McMURRY UNIVERSITY

DUAL CREDIT ACADEMY

Welcome to the McMurry University Dual Credit Academy! As a new DCA student, you will need to complete the application, admission, and registration process to enroll in your dual credit courses. Follow the steps included in this guide to complete your application.

For general inquiries or questions regarding admission and registration email **dualcredit@mcm.edu**.

General Dual Credit Academy information, course listings, application, and student application and registration portal can be accessed at mcm.edu.

Table of Contents

McMurry Terms and Resources

Application Process

Registering for Courses

McMurry Student Account Activation

Accessing your Online Courses

Paying your Bill

McMurry University Terms and Resources

Application and Registration Portal - *https://apply.mcm.edu/apply*

New students will submit their DCA application using this portal. Both new and returning DCA students will use this portal to register for classes each semester. You only need to submit one application, but you will need to submit a registration form each semester.

MyMcM - *https://mymcm.mcm.edu/ics*

MyMcM is your official student portal. MyMcM differs from your application and registration portal. In MyMcM, you will have access to your online courses, McMurry email, and course payment. You will be emailed instructions to reset your temporary pin via the personal email you provided on your application.

Dual Credit Canvas Courses

Canvas is the learning management system (LMS) platform we use for your dual credit classes. You can access your courses on the Canvas platform through MyMcM. Follow the instructions in the “Accessing Your Online Courses” section in this document.

Application Process

New Dual Credit Academy students must complete the application and admission process. Returning dual credit students can re-register for courses each semester in their application portal without reapplying. See *Registering for Dual Credit Academy courses*.

A complete Dual Credit Academy Application includes:

Online Application

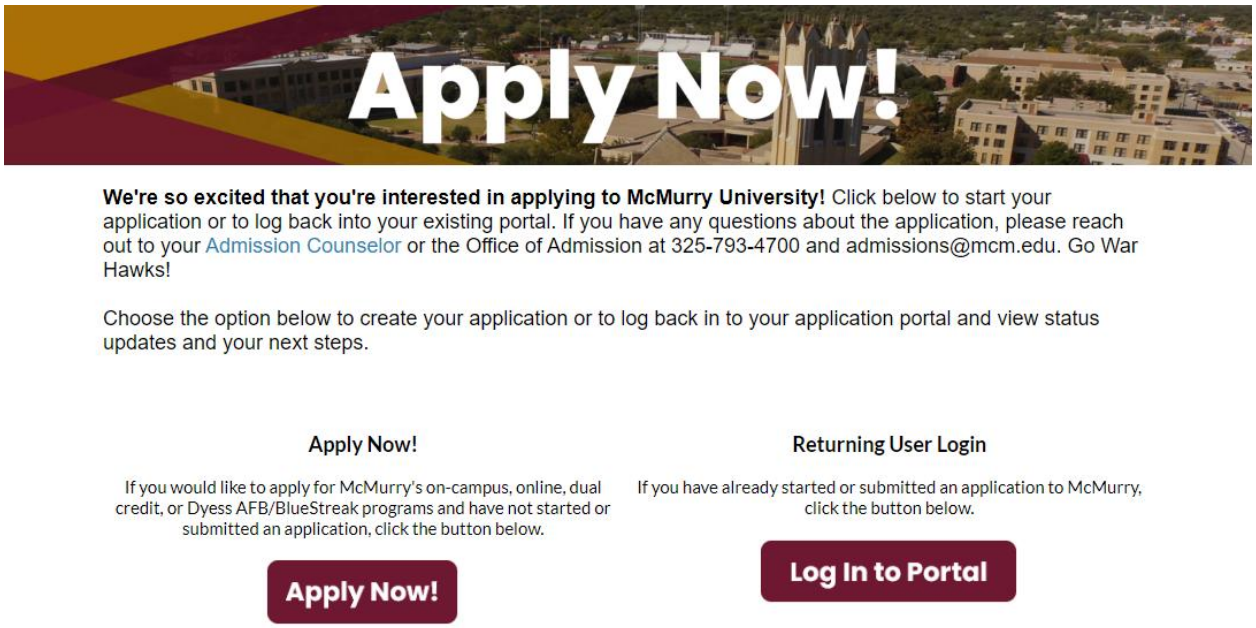
*High school endorsement from the counselor

*High school transcript

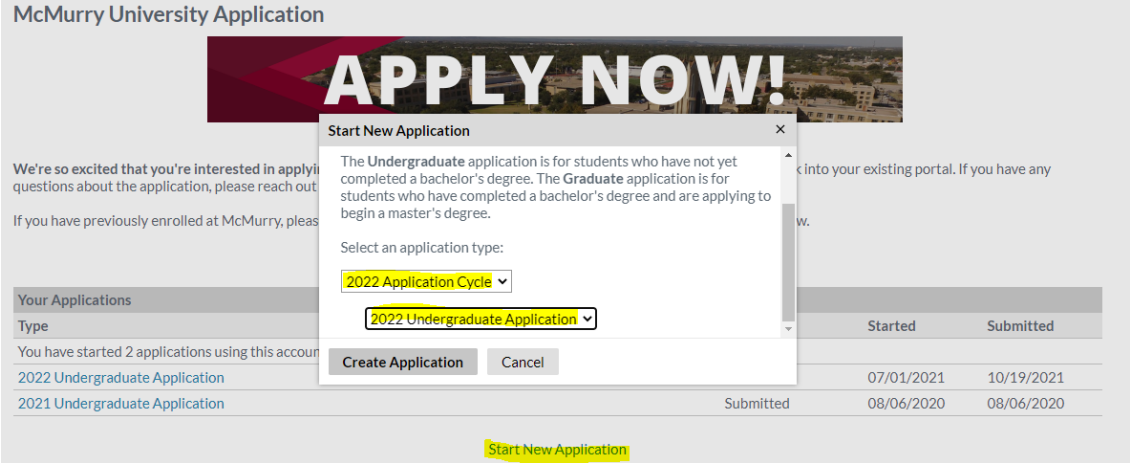
**Both the endorsement and transcript are submitted by your high school counselor.*

To submit a free application for admission, complete the following steps:

