus for each dual credit class taught. One syllabus must be submitted for each class per semester/year that it is taught. These syllabi are an accreditation requirement and will be placed in the teacher's file for auditing purposes.

Examples of class syllabi are available from the Dual Credit office. Please make sure that the course description and objectives from the William Carey University examples are included in all syllabi.

Teacher Class Tuition Certificates

Dual credit teachers are eligible to receive a tuition certificate for every completed dual credit class that they teach. The certificates cover the tuition of one class (general fees and cost of books are not covered). The certificates are transferable and may be "gifted" to a spouse, child, or other teacher. To request a certificate (or certificates) please contact the dual credit office.

NOTE: Tuition certificates are valid for 3 years following the print date.

Please go to <https://www.wmcarey.edu/office/financial-aid/institutional-aid> to submit tuition certificates. For further instructions see **Appendix N**.

Student Participation Requirements

Admission to Program

Students wishing to participate in William Carey's Dual Credit program must meet the following criteria:

- Students must have a qualifying ACT score (See below for details)
- Students must have at least a 3.00 GPA on a 4.00 scale. GPA's must be posted on the student transcript and may not be weighted.

Grade Level of Participants

- Participation is limited to **11th and 12th** grade students. A student must be assigned to 11th grade or 12th grade on the high school transcript. 10th graders with excessive Carnegie Units do not qualify for dual credit participation.

ACT Scores (ACT Superscores are accepted, however ALL ACT scores are required)

- A minimum 20 **Composite** score on the ACT is required
- A minimum 20 **Math Subscore** is required for MAT 131(College Algebra) and MAT 132 (Trigonometry)
- A minimum 25 **Math Subscore** is required for MAT 150 (Pre-Calculus)

- A minimum 26 **Math Subscore** is required for MAT 171 (Calculus with Analytic Geometry I)
- A minimum 22 **Math Subscore** is required for PHY 101 (General Physics) and CHE 111 (Inorganic Chemistry)

Waiver Letters

At the high school's discretion, a waiver letter may be used if a student's ACT falls below the required minimum for participation.

NOTE: The lowest ACT score that can be waived is a 17 Composite. Students with ACT Composites below a 17 are not eligible to participate in a dual credit class. Subscores for the Chemistry (CHE 111) and Physics (PHY 101) dual credit classes may not be waived.

Minimum subscores eligible for waiver letters for the remaining classes are as follows:

- A minimum 17 **Math Subscore** is required for MAT 131(College Algebra) and MAT 132 (Trigonometry)
- A minimum 22 **Math Subscore** is required for MAT 150 (Pre-Calculus)
- A minimum 23 **Math Subscore** is required for MAT 171 (Calculus with Analytic Geometry I)

The waiver letter, on **school letterhead**, should be written and signed by the high school principal, assistant principal, or counselor:

- Giving the student's name
- Stating that the high school administration believes the student is a good candidate due to past academic performance, etc. (**Appendix F**)

Course Requirements and Prerequisites

IMPORTANT: All classes given for dual credit must be “designated” classes; only students taking the class for dual credit may be enrolled in and attend a dual credit class. There are no options for a student to take a dual credit class without receiving credit from BOTH the high school and the university.

Several courses have requirements that must be met before registration:

- ENG 101 (Composition) must precede ENG 102 (Research and Composition).
- ENG 211 (World Literature I) and ENG 212 (World Literature II) must follow ENG 101 and ENG 102 classes.
- Foreign language courses must be taken in order (i.e., SPA 101 before SPA 102, etc.)
- History course pairs must match (HIS 101 and HIS 102; HIS 201 and HIS 202)

If in doubt about course prerequisites, please contact the high school dual credit office for clarification.

Registration

The following must be completed to register for classes:

- Online application – www.wmcarey.edu. Used to enter student information into the WCU system. Choice of academic terms will be **DCFA2025** and **DCSP2026** on the website. For student/parent instructions refer to handout (**Appendix G**).
- Multi-factor authentication (MFA) Setup – **OneLogin Protect (Appendix G)**
- Registration form – (Instructions for Registration form - **Appendix H**). Used to **enroll** the student in dual credit classes each term. Registration forms for DCFA2025 and DCSP2026 for both the Hattiesburg and Tradition campuses are located in **Appendices O, P, Q, and R**.
- High school transcript
- ACT score and, if necessary, high school waiver letter
- Completing the FERPA form through the Indigo portal (highly recommended).

Cost

Tuition

- \$50.00 per hour – 3-hour class \$150.00; 4-hour class \$200.00

NOTE: Instructions for online payment of tuition can be found in **Appendix G**.

IMPORTANT: William Carey University no longer mails paper bill to students/parents

A statement can be printed from the Indigo Student Portal or the student may request a copy in the Business Office located in Tatum Court on the Hattiesburg campus or the Business Office located on the Tradition campus. Throughout the term, the Business Office will send billing notifications to each student's WCU email address.

Quotes and Invoices from WCU to High Schools/School Districts

William Carey University will begin issuing quotes and invoices to high schools requesting them after the mid-term (i.e., drop date) of each school's academic term based on the district's academic calendar. Issuing quotes/invoices after the drop dates allows for more accurate billing to the high schools/school districts.

Bookstore

Contact Information for Bookstore

Ms. Dawn Bennett - Bookstore Manager

<https://wmcarey.bncollege.com> or call 601-318-6123.

Store Hours—Monday through Thursday from 8:00 a.m. to 5:00 p.m., and 8:00 a.m. to 4:30 p.m. on Friday. During the first week of classes, the bookstore will be open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and 8:00 a.m. to 4:30 p.m. on Friday. The bookstore will also be open the Saturday prior to classes beginning and the first Saturday of each term.

NOTE: Use of the William Carey Barnes and Noble Bookstore is **not** required by high school dual credit students and participating high schools.

Additional Information

Frequently Asked Questions (FAQ) Sheet

For additional information, please see the FAQ sheet located in **Appendix B**.

