

Spring 2020: Drury Dual Credit Timeline SEATED classes

DC Contacts & DC teachers: Below is a timeline created for spring 2020 SEATED classes. We really need to do our best to adhere to these deadlines, which will ensure paperwork is received and processed in a timely fashion in order for bills to be mailed to families.

Please note: Seniors in SEATED DC C classes may need to finish before the final deadline in order to have their grades submitted for graduation. Please let senior students know they should communicate this with their SEATED instructors.

Many of your districts pay for your students' dual credit classes. If we can adhere to these dates, you can follow up with Carol Pope (cpope002@drury.edu) and provide a list of students who have special circumstances regarding payment – the list should be sent to Carol by Friday, January 31, 2020 at 4pm.

Date	Task	Notes
Friday, December 6, 2019	Spring 2020 SEATED Enrollment Forms to high schools	I suggest making copies of forms before leaving for the holiday break, so they're ready when you return to school.
Week of January 6, 2020 Happy New Year!	Most high schools back in session.	
Tuesday, January 7, 2020 (or sometime this week depending on return date)	SEATED Enrollment Forms should be distributed to students	The DC Contact & SEATED teacher should work together to establish the process for getting forms & information to students.
Friday, January 17, 2020 (or before) Please note: This is a hard deadline!	SEATED Enrollment Forms returned to designated DC Contact at high school	This allows 10 DAYS for your students to return SEATED Enrollment Forms to DC Contact. Feel free to give your students less time - you know your students.
Friday, January 24, 2020 Please note: This is a hard deadline!	SEATED Enrollment Forms returned to Drury	This allows 1 WEEK for DC Contact to organize and get SEATED Enrollment Forms to Drury.
Friday, January 31, 2020	Deadline for ANY student, ONLINE or SEATED to add or drop a DC course.	If a student wants to DROP a course , this is the latest date they can do so without financial penalty.
Friday, March 6, 2020	All DC payment: payment plan established OR class paid in full by this date	This allows students/families 8 weeks to have received their bill and establish a form of payment.
Monday, May 18, 2020	Grades due at 8am.	Final grades must be submitted in Moodle by 8am.