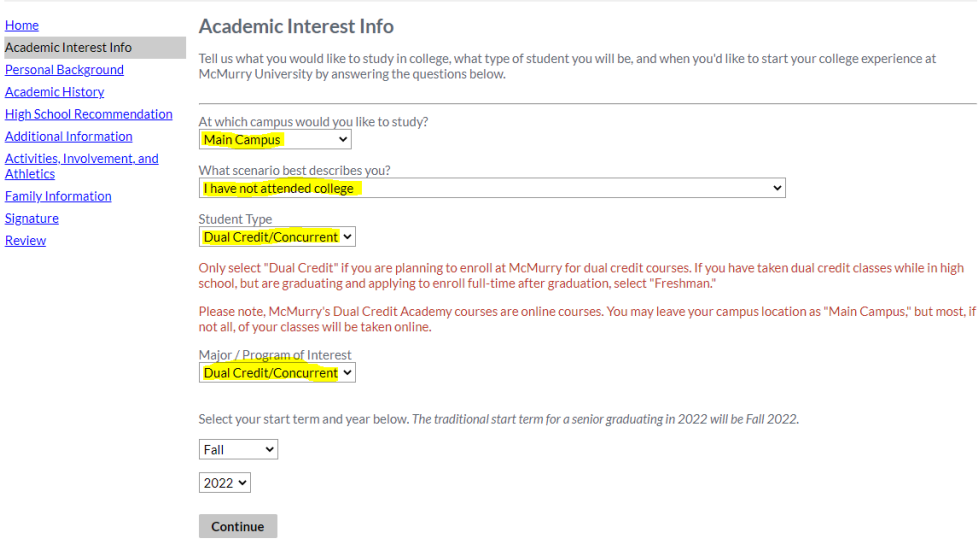
1. On the McMurry website, through the Admission section of the main menu, click “Apply Now”
2. Click “Apply Now” to create an account and begin your application. This email and password will be used to gain access to your application and registration portal. Use an email and password you can remember.



3. After creating and activating an account, you will be taken back to the application portal, where you will click “Start Application” and then select the application year and Undergraduate Application.