Points of Contact for High School Dual Credit Program

Dual Credit Office

Main Office Phone: 601-318-6038

Departmental Email: DualCredit@wmcarey.edu

Dr. Laine Bourdene

Director

lbourdene@wmcarey.edu

Mrs. Sheila Harris

Data Specialist

sharris@wmcarey.edu

Mr. Sean Laird

Administrative Assistant

slaird@wmcarey.edu

Mailing Address:

High School Dual Credit Program

WCU Box 140

710 William Carey Pkwy

Hattiesburg, MS 39401

Departmental Points of Contact

Academic Affairs

Ms. Dolores O'Mary

601-318-6101

academicaffairs@wmcarey.edu

Art

601-318-6592

art@wmcarey.edu

Biology

601-318-6119

biological-sciences@wmcarey.edu

Business

Dr. Cheryl Dale

601-318-6199

cdale@wmcarey.edu

Chemistry

Dr. Mary A. Mackey

601-318-6532

chemistry-and-physics@wmcarey.edu

Communications

Dr. Brandon Knight

601-318-6775

bknight@wmcarey.edu

History

Dr. Jonathan Brooke

601-318-6675

jbrooke@wmcarey.edu

Language and Literature

Mrs. Raegan Graham

601-318-6592

rjones@wmcarey.edu

Mathematics

Ms. Jessica Garriga

601-318-6567

jgarriga@wmcarey.edu

Music

Dr. Travis Coakley

601-318-6175

tcoakley@wmcarey.edu

Psychology

Dr. Richard Sheridan

601-318-6122

rsheridan@wmcarey.edu

Educator Preparation

Dr. Deidra Gammill

601-318-6576

dgammill@wmcarey.edu

APPENDIX A
Currently Approved Dual Credit Classes

Approved Dual Credit Classes William Carey University

ART 200: Art Appreciation (3 hours)

BIO 101: General Biology (4 hours)

BIO 111: Principles of Bio. Science I (4 hours)

BIO 114: Zoology (4 hours)

BIO 220: Conservation Biology (4 hours)

BIO 234: Anatomy and Physiology I (4 hours)

BIO 250: Botany (4 hours)

BIO 260: General Microbiology (4 hours)

BUS 102: Fund. Computer Concepts &
Applications (3 hours)

BUS 202: Programming I (3 hours)

BUS 230: Personal Finance (3 hours)

CHE 101: Introduction to Chemistry (4 hours)

CHE 111: General Chemistry I (4 hours)

COM 101: Public Speaking (3 hours)

*EDU 200: Intro. & Foundations of Education (3
hours)

*EDU 225: Technology in Education (3 hours)

ENG 101: Composition (3 hours)

ENG 102: Research and Composition (3 hours)

ENG 211: World Literature I (3 hours)

ENG 212: World Literature II (3 hours)

FRE 101: Elementary French I (3 hours)

FRE 102: Elementary French II (3 hours)

HEA 230: First Aid (3 hours)

HEA 240: Nutrition & Diet Therapy (3 hours)

HIS 101: World History to 1500 (3 hours)

HIS 102: World History since 1500 (3 hours)

HIS 201: U.S. to 1865 (3 hours)

HIS 202: U.S. since 1865 (3 hours)

MAT 131: College Algebra (3 hours)

MAT 132: Trigonometry (3 hours)

MAT 150: Pre-Calculus (3 hours)

MAT 171: Calculus w/Analytic Geometry I
(4 hours)

MAT 270: Elementary Statistics (3 hours)

MHL 101: Music Appreciation (3 hours)

MUT 161: Freshman Theory I (3 hours)

MUT 162: Freshman Theory II (3 hours)

PHS 151: Physical Science (3 hours)

PHY 101: General Physics (4 hours)

PSC 201: American Fed. Govt. (3 hours)

PSY 201: General Psychology (3 hours)

SPA 101: Elementary Spanish I (3 hours)

SPA 102: Elementary Spanish II (3 hours)

THE 135: Theatre Appreciation (3 hours)

***EDU 200 & EDU 225 are part of Educator Preparation. Credits earned for Educator Preparation are accepted at select institutions: Alcorn State University, Jackson State University, Mississippi State University, and William Carey University**

APPENDIX B
Frequently Asked Questions
FAQ Sheet

Frequently Asked Questions

Q: As a teacher, what curriculum must I use?

A: Curriculum must be consistent with WCU course description and syllabus. There is a Textbook Request Form that is available in **Appendix E** that can be used to submit any book that a teacher may want to use upon approval by the department chair at WCU.

Q: Do I need to submit a new syllabus every term?

A: Yes. For each dual credit class taught during a term, an updated syllabus (with correct term and dates, etc.) must be submitted. WCU is required to keep a syllabus for every class taught each term. Syllabi should be modelled after the WCU format: Class title, course description, and student learning outcomes must reflect those required by WCU. If a teacher wishes to add additional outcomes above the minimum requirements, that is fine. Sample syllabi for each class can be obtained from the High School Dual Credit office: 601-318-6038 or slaird@wmcarey.edu.

Q: As a teacher/counselor, how will I know that each student has been properly registered for the appropriate class/classes?

A: Once registration is complete for a class, a verification roster will be sent in order to ensure that the roster matches the high school records of class participants. Teacher/counselors will be able to make changes on the verification roster. The roster(s) should be signed and returned to WCU (Email is fine).

NOTE: In order to facilitate registration, it is requested that **a high school roster accompany the completed registration forms for each class**. This helps ensure that all students are accounted for on the front end of registration.

Q: How do my students get their books?

A: WCU does not require that our bookstore be used to purchase books. Our book store is available to purchase books through if needed.

Q: Can students pay the application fee and the tuition online?

A: Yes. The application fee can be paid at the time of the online application. Tuition can be paid through the student Indigo portal. Instructions are found in **Appendix G** (Instructions for Online Payment). These can be printed and distributed for student use.

Q: As a teacher, do I have access to Canvas?

A: Yes. Send an IT request for Canvas, which your HS counselor will be able to provide (**Appendix M**). Give it to the HS counselor who will turn it into WCU to be approved and processed.

Q: What are the ACT requirements for student participation in the program?

A: For general participation, the required score is a **20 Composite** on the ACT (**NOTE: ACT Superscores are accepted, however individual scores are still required**).

Math, Chemistry, and Physics classes have an additional requirement:

- MAT 131 (College Algebra) and MAT 132 (Trigonometry) - **Math Subscore** must be 20 or above;
- MAT 150 (Pre-Calculus) - **Math Subscore** must be 25 or above;
- MAT 171 (Calculus with Analytic Geometry I) – **Math Subscore** must be 26 or above.
- CHE 111 (General Chemistry I) – **Math Subscore** must be a 22 or above
- PHY 101 (General Physics) – **Math Subscore** must be a 22 or above.

Q: Is tutoring available to high school students in dual credit classes?

A: Yes. Students may receive online tutoring through Canvas. By clicking on the **Carey On-Line/eLearning Tutorial** box, students will be directed to a sign-up form for **TutorMe: Online Tutoring**. The service is provided free of charge to William Carey students.

Q: As a teacher/counselor, how do I let a student (1) drop or add a class or (2) withdraw completely?

A: There are separate forms for drop/adds and university withdrawal (**Appendix I** and **Appendix J**, respectively). The Drop/Add form is to be used if a student is enrolled in more than one dual credit class and wishes to drop a class or classes while remaining enrolled in at least one class. The Withdrawal form is to be used in the case that a student needs to drop **all** classes during a term.

