

EXCEL

MISSOURI BAPTIST UNIVERSITY DUAL CREDIT

Benefits of dual credit

- Introduces students to college course-work in a more controlled environment, and often at a somewhat slower pace.
- Provides a cost-effective way for students to start their college career.
- May eliminate the duplication of general education courses
- May reduce the need to carry a heavy course load each semester.
- Provides the opportunity to finish college early, to double major, or to study abroad.
- Depends on an assessment of all course work unlike AP credit which depends on a one-time test.

What is EXCEL?

The EXCEL program, established in 1983 at Missouri Baptist University, is a dual-credit program linking Missouri Baptist University and Missouri public and private high schools. Its primary mission is to offer qualified high school juniors and seniors the opportunity to enroll in challenging courses normally taken by MBU students during their freshman and sophomore years of college.

EXCEL serves over 40 high schools located in both the St. Louis metro area and in eastern and mid-Missouri communities. The program provides classes in schools as large as 2,500 students and as small as 100 students.

Students register for the EXCEL program in their high schools near the start of each semester, pay a nominal hourly rate (currently \$63 per credit hour), complete course requirements, and then receive a grade from their classroom teacher. At this point they have on file at Missouri Baptist University a transferable college transcript; they can then request to have it sent to the college or university of their choice.



How transferable is my credit?

- Each year MBU sends hundreds of transcripts for EXCEL students to schools across Missouri and the nation.
- Due to administrative differences at each institution, MBU cannot guarantee that every course will transfer to every college or university.
- Students should call their prospective colleges before submitting the completed EXCEL registration forms.
- We suggest the following steps for students to check on the transferability of dual credit to their chosen schools:
 - A. Call the registrar at the institutions you are considering. Tell the representative your name, high school, and names of dual credit courses you are considering. It is up to the receiving institution to determine whether or not to accept your credit.
 - B. If you receive an answer you think is incorrect, it may help to call the chairperson of the academic department that pertains to the dual credit you wish to transfer.
 - C. If the university requires more information, please contact the EXCEL office.

What are the registration policies?

1. To enroll in an EXCEL class, you must have a minimum cumulative GPA of 3.0 (state guideline).
2. To earn dual credit, you must submit a registration form and pay for the course. Registration forms will be accepted from one of the following: high school office, EXCEL coordinator, or EXCEL instructor. The registration form must include all appropriate signatures.
3. **Late registrations will not be accepted. Deadlines are announced at each high school.**
4. Students must register for an EXCEL course early in the semester or year when they are taking the course at their high school. Students may not register for a course once the semester registration deadline has passed.
5. Tuition is \$63 per credit hour. **Your EXCEL registration will be purged if MBU does not receive your payment by the deadline listed on your bill.**
6. Your MBU transcript will list **all** courses for which you register, pay, and receive a grade.
7. You must complete proper prerequisite courses. If you are in a course that is a prerequisite for the next semester (or next year), you must enroll and pass to participate the following semester. Examples include Accounting, Anatomy & Physiology, English Composition and Spanish.
8. If you intend to register for ENGL 113 English Composition I, according to the MBU catalog, at the time of registration you must have a verifiable ACT English score of 18 or higher.
9. Sophomores may register only if they produce an ACT score at or above the 90%ile.
10. If you choose to drop a course, you will need to complete an EXCEL drop form and submit it to the high school EXCEL coordinator. In rare cases, refunds are available. See www.mobap/excel for details, forms and calendar. If you do not complete the course and do not submit a drop form to MBU by the appropriate date, your transcript will show an XF for the course grade.

How do I request a transcript?

- To receive credit for your EXCEL courses at the college or university you plan to attend, you must request (in writing) that MBU mail your **official transcript** to your chosen institution.
- Download a request form from <http://www.mobap.edu/transcript-requests>.
- Complete the form and fax it to Missouri Baptist University, Records Office, at (314) 744-7652. Your signature is required.
- The first transcript is free. Subsequent transcripts are \$6 each.
- Check with the receiving institution about two weeks after you request the transcript.
- To view and print your **unofficial transcript**, log in to Spartan Space and click on *My Transcript*.



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