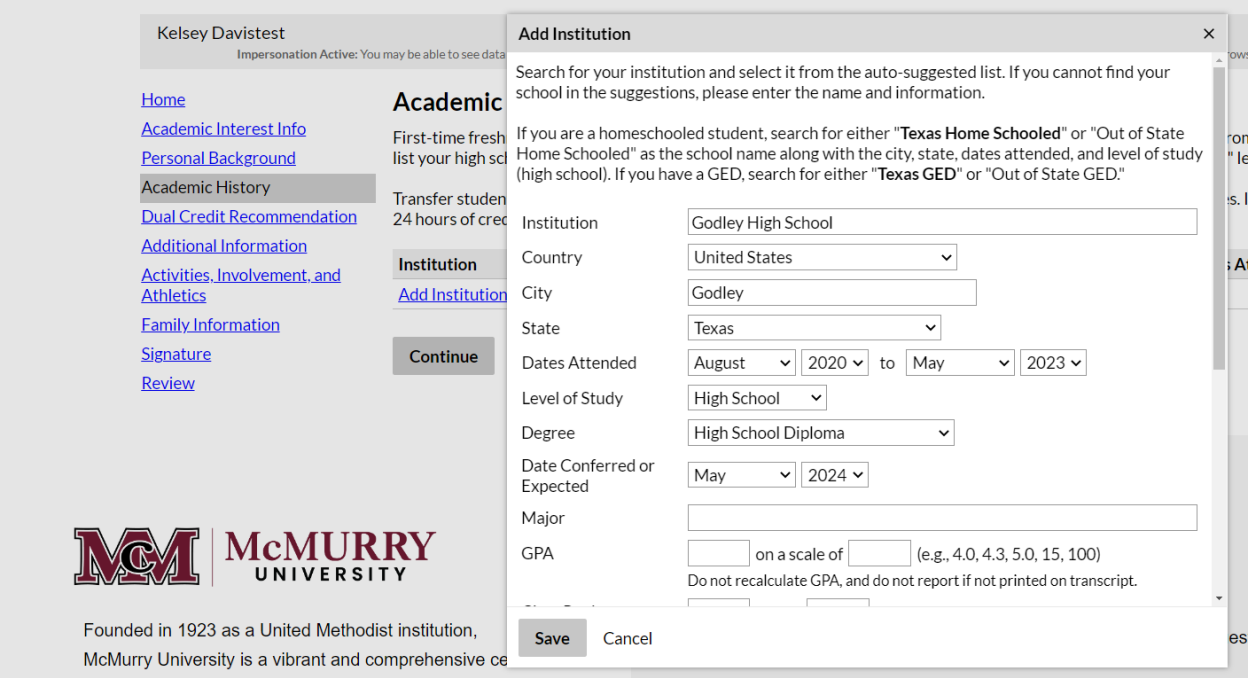


4. Select the following prompts on the first page of the application.



5. Complete the Personal Background application page.

6. Enter your high school on the Academic History page. Be sure to select “High School” as the level of study



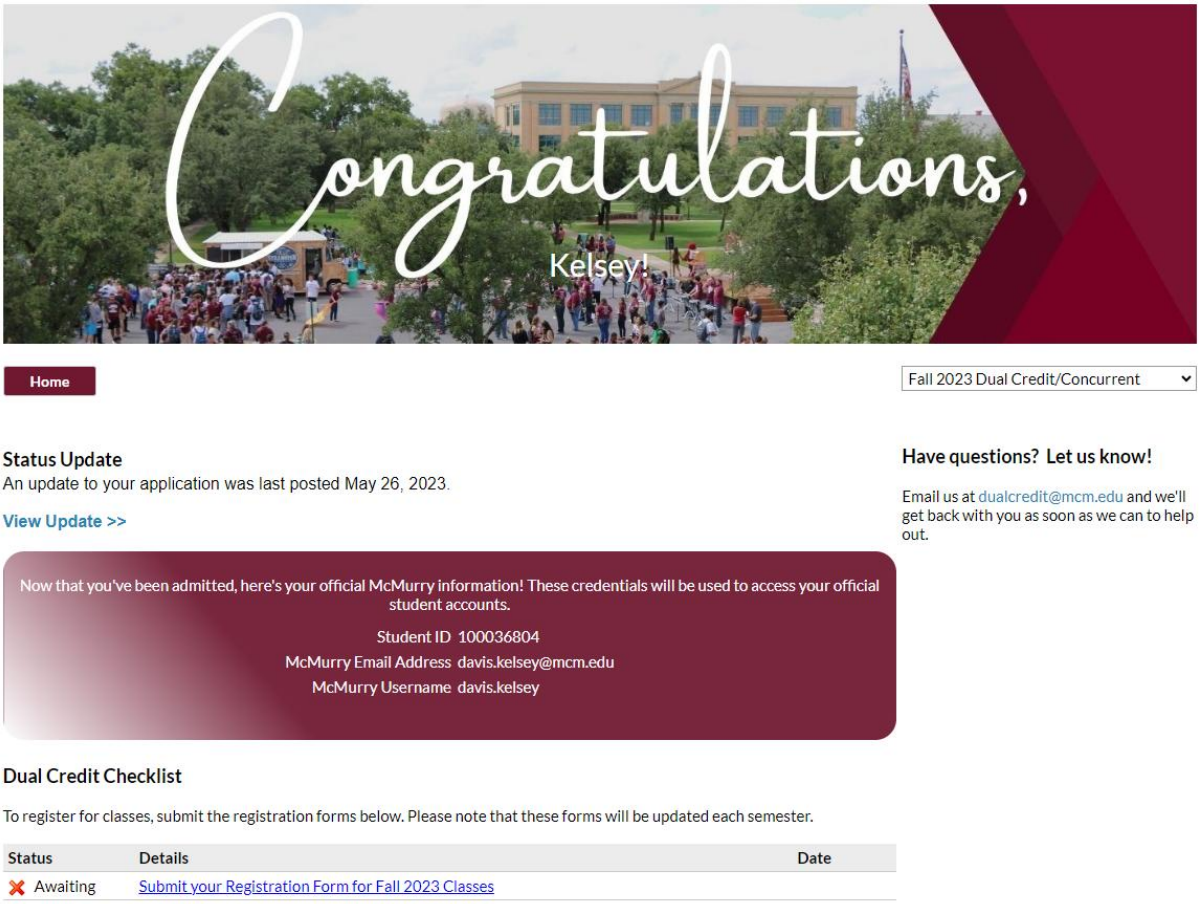
7. Complete the remaining application pages. You must provide a signature by typing in your full name on the second to last page.
8. Confirm submission of the application by clicking “Submit” on the final page.

Once your application is submitted, you will have access to your application and registration portal. Status updates, course registration request forms, document uploads, and important dates are posted and available in the portal.

Students may access their application and registration portal anytime by visiting apply.mcm.edu/apply and logging in as a returning user.

Your high school contact will provide a recommendation form and high school transcript on your behalf to complete your DCA application.

Registering for Dual Credit Academy Courses



Approved students may register for courses by submitting the registration form in their application portal. *Please note, a student ID number is required to register. Student IDs are created within 24 hours of admission and are listed in the application portal above the registration form.*

Students who have previously enrolled in Dual Credit Courses will need to log back into their application portal, open their original application, and click the new semester's registration form.

Courses listed on the form are available for the current semester and approved by each individual high school. Select courses and submit the form. Once a form is received by the Dual Credit office, students will be registered for courses by the McMurry University Registrar's Office. Please note, we encourage students to visit with their high school counselor before selecting courses to ensure they are selecting courses that will fit into their high school graduation plan.

Students will receive an email notification to the email address provided in their application that confirms their course registration.

McMurry Student Account Activation

After being admitted to McMurry, official student account credentials are created within 24-48 hours. This account will be used to access McMurry email and the official student portal, MyMcM.

1. Students will receive an email notification from no.reply@mcm.edu with unique account information. Follow the link in that email to activate the account and create a custom password.

McMURRY UNIVERSITY

Date: 27/01/2025
Dear Lauren,

Welcome to McMurry University!

This email provides essential information to access your **McMurry University Account**, granting you access to your official email account and the University's campus portal (MyMcM). **Please save this email for future reference.**

McMurry University Student ID: 100055008

McMurry University Username: warhawk.lauren1

McMurry University Email Address: warhawk.lauren1@mcm.edu

Please click on the Activate Your Account link below to begin activation. When prompted, enter your McMurry University username.

Activate Your Account

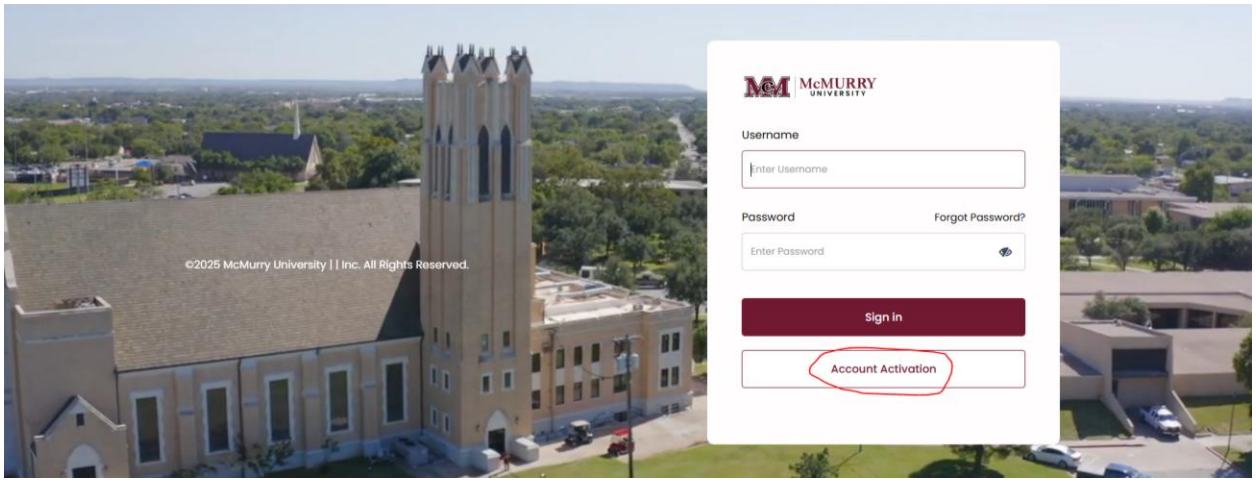
Once your account is activated, you will have access to information and services through the campus portal https://mymcm.mcm.edu and to your McMurry email inbox. Please take the time to familiarize yourself with all the information and systems available.