IMPORTANT: Please refer to the **Deadlines for the 2025-2026 Academic Year** section of manual (**Page 11**) to find the list of deadlines for drop/adds and withdrawals.

Q: As a teacher, how do I submit my final grades?

A: WCU will send out the grade rosters a week prior to the end of class. Instructions for completing final grade rosters can be found under **Appendix K**. Completed grade rosters may be mailed back to the HS Dual Credit office at the following address – **WCU Box 140, 710 William Carey Pkwy. Hattiesburg, MS. 39401** or emailed to DualCredit@wmcarey.edu

Q: How do students request an official transcript from William Carey University?

A: Transcript requests must be made through the following link:

<https://www.parchment.com/u/registration/32430/institution>

For instructions and current cost of transcripts, students should access the following link:

<https://www.wmcarey.edu/office/registrar/transcript>

APPENDIX C
Class Request Form
2025-2026

Class Request Form for 2025/2026

Name of High School: _____

First Day of Fall 2025: _____ Last Day of Fall 2025: _____

First Day of Spring 2026: _____ Last Day of Spring 2026: _____

Course Schedule (select one):

Block _____

Traditional _____

On each line below list the following: Name of class (for example: ENG 1010), Term in which it will be taught, and the Full Name of Instructor.

Classes being requested to be taught for the first time:

Name of Class	Term Offered	Instructor

Classes that have been taught before that will be taught again:

Name of Class	Term Offered	Instructor

Signature of Approval by School Counselor: _____ Date _____

APPENDIX D

WCU High School Dual Credit Checklist

WCU High School Dual Credit Checklist

**Each item below must be checked and included in each packet individually for every student.
A student is not complete until everything has been turned in.**

- ____ Online Application complete
- ____ Registration form filled out
- ____ High School Transcripts (printed out)
- ____ Official ACT Scores
- ____ Waiver Letters (if needed for ACT scores)
- ____ Application Fee (for first time students only)
- ____ Class Fee (depending on how many hours being taken)
- ____ Completed online FERPA form

Signature of approval from School Counselor _____

Date ____/____/____

APPENDIX E
Textbook Request Form

Textbook Request Form

WCU must approve all textbooks that are to be used for High School Dual Credit

Please submit the following information:

Name of High School: _____

Name of Dual Credit Instructor: _____

Name of **Textbooks with ISBN# and Class** in which it will be used (such as ENG 101).

Textbook: _____ ISBN: _____ Class: _____

Textbook: _____ ISBN: _____ Class: _____

Textbook: _____ ISBN: _____ Class: _____

Textbook: _____ ISBN: _____ Class: _____

Textbook: _____ ISBN: _____ Class: _____

Textbook: _____ ISBN: _____ Class: _____

Signature of Instructor _____

Signature of School Counselor _____

Date __/__/____

WCU Department Signature of Approval _____ Date __/__/____

APPENDIX F
Sample Waiver Letter

****Please Print on High School Letterhead****

William Carey University
High School Dual Credit Program
RE: **Name of High School** Waiver Letter

Date_____

Although the ACT requirement for participation has not been met due to official test results (**Composite score** and/or **Math, Chemistry or Physics subscore[s]**) below the requisite scores, after a careful review of past academic performance, it has been determined that **____Name of Student____** is a good candidate for participation in William Carey University's High School Dual Credit program.

Thank you,

____Name of Administrator or Counselor____

____Title_____

APPENDIX G

Student Application, Registration, Multi-Factor Authentication (MFA) – OneLogin Protect, and Online Payments Instructions

IMPORTANT: My WCU Student ID Number (6 digits) _____

Dear High School Student,

Welcome to the High School Dual Credit program at William Carey University! We are so happy to have you join us. In order to apply and register in dual credit courses:

1. Please apply online at www.wmcarey.edu.
 - In the red banner at the top of the initial page, hover over the word **“Apply”** and then select the **“Freshmen”** option.
 - On the next screen, click on the **APPLY** tab.
 - Scroll down to Step 1 and click on the **“Submit your Application Here”** box.
 - Please click on the **“Undergraduate”** tab and select **“HS Dual Credit”** as the enrollment type. A box will pop up requesting an **“AREA OF INTEREST”**. Please select the major in which you are interested in majoring when you attend college (NOTE: It doesn’t matter whether or not you are planning on attending Carey once you have graduated high school; this box is for informational purposes only.) The campus will be **Tradition** (if you are south of Hattiesburg) or **Hattiesburg** (if you are in the Hattiesburg area or north). For the Program of Study please choose **Undecided**.
 - Under Academic Type, the **“Part-Time”** tab should be selected. The term will be **“Dual Credit Fall 2025”** (or **“Dual Credit Spring 2026”** if that term will be your first); as a dual credit student you are **“Non-Degree”** seeking.
 - Continue through the application in order to supply some basic information such as your name, street address, education and e-mail address (**Important: please supply a valid working e-mail so you can receive information from our IT department, etc.**). Upon submission of your application, you will receive a **WCU email address**. (**IMPORTANT:** Please periodically check **both** addresses for information that may be sent by WCU.)
2. Once you have submitted your application online, you will receive a letter from the IT department at WCU. It will come to the email address that you provided in your application and will come from bounce@wmcarey.edu. This email will not arrive instantaneously but will be sent as your application moves through the system in application process; it may take several days. It will contain the following information:



WILLIAM CAREY UNIVERSITY

Student,

Welcome to William Carey University!

We are passing along some important information for you:

- Student ID #: xxxxxx
- Username: Studentxxxxxx
- E-Mail Address: Studentxxxxxx@student.wmcarey.edu

You will access the following with your WCU account: CareyAir Wireless, Canvas, E-Mail, Indigo Portal, Library Database Resources, and WEPA Printing Services. **Please note that access to Canvas may not be available until approximately 7 days prior to the first date of your registered courses.**

SETUP YOUR ACCOUNT

You will receive another email from OneLogin shortly that includes a link to set up your account. [This guide](#) will help you with setting up OneLogin Protect for multi-factor authentication, MFA, when you get to that point.

Please ensure that you understand the importance of not removing the app from your mobile device and the necessary steps when you acquire a new mobile device that are included in the article and the guide. This will prevent prolonged inaccessibility of our IT Resources in the future.

If you can't locate it, please complete the following:

- Visit OneLogin at <https://wmcarey.onelogin.com>
- Choose Forgot Password
- Enter your WCU student email address (included above)
- Choose Email for Authentication Factor
- Check the email account that you provided to WCU when you applied for a password reset link
- Use the link in the password reset email and follow the instructions presented to set your preferred password

FIND MORE TECHNOLOGY INFORMATION

<http://www.wmcarey.edu/it>

REQUEST TECHNOLOGY SUPPORT

<https://indigo.wmcarey/help>

If you were recently admitted to start a new degree, please contact your advisor or the school in which your program resides to determine how you should get registered for classes. Your advisor's contact information is available in the [Student Portal](#) under MyAdvisor. You should also have another email on the way that includes advisor information for you.