For questions about your account activation, or any other technical support questions, please contact our 24x7 IT-Help Desk: 325-793-4900.

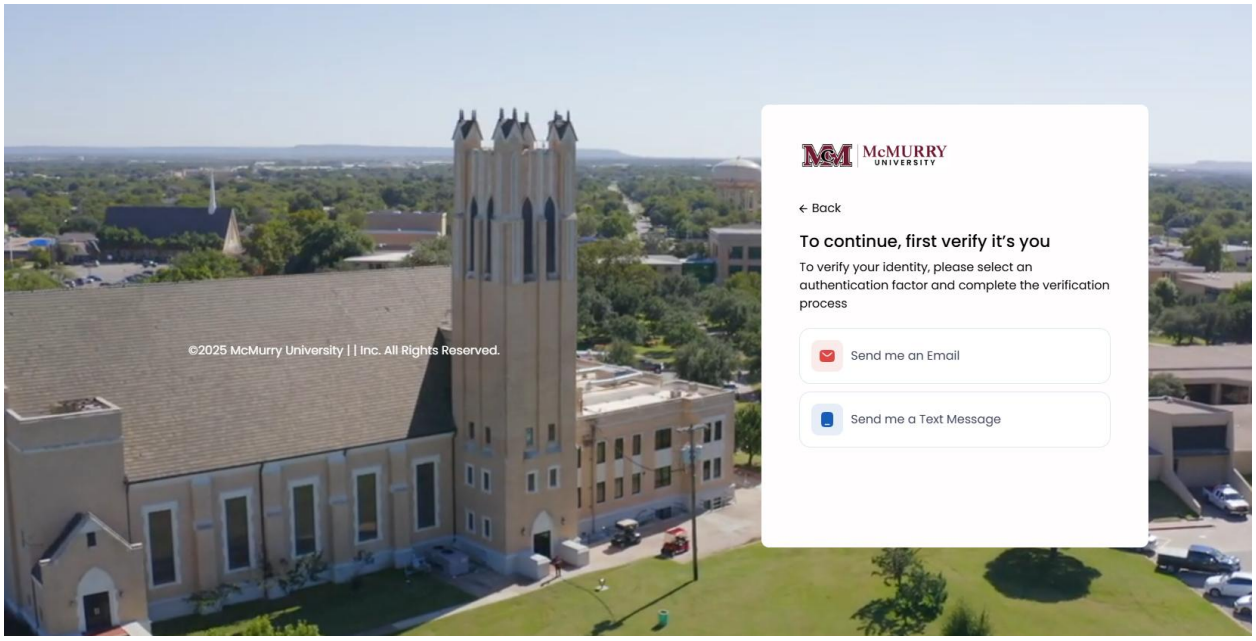
McMurry University IT Department

Notice: This is an automated message. Please do not reply directly to this email address.

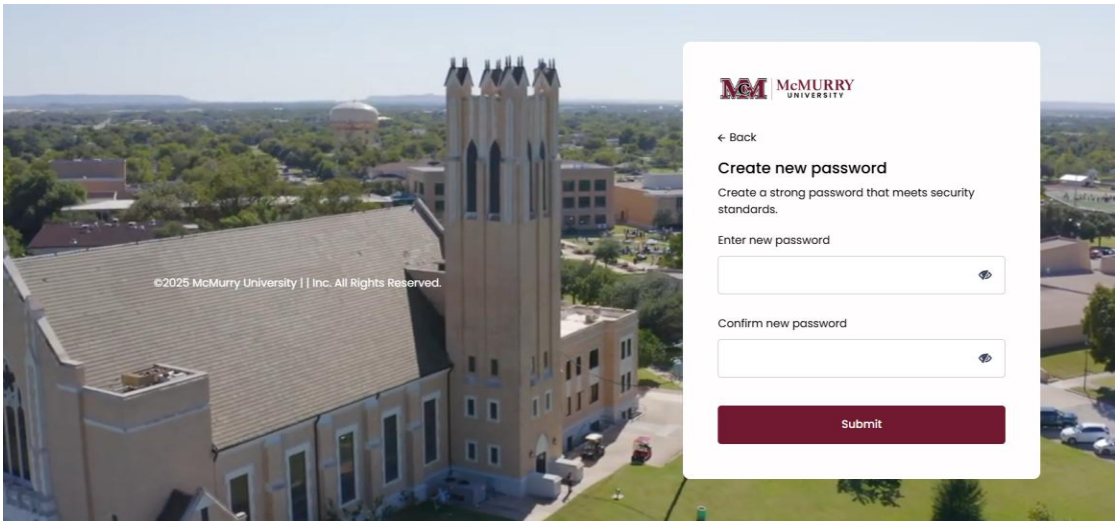
2. Click the link in the email and select “Acount Activation” on the page. Then enter your username (typically lastname.firstname) followed by your student ID, both listed in the account creation email.



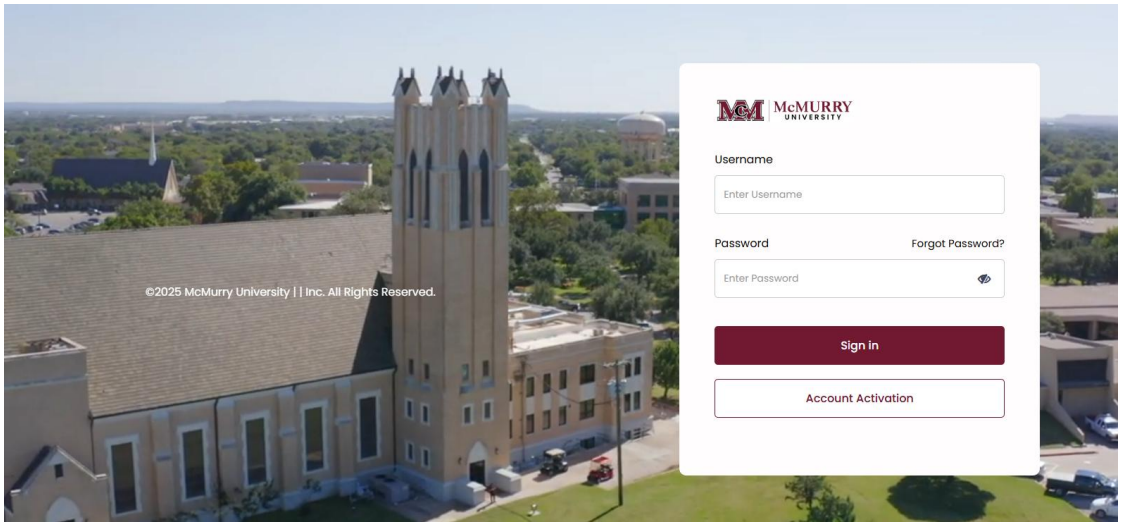
3. Select your preferred verification method. These authentication methods are based on the information listed on your application. If another method needs to be used, please contact the IT Help Desk at 325-793-4900.