3. After applying for admission, you will need to complete a **registration form**. The registration form will be provided by the high school. Complete each section *fully* including listing each WCU dual credit class (current term only) on the back of the form. Please be sure to initial and sign the back of the form as well.
4. The cost of a 3-hour dual credit class is \$50.00 *per credit hour*. Most classes are 3 hours (\$150 per class). Lab-based classes are 4 hours and will have an additional \$50.00 tuition cost (\$200.00 per class).
5. **You can now pay online on our website** by accessing the “**Student Indigo Portal**.” Log in using the same login information given via the email after applying. Once you are logged into the portal, make sure to select the correct term at the top of your screen. Scroll down the page until you see “My Ledger”. Click on that and you will be sent to the payment page.
6. Check the amount to make sure it is correct using the above tuition rate multiplied by the number of class credit hours being taken and then submit payment. (If amount appears to be wrong, contact the school counselor who will contact WCU to get it adjusted).
7. William Carey University no longer sends out paper bills to students/parents. A statement can be printed from the Indigo Student Portal or the student may request a copy in the business office located in Tatum Court on the Hattiesburg campus or the business office located on the Tradition campus. Throughout the term, the business office will send billing notifications to each student’s WCU email address.

NOTE: In order to have **transcripts** of dual credit coursework sent to colleges/universities please use the following link: <http://www.wmcarey.edu/office/registrar/transcript>

Transcripts must be ordered; they cannot be sent automatically without student authorization.

Setting Up/Resetting Password for Multi-Factor Authentication (MFA) – OneLogin Protect

You will need a personal mobile device to use for multi-factor authentication with your William Carey University account.

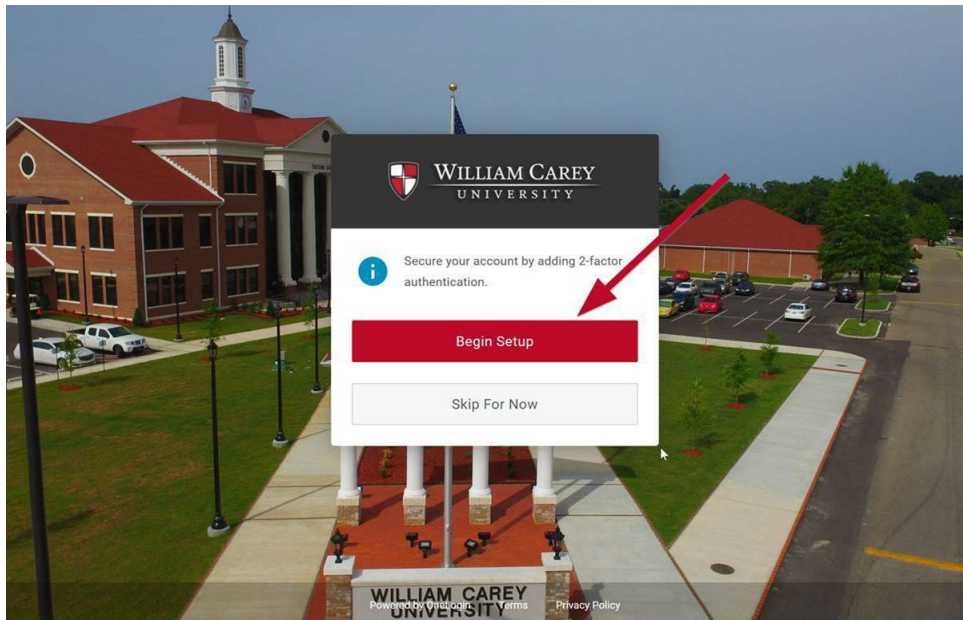
Support

If you need assistance with configuring your authenticator, please open a support request through our Service Desk using the proper channel:

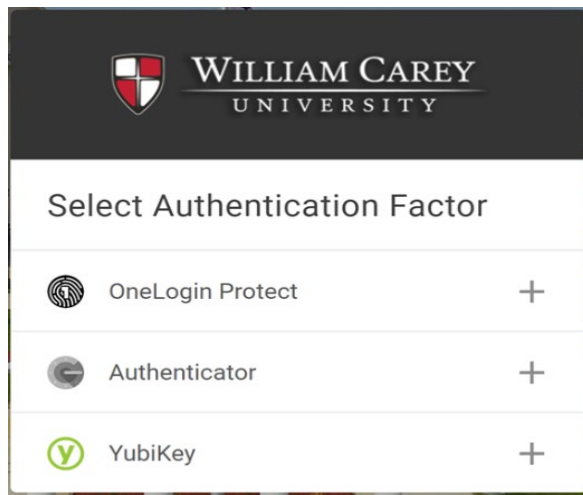
- **Students:** <https://indigo.wmcarey.edu/help>

Initial Setup

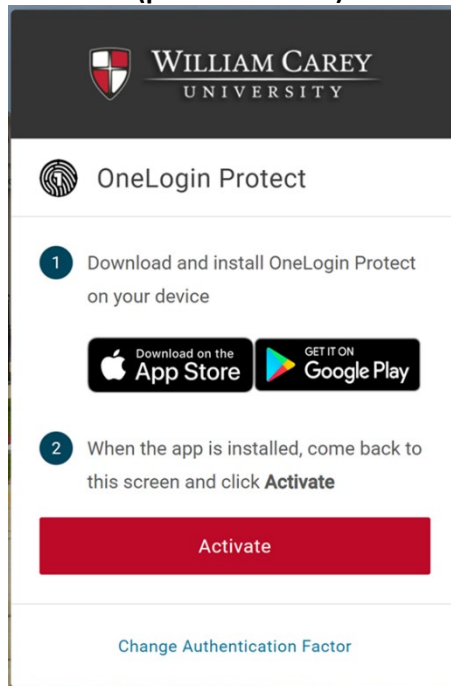
1. On a desktop/laptop, log in to OneLogin at <https://wmcarey.onelogin.com>
2. Choose Begin Setup (there will no longer be an option of "Skip For Now")