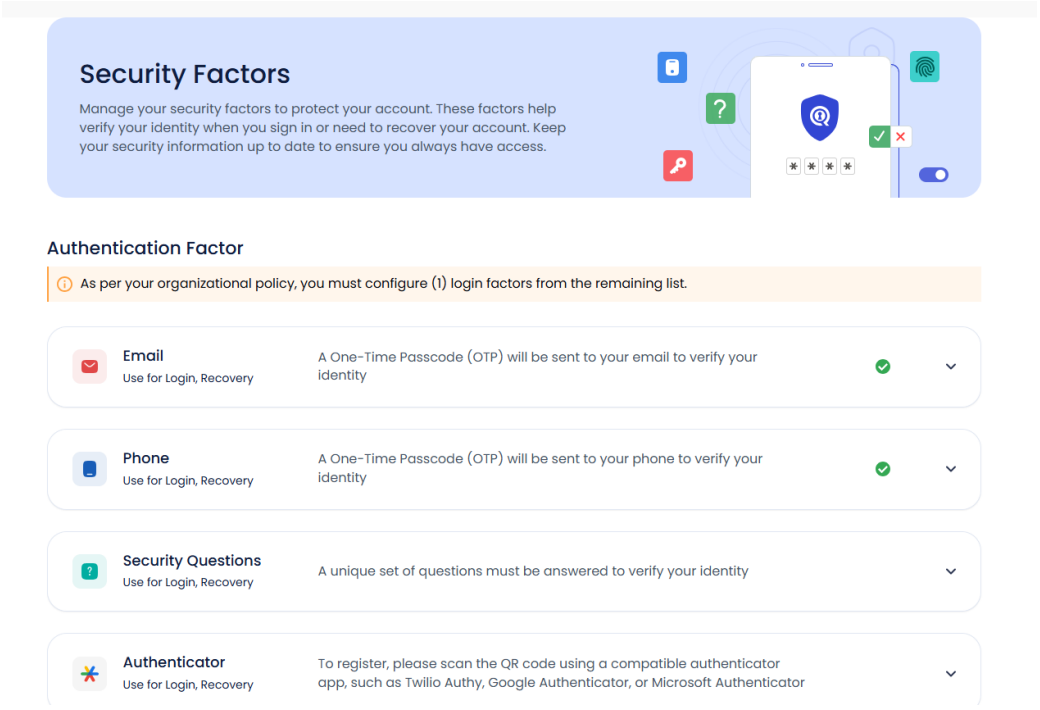
4. After receiving the verification code via email or text and entering it, you'll be prompted to create a password. Your password must meet the following requirements:
    a. 8-16 characters
    b. At least three of the following:
        i. Uppercase letter
        ii. Lowercase letter
        iii. Number
        iv. Special character (!, $, #, %, etc.)
    c. **Cannot include** your account name or part of your name
    d. **Cannot** be one of your last five passwords (if resetting)



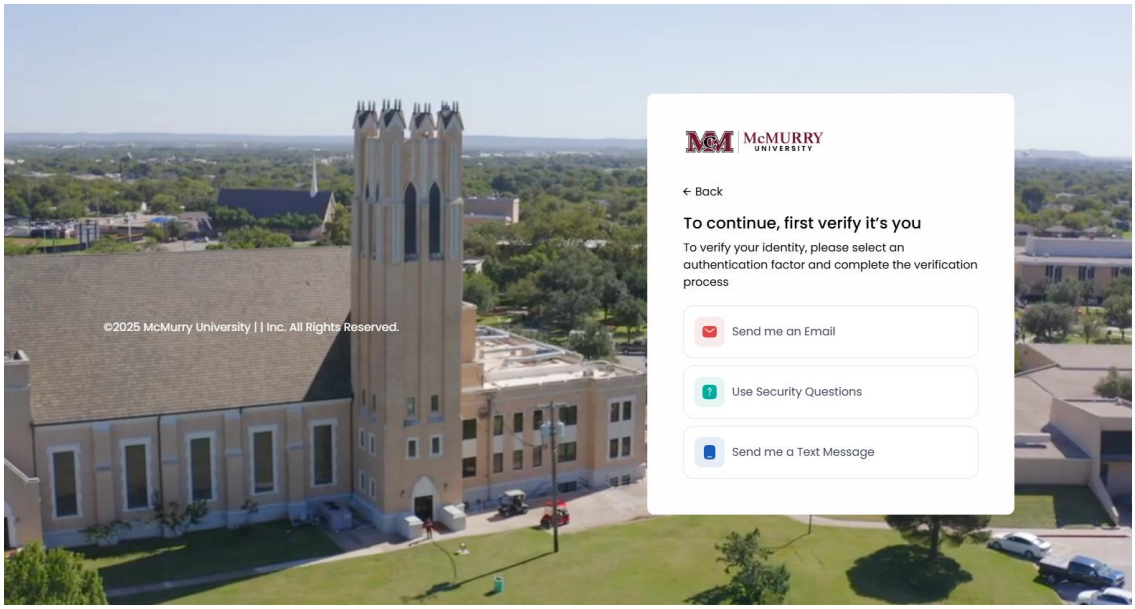
5. After creating your new password, you'll be prompted to log in and complete one additional security step. Enter your email and then the new password you just created.



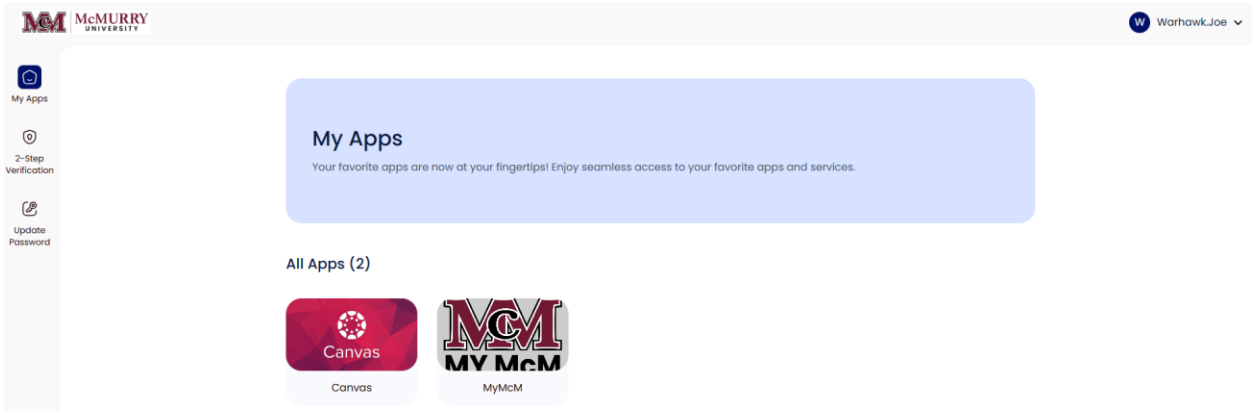
6. After logging in, you'll be directed to choose one additional security method: either security questions or using an Authenticator app such as Twilio Authy, Google Authenticator, or Microsoft Authenticator. Select which option you'd like to use and complete the required steps. *If you did not provide a mobile phone on your application, you may be prompted to complete both security questions and an Authenticator app to allow for three authentication options.*



7. After setting up your authentication methods, you'll be prompted to log in one last time, showing all methods you now have.



8. After logging in, you'll be directed to a new landing page. This landing page will contain frequently used systems, including MyMcM and Canvas.



The password created in these steps will be used for all McMurry student accounts outside of the application portal login that uses students' personal emails as login.

Accessing Your Online Courses

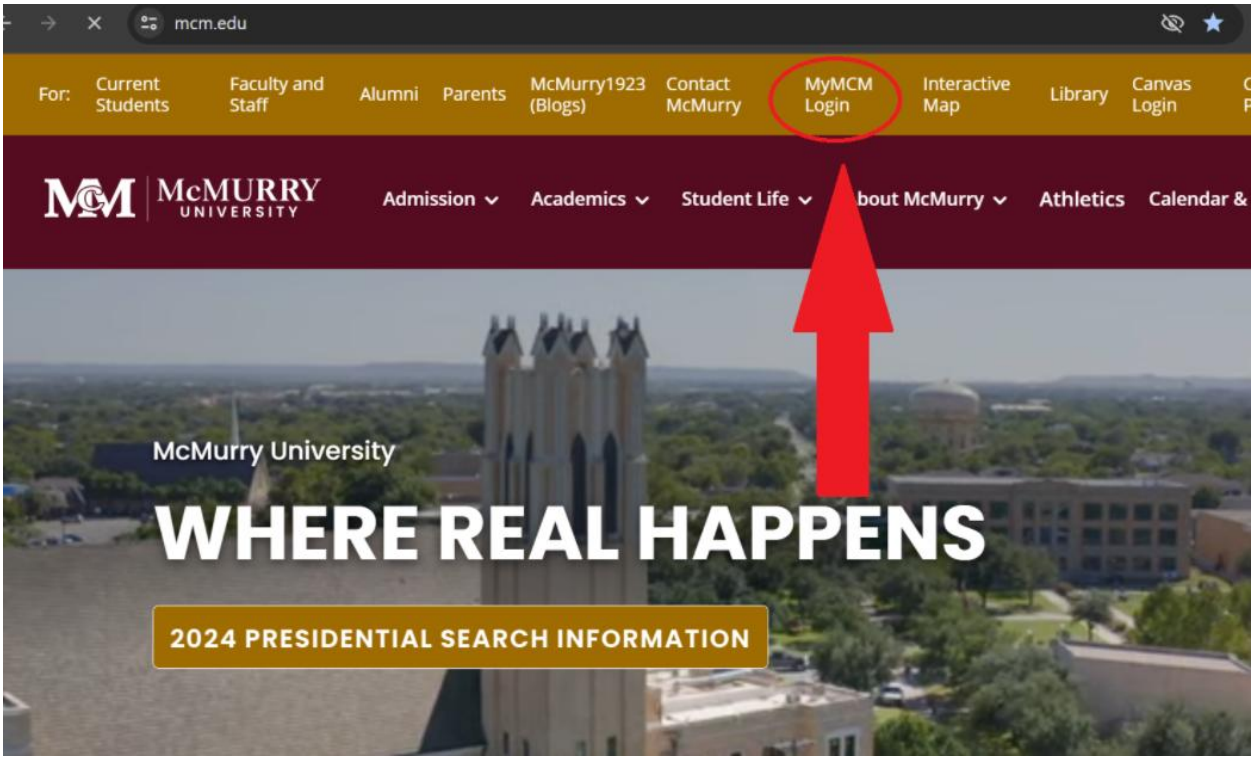
The following guide is intended to assist students with accessing their Dual Credit Academy courses. Students must first apply, gain admission, and register for courses before they can access courses. Follow the included steps to access MyMcM and gain access to courses.