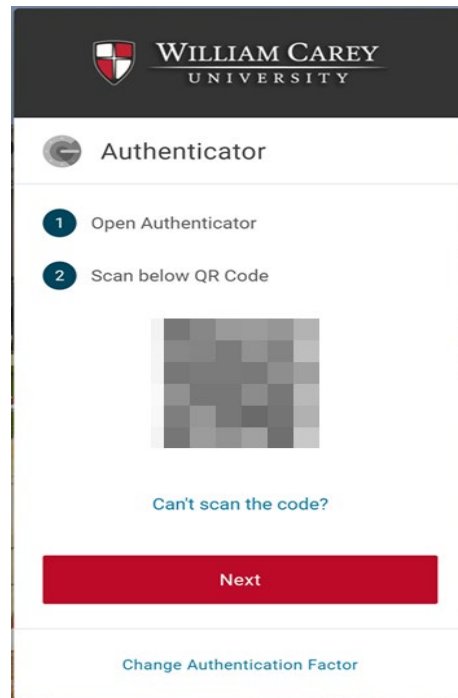
3. Choose the authenticator you would like to use (OneLogin Protect is recommended)



4. Follow the appropriate instructions to set up your authenticator of choice
 - a. OneLogin Protect
 - i. Download the OneLogin Protect app from the appropriate App Store **on your mobile device (phone or tablet)**



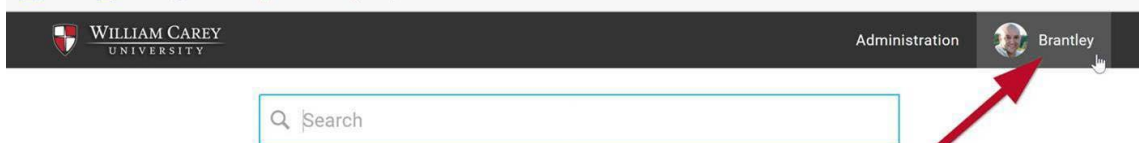
- ii. Click Activate and follow the instructions on-screen from the device you logged into in step 1
 - iii. **Do not delete the authenticator app after set up. You will need to approve challenges using this app on your mobile device for future login attempts.**
- a. Authenticator (Third-party Authenticator App from Google, Microsoft, Duo, etc.)
 - i. Download or open your app of choice and set it up as instructed, if necessary
 - ii. Choose to add an application or service in the authenticator
 - iii. Scan the QR code with your mobile device camera when prompted or choose "Can't scan the code" if your app requires you to enter a code



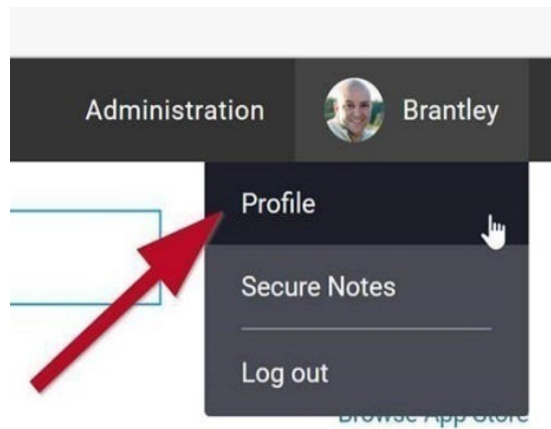
- iv. **Do not delete the authenticator app after set up. You will need to approve challenges using this app on your mobile device for future login attempts.**

Moving to a New Mobile Device

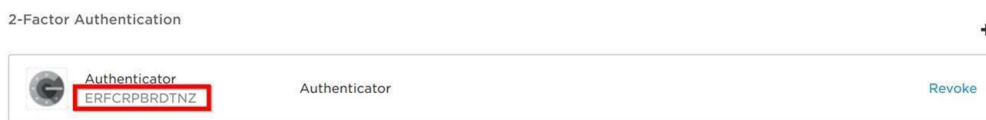
1. Log in to OneLogin at <https://wmcarey.onelogin.com>
2. Click your name or photo in the top-right corner



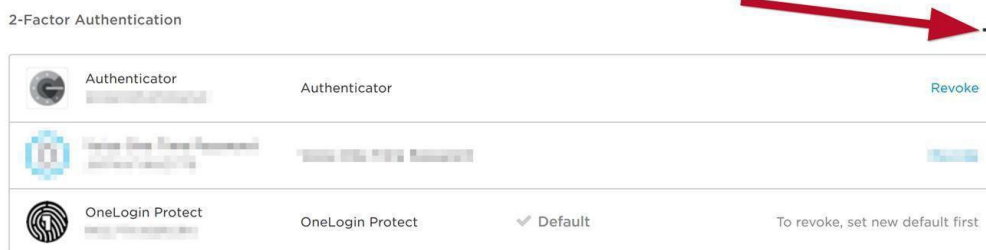
3. Click Profile



4. Make note of the ID for your current authenticator, you will need it to remove the initial authenticator later.



5. Click + in the 2-Factor Authentication section



6. Follow the instructions defined in the Initial Setup instructions above on your **NEW** device. The screens will look slightly different, but the steps should be the same.
7. After you have set up the new device, you can revoke the authenticator from your old device. Make sure you Revoke the authenticator that you noted in step 4, **not the new one**.

Resetting OneLogin Password

To reset your password for OneLogin, you will need to complete the following steps:

1. Visit OneLogin at <https://wmcarey.onelogin.com/>.
2. Choose "Forgot Password".
3. Enter your WCU student email address. **Be mindful that our usernames use (first initial)(last name)(student ID). For example, the address would look like jdoe123456@student.wmcarey.edu.**
4. Choose "Email" for authentication factor.
5. Check the personal email account that you provided to WCU when you applied as a student.
6. Use the link and follow the instructions presented to set your preferred password. If we do not have your personal email address on file, you will be required to provide verification of your identity to allow our staff members to set your personal email address in our system.

Once everything is finished, please wait up to 15 minutes to login using the new password.

Student Instructions for Online Payment of Tuition

This set of instructions is only for students who are making personal payment for DC class tuition and **ARE NOT** receiving any financial assistance from the high school/district for their DC classes.

The tuition is **\$50.00 per credit hour**: 3-hour classes - \$150.00; 4-hour classes - \$200.00

Step 1: Go to www.wmcarey.edu

Step 2: Click on "**Menu**" near the top of the page. Locate the "**Student Life**" column and scroll down to "**Indigo Portal**"

Step 3: Log in just as you would into Canvas or OneLogin (with the same username and password). The username is the first initial of your first name (i.e., "J" for John) and your full last name, such as "Doe" followed by your student ID number (Ex: **JDoe123456**). You will receive the ID number via the email address submitted during completion of your **online application**; please be sure to use a **valid** email address. **The email with your ID number will come from bounce@wmcarey.edu.**

It may take a day or two for your application to go through. If you do not receive your information, contact the HS counselor/teacher who will then contact the WCU DC Department. This process helps to ensure that student IDs remain confidential to protect student privacy.

Step 4: On the top left of the screen make sure you are in the correct Term (**DCFA2025** or **DCSP2026**).

Step 5: Scroll down the left side of the screen and go to the "**My Ledger**" option.

Step 6: Your balance will be displayed with an option for payment (bottom right of the screen).

Step 7: Check the amount to make sure it is correct using the above tuition rate multiplied by the number of class credit hours being taken and then submit payment. (If amount appears to be wrong, contact the school counselor who will contact WCU to get it adjusted).

IMPORTANT: William Carey University no longer sends out paper bills to students/parents. A statement can be printed from the Indigo Student Portal or the student may request a copy in the business office located in Tatum Court on the Hattiesburg campus or the business office located on the Tradition campus. Throughout the term, the business office will send billing notifications to each student's WCU email address.

*Thank you for partnering with **William Carey University** through the Dual Credit Program!

APPENDIX H

Instructions for Registration Forms

Instructions for Registration Forms

*** Please have the students fill out the registration forms completely. ***

Front:

Please have the students fill out the **Social Security Number**. This information is strictly confidential and is for record-keeping purposes only.

Please pay particular attention to the bottom part of the form that asks about the student's **religious affiliation**. William Carey University, as a religiously affiliated institution, is required to collect this data for funding purposes. This information is kept strictly confidential.

- Students who are members of a **Southern Baptist Church** should indicate that and should report the **NAME OF THE CHURCH** to which they belong.
- Students of other religions/denominations need only report the name of the religion and/or the denomination (i.e., *Presbyterian, Roman Catholic, Muslim, Jewish*, etc.)
- Students with no religious affiliation, should write "**none**".

Back:

- Please have the student fill out the course(s).
- Students should initial, sign, and date the back of the form.

The registration forms should be returned to the dual credit office in order to have students formally registered in the **Dual Credit Program** with **William Carey University**.

If you have any questions or concerns, please contact Sean Laird at 601-318-6038 or slaird@wmcarey.edu. The departmental email may also be used: DualCredit@wmcarey.edu.

High School Dual Credit Office
William Carey University
WCU Box 140
710 William Carey Parkway
Hattiesburg, MS 39401

APPENDIX I

Change of Registration Form (Drop/Add)

Warning: This change may affect your financial status with the university.

Campus _____

WILLIAM CAREY UNIVERSITY
CHANGE OF REGISTRATION

Term _____

Student ID# _____

Date _____

I, _____, request permission to
First Middle Last

	Dept.	Course Number	Section	Semester Hours	Instructor
D R O P					
A D D					

Student's Signature _____ Date _____ Business Office Signature _____ Date _____

Hours Before Change _____

Advisor's Signature OR Dean of Student's Major Signature _____ Date _____

Hours After Change _____

Comments _____

White--Registrar. Yellow--Business Office.

APPENDIX J

Permission to Withdraw Form

(To be used if a student is dropping **all** dual credit courses at WCU for the term.)

Campus _____
ID# _____

WILLIAM CAREY UNIVERSITY
PERMISSION TO WITHDRAW

Term _____
Date _____

I, _____, request
permission to withdraw from the university. My reason for withdrawing is _____

Any refund should be mailed to _____

Approval Must Be Secured From the Following:

_____ Student's Signature	_____ Advisor	_____ Dean or V.P. for Academic Affairs
_____ Business Office	_____ V.P. of Student Support	_____ Director of Housing
_____ Library	_____ Registrar	

Comments: _____

Yellow-Business Office

White-Registrar

09/14

APPENDIX K

Instructions for Final Grade Roster

William Carey University

High School Dual Credit Program

Grade Roster Instructions

IMPORTANT: Since grade rosters are scanned, please use **BLACK INK** to fill in a grade for each student on your roster.

- Please note errors on the roster, so that corrections can be made. If the name of a student who has attended your class does not appear on your roster, please contact the High School Dual Credit Office **before** assigning a grade.
- Please be sure to enter grades using an alphabetic scale: **“A”, “B”, “C”, “D”, or “F”**
- William Carey University does not require any weighting of grades by the high school. **Grades posted to high school transcripts for dual credit classes must match those reported to William Carey for posting on the university’s transcripts.**
- **IMPORTANT: RECORD OF ATTENDANCE REQUIRED!** **Record both GRADES and ABSENCES.** Please record **unexcused** high school absences on the line to the immediate right of the grade (between grade and credit hours). It is very important that we get a recording of absences for all classes, even online ones ... (new government regulations are requiring this; grade rosters will be audited for student attendance.) Please be sure you are taking attendance and recording it on the final grade rosters. **(Even if no absences, please write “0” ... leave no line blank for any student.)**
- **Be sure to sign all rosters!** Remember that your handwritten grades are a permanent part of the students’ records and will remain imaged just as you have turned them in.
- If you have any questions or concerns regarding the completion of the grade roster, please contact **Sean Laird**, Administrative Assistant for the High School Dual Credit Program, at slaird@wmcarey.edu or 601-318-6038.

Thank you so much for your hard work and efforts to make this process run smoothly.

APPENDIX L
Application for Adjunct Faculty Employment



Application for Adjunct Faculty Employment
William Carey University
Vice President for Academic Affairs
710 William Carey Parkway Box 15
Hattiesburg, MS 39401



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, gender, national or ethnic origin or handicap. Federal law expressly recognizes exemptions claimed by religious institutions.

Date _____ Position Desired _____

Start date availability _____ Full-time _____ Part-time (adjunct) _____

Name: _____
Last First Middle

Address _____
Street City State Zip Code

Email Address _____

Telephone Number: Home (_____) _____ Office (_____) _____

Cell phone (_____) _____

List any other name (e.g. maiden name) by which you are known to schools or references _____

Place of birth: _____

Next of kin: _____

Address: _____

Telephone #: _____

Are you legally eligible to work in the U.S. ☐ Yes ☐ No (Documentation will be required)

Have you worked for William Carey previously? ☐ Yes ☐ No

Have you ever been dismissed from any job, or resigned at the request of your employer or resigned while charges against you or an employer's investigation of your behavior was pending? ☐ Yes ☐ No

If yes, please describe: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

(Conviction will not necessarily disqualify an applicant from employment.) If yes, describe conditions:

EDUCATION

College/University Address Dates Major Minor Degree/Sem. Hrs.

PROFESSIONAL EXPERIENCE

Dates Position and faculty rank in teaching Institution Subjects taught or work done

CHRISTIAN EXPERIENCE AND BELIEFS

Please respond to the following questions:

Please describe your personal faith and Christian experience.

How does your Christianity influence your daily life?