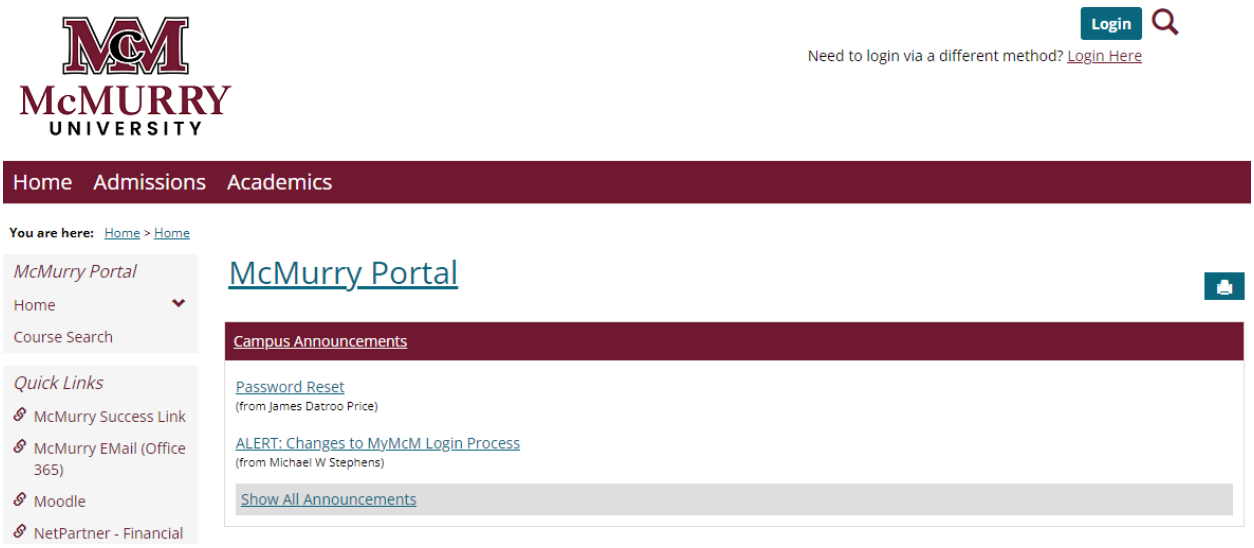
Steps to Access Online Dual Credit Courses

1. **Login to MyMcM**
2. **Select Canvas Tab in the Quick Links menu**

1. Log into MyMcM

MyMcM (mymcm.mcm.edu/ics) is the official student portal for McMurry University. To access MyMcM, click the link in the McMurry website header. Click “Login” and enter your email address and the password created in the steps above.





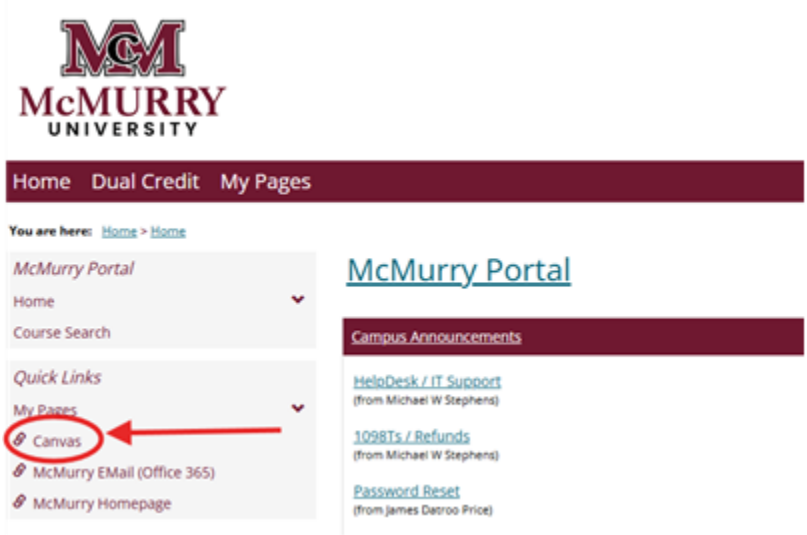
1. Click "Login"

Enter your email address and password. If you've forgotten your password, click the link to reset it. Passwords may only be reset once in a 24 hour period without contacting the IT Help Desk. If you need assistance resetting your password, contact the Help Desk at 325-793-4900. Your password must meet the following requirements:

- Minimum of 16 characters, but no more than 64 characters.
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (!, $, #, %, etc.)
- **Cannot include** your account name or part of your name

2. Select "Canvas" on the Quick Links menu on the left.

You can also select the "Dual Credit" tab on the top navigation, then choose Canvas.



Paying your Bill

If your school/district is not covering the cost of your tuition, the following steps will direct you on how to pay your tuition bill.

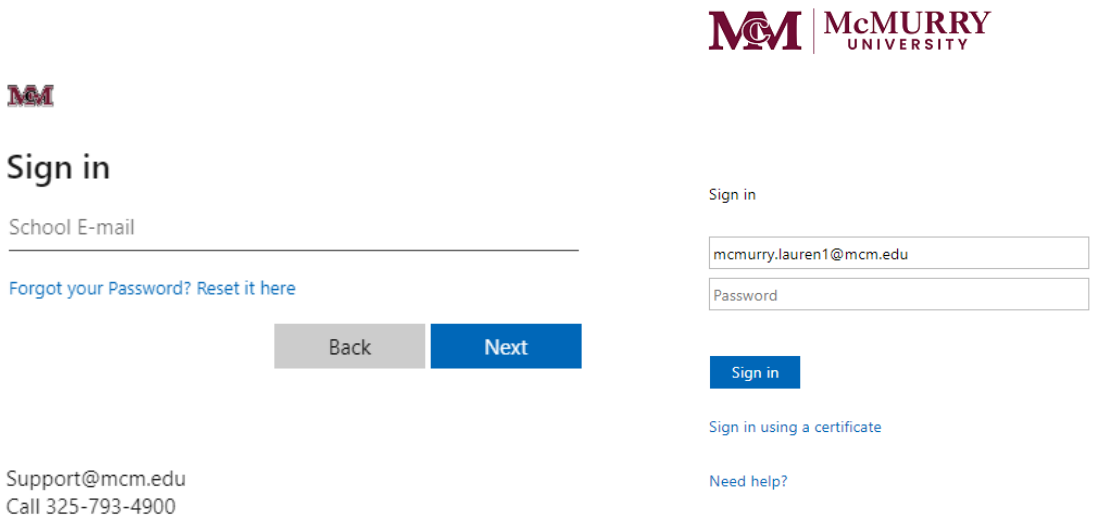
Steps to Pay Your Bill

1. **Login to MyMcM**
2. **Select Dual Credit Tab**
3. **Select Pay Your Bill – NelNet**