Denominational Preference _____

Member of (name Church and Minister's name) _____

Address of Church _____

List Church and civic work you have done:

Please request official transcripts to be sent to William Carey University, Office of Academic Affairs, 710 William Carey Pkwy., Box 15, Hattiesburg, MS, 39401, from the colleges/universities you have attended. Also, an up-to-date resume or curriculum vitae is required with this application.

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment, or any facts necessary to substantiate qualification for this position, are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize William Carey University to make an investigation of any of the facts set forth in this application.

I understand that WCU reserves the right to design its own personnel policies, make modifications or changes at any time without advance notice and to restructure the organization based on the business needs and conditions. I agree to abide and be governed by such revisions and changes.

Date _____ Applicant's Signature _____

JOB-RELATED REFERENCES: (Please include names, addresses, and telephone numbers of people who can speak with knowledge of your ability as a scholar or teacher.)

1. _____

2. _____

PERSONAL REFERENCE: (Please include name, address, and telephone number of someone not related to you)

1. _____

APPLICANT INFORMATION RELEASE

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold William Carey University, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process. I understand that additional background information may be requested if I am offered a position.

My signature certifies that the information in this application is true and correct. I understand that false entries are grounds for refusal to hire and discharge.

Signature of Applicant _____

Date signed _____

William Carey University at all times desires to fill vacancies with the best qualified persons available and with persons equipped to make value and moral judgments based upon the Biblical foundations of the Christian faith. (Faculty and Staff Handbook of William Carey University)

APPENDIX M

Information Technology Request Form

INFORMATION TECHNOLOGY IN-PROCESSING FORM

FULL NAME _____
First Middle Last

PREFERRED NAME _____ TITLE: _____

HUMAN RESOURCES I.D. NUMBER _____ EMAIL _____

DEPARTMENT _____

POSITION _____

DATE OF HIRE/STARTING DATE _____ STATUS: _____

CAMPUS: _____

NECESSARY COMPUTER ACCESS:

CAMS Access Level:

_____ Faculty access _____ Academic Support (Administrative Assistants)

_____ Business Office _____ Financial Aid _____ Registrar _____ Admissions

Special Access Request _____

Financial Edge Accounting Access: _____

LONG DISTANCE PIN NUMBER ASSIGNED _____ US Only _____ US/International _____

PERSON REPLACING (If applicable/known) _____

SUPERVISOR SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

For Information Technology use:

I.D. Number _____

LYNC _____

Computer access granted _____

CAMS _____

Email set-up _____

Website _____

D2L _____

Phone set-up _____

SaderNet Department Access _____

Equipment Assigned _____

Long Distance PIN Assigned _____

Cafeteria _____

APPENDIX N

Teacher Tuition Certificate Submission to Financial Aid Office

The certificate submission can be done through the Financial Aid office at the following link:

<https://www.wmcarey.edu/office/financial-aid/institutional-aid>

The submission through this link will go directly to the Financial Aid office for processing.

Education Scholarships ✕

Educator Preparation Scholarship

- **Amount: \$9,000 per year**

The Educator Preparation Scholarship is awarded to students who have completed two years of the Educator Preparation Program while in high school. This scholarship will not stack with any other major scholarship offered by William Carey. Students must remain full-time and maintain a cumulative GPA of 2.75 to retain the Educator Preparation Scholarship. Students transferring from another college or university may still qualify for this scholarship.

Educator Preparation Scholarship Application

Teacher Assistant Scholarship

- **Amount: \$9,000 per year**

Students who are lawfully employed as a Teaching Assistant in an accredited Mississippi public school system who are taking eligible classes required for admission to the Teacher Education Program of William Carey University or have been fully admitted to the Teacher Education Program of William Carey University may qualify.

Learn More

Teacher Tuition Certificate

Teachers who have completed a service for the university can receive a certificate waiving tuition for a certain number of hours. Tuition certificates have expiration dates. These certificates are transferable to other students. To transfer a certificate requires the signature of the teacher who attained the certificate.

Tuition Certificate Submission

For questions regarding Education Scholarships, please contact the **School of Education**.

APPENDIX O

Registration Form – DCFA2025 (Hattiesburg Campus)

WILLIAM CAREY UNIVERSITY REGISTRATION FORM

Please respond to all items by filling the blank or by circling appropriate response. **All information is required.**

Date: _____

SSN # _____

Name:

Last	First	Middle	Maiden

Local address for non-campus residents including street, city, state, zip code

Local phone number

Home/Parent/Guardian/Spouse address including street, city, state, zip code

Home phone number

Billing address

Gender ☐ Male ☐ Female

Student email address _____

Student cell/mobile phone number _____ Date of birth: (MM/DD/YYYY) _____ Disabilities: _____ (Y or N)

Veteran: _____ (Y or N) Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widow(er)

Ethnicity : ☐ Black ☐ American Indian ☐ Asian ☐ Hispanic ☐ White ☐ Other _____

International students holding an F-1 visa, check here ☐ If not a U.S. citizen, country of citizenship _____

Home county or parish _____

Emergency Contact Required: _____
Name and relationship Land and cell /mobile phone numbers

Did your father graduate from a four-year college? ____ (Y or N) Did your mother graduate from a four-year college? ____ (Y or N)
(If living in a single-parent household, give information for that parent only.)

Are you a degree or nondegree seeking student at William Carey University? ☐ Degree ☐ Nondegree

Which degree are you seeking? (Circle) BA BFA BGS BM BS BSB BSN MBA MBS MED MM MS MSN EDS

Expected date of graduation: _____

Major(s) (1): _____ (2): _____

Minor(s) (1): _____ (2): _____

Concentration(s) (1): _____ (2): _____

Religious Survey Form (required of all students)

Church Denomination: _____
*****If you are a member of a **Southern Baptist Church**, complete the following.*****

Church Name	City	State
Church Related Vocation (CRV) Student: Do you have plans to go into a church related vocation: ____ (Y or N)		
If yes, please check the appropriate box (one only): <input type="checkbox"/> Pastor <input type="checkbox"/> Minister of Education <input type="checkbox"/> Minister of Music <input type="checkbox"/> Counseling		
<input type="checkbox"/> Minister of Youth/Recreation <input type="checkbox"/> Home/Foreign Missions <input type="checkbox"/> Other		

Are you LICENSED? ____ (Y or N) Are you ORDAINED? ____ (Y or N)
If yes to either question, does the university have a copy of your church license/ordination letter? ____ (Y or N) (This letter is required.)

Church	City	State
Advisor: _____		

Course Schedule

[illegible]

Total hours _____

The advisor's role at William Carey University is an important one. However, it is the full responsibility of the student to know the catalog requirements and to fulfill them.

Acknowledgement of Responsibility for Course Transferability

I understand that each college or university determines what course credit it accepts in transfer and how the credit may be used. It is my responsibility as a student to research the transfer policies of the institution/s I plan to attend and to select dual-credit courses accordingly.

Acknowledgement of Financial Responsibility

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I understand that my tuition must be paid in full, or I must make payment arrangements on or before the Thursday before the term begins. If payment is not made, I will be assessed late fees as outlined in the university catalog. I understand that I must contact the Business Office for a copy of my schedule and billing statement.

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In the event that a collection agency must be contracted to assist in the collection of any outstanding balance, or in the event that any suit is commenced to enforce payment of this agreement, the undersigned agrees to pay all costs of collection including agency costs, court costs and such additional sum of attorney fees as the court in such action may adjudge reasonable. This note shall be governed by and construed in accordance with the laws of the State of Mississippi.

Acknowledgement of Academic Responsibility

Students at William Carey University are responsible for knowing and complying with all requirements for their respective degrees as stated in their respective catalogs and for adhering to the university's policy on academic integrity as stated in the honor pledge below.

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined in *The Red Book* while enrolled at William Carey University. I have read the university's policy on academic dishonesty that explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.

Student Signature
Date

 Advisor Signature Date

APPENDIX P

Registration Form – DCFA2025 (Tradition Campus)

WILLIAM CAREY UNIVERSITY REGISTRATION FORM

Please respond to all items by filling the blank or by circling appropriate response. **All information is required.**

Date: _____

SSN # _____

Name:

Last	First	Middle	Maiden

Local address for non-campus residents including street, city, state, zip code

Local phone number

Home/Parent/Guardian/Spouse address including street, city, state, zip code

Home phone number

Billing address

Gender ☐ Male ☐ Female

Student email address _____

Student cell/mobile phone number _____ Date of birth: (MM/DD/YYYY) _____ Disabilities: _____ (Y or N)

Veteran: _____ (Y or N) Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widow(er)

Ethnicity : ☐ Black ☐ American Indian ☐ Asian ☐ Hispanic ☐ White ☐ Other _____

International students holding an F-1 visa, check here ☐ If not a U.S. citizen, country of citizenship _____

Home county or parish _____

Emergency Contact Required: _____
Name and relationship Land and cell /mobile phone numbers

Did your father graduate from a four-year college? ____ (Y or N) Did your mother graduate from a four-year college? ____ (Y or N)
(If living in a single-parent household, give information for that parent only.)

Are you a degree or nondegree seeking student at William Carey University? ☐ Degree ☐ Nondegree

Which degree are you seeking? (Circle) BA BFA BGS BM BS BSB BSN MBA MBS MED MM MS MSN EDS

Expected date of graduation: _____

Major(s) (1): _____ (2): _____

Minor(s) (1): _____ (2): _____

Concentration(s) (1): _____ (2): _____

Religious Survey Form (required of all students)

Church Denomination: _____
*****If you are a member of a **Southern Baptist Church**, complete the following.*****

Church Name	City	State
Church Related Vocation (CRV) Student: Do you have plans to go into a church related vocation: ____ (Y or N)		
If yes, please check the appropriate box (one only): <input type="checkbox"/> Pastor <input type="checkbox"/> Minister of Education <input type="checkbox"/> Minister of Music <input type="checkbox"/> Counseling		
<input type="checkbox"/> Minister of Youth/Recreation <input type="checkbox"/> Home/Foreign Missions <input type="checkbox"/> Other		

Are you LICENSED? ____ (Y or N) Are you ORDAINED? ____ (Y or N)
If yes to either question, does the university have a copy of your church license/ordination letter? ____ (Y or N) (This letter is required.)

Church	City	State
Advisor: _____		

Course Schedule

[illegible]

Total hours _____

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Acknowledgement of Responsibility for Course Transferability

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Student Signature
Date

 Advisor Signature Date

APPENDIX Q
Registration Form – DCSP2026 (Hattiesburg Campus)

WILLIAM CAREY UNIVERSITY REGISTRATION FORM

Please respond to all items by filling the blank or by circling appropriate response. **All information is required.**

Date: _____

SSN # _____

Name:

Last	First	Middle	Maiden

Local address for non-campus residents including street, city, state, zip code

Local phone number

Home/Parent/Guardian/Spouse address including street, city, state, zip code

Home phone number

Billing address

Gender ☐ Male ☐ Female

Student email address _____

Student cell/mobile phone number _____ Date of birth: (MM/DD/YYYY) _____ Disabilities: _____ (Y or N)

Veteran: _____ (Y or N) Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widow(er)

Ethnicity : ☐ Black ☐ American Indian ☐ Asian ☐ Hispanic ☐ White ☐ Other _____

International students holding an F-1 visa, check here ☐ If not a U.S. citizen, country of citizenship _____

Home county or parish _____

Emergency Contact Required: _____
Name and relationship Land and cell /mobile phone numbers

Did your father graduate from a four-year college? ____ (Y or N) Did your mother graduate from a four-year college? ____ (Y or N)
(If living in a single-parent household, give information for that parent only.)

Are you a degree or nondegree seeking student at William Carey University? ☐ Degree ☐ Nondegree

Which degree are you seeking? (Circle) BA BFA BGS BM BS BSB BSN MBA MBS MED MM MS MSN EDS

Expected date of graduation: _____

Major(s) (1): _____ (2): _____

Minor(s) (1): _____ (2): _____

Concentration(s) (1): _____ (2): _____

Religious Survey Form (required of all students)

Church Denomination: _____

*****If you are a member of a **Southern Baptist Church**, complete the following.*****

Church Name City State

Church Related Vocation (CRV) Student: Do you have plans to go into a church related vocation: ____ (Y or N)

If yes, please check the appropriate box (one only): ☐ Pastor ☐ Minister of Education ☐ Minister of Music ☐ Counseling
☐ Minister of Youth/Recreation ☐ Home/Foreign Missions ☐ Other

Are you LICENSED? ____ (Y or N) Are you ORDAINED? ____ (Y or N)

If yes to either question, does the university have a copy of your church license/ordination letter? ____ (Y or N) (This letter is required.)

Church City State

Advisor: _____

Course Schedule

[illegible]

Total hours _____

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Student Signature
Date

 Advisor Signature Date

APPENDIX R

Registration Form – DCSP2026 (Tradition Campus)

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SSN # _____

Name:

Last	First	Middle	Maiden

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Ethnicity : ☐ Black ☐ American Indian ☐ Asian ☐ Hispanic ☐ White ☐ Other _____

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☐ Minister of Youth/Recreation ☐ Home/Foreign Missions ☐ Other

Are you LICENSED? ____ (Y or N) Are you ORDAINED? ____ (Y or N)

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Church City State

Advisor: _____

Course Schedule

[illegible]

Total hours _____

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Student Signature
Date

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