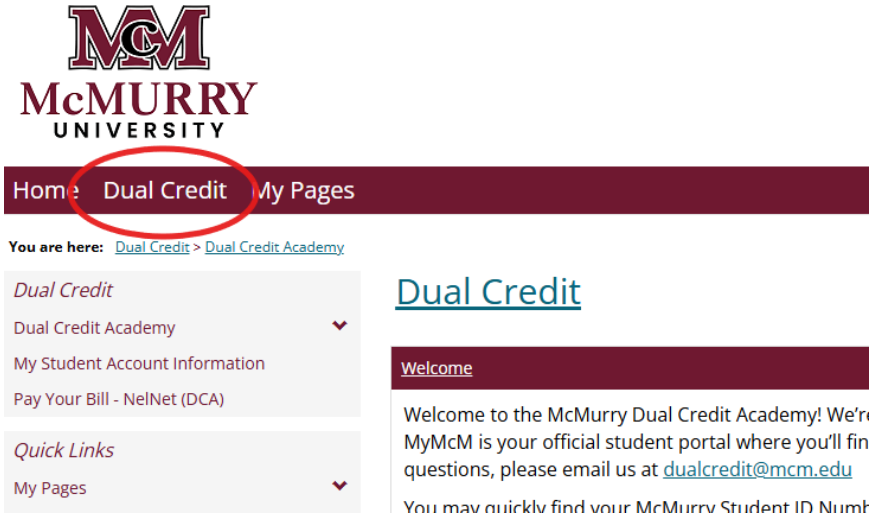
1. **Click Login:** Login to **MyMcM** *mymcm.mcm.edu* (student portal).



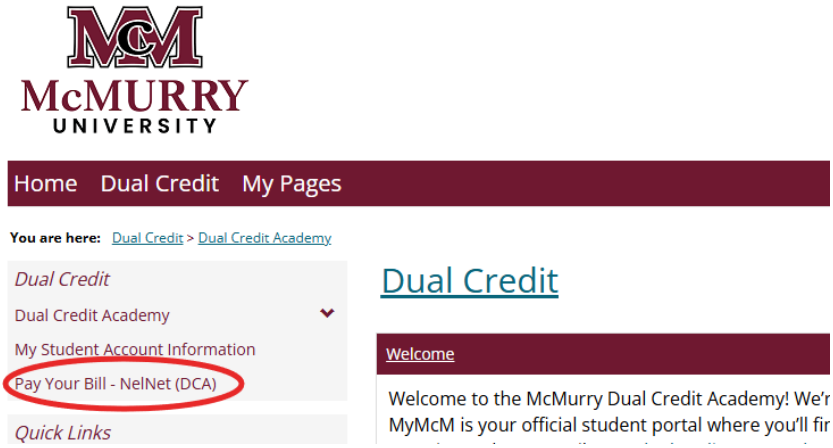
McMurry School E-mail- *lastname.firstname@mcm.edu*
Password- *you created*



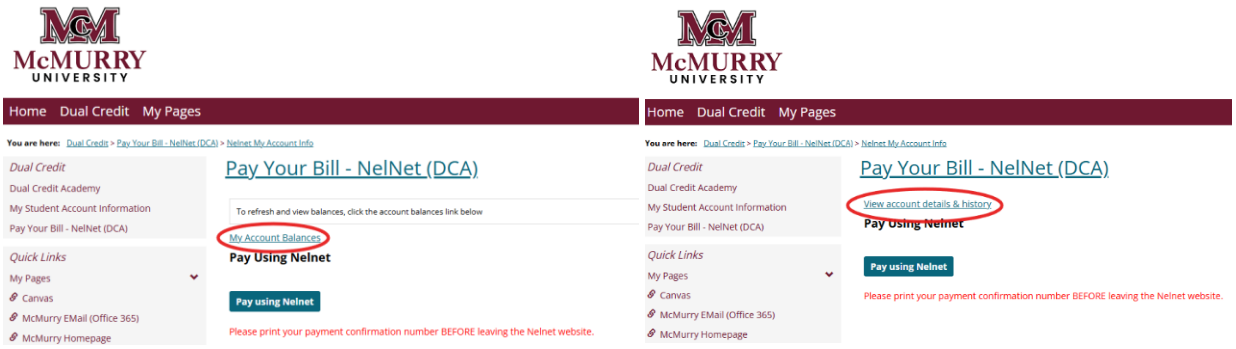
2. Navigate to the **Dual Credit** tab at the top.



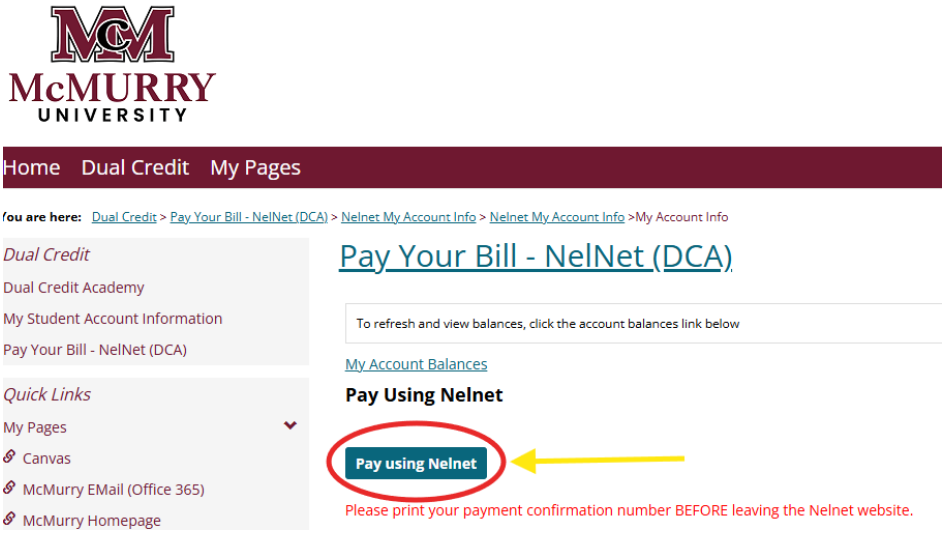
3. Navigate to the **Pay Your Bill- NelNet** section on the left.



4. ***(optional)*** To view your bill, navigate to **My Account Balances** > **View Account Details & History**



5. Navigate to **Pay Using Nelnet**. Fill out the required information.



If you have any questions, please contact our Student Billing Office at 325-793-3815.