




*find your calling*

*Contact Us!*

 270-789-5218

 [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu)

 1 University Drive UPO 782  
Campbellsville, KY 42718

**CAMPBELLVILLE UNIVERSITY  
DUAL CREDIT**

**2026-27**

*Student Handbook*

# *CU Dual Credit Student Handbook*

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## **STAFF DIRECTORY**

### **DUAL CREDIT**

Scott Necessary, Executive Director.....	(270) 789-5218
Joy Smith, Regional Coordinator.....	(502) 756-0264 ext. 6006
Dustin Webb, Regional Coordinator.....	(270) 789-5251
Cheryl Ritter, Administrative Assistant.....	(270) 789-5143
Kathy Snow, Academic Coordinator.....	(270) 789-5089
Sydney Murray, Data Specialist.....	(270) 789-5495



### **DUAL CREDIT EMAIL**

Dual Credit Team.....	dualcredit@campbellsville.edu
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### **CAMPBELLSVILLE UNIVERSITY OFFICES**

Main Line.....	(270)789-5000
Admissions.....	(270) 789-5220
Student Accounts.....	(270)789-5203
Student Records.....	(270)789-5233
Student Services.....	(270)789-5005
IT Department.....	(270)789-5012
Montgomery Library.....	(270) 789-5024
The Tiger Shop (Bookstore).....	(270) 789-5248



Welcome to dual credit program!

As a dual credit student, you can earn college credit for the courses you take during a regular high school day. That means you're getting a head start on college!

Our dual credit teachers are qualified college instructors, so the educational quality is comparable to what you would receive on a college campus. As a dual credit student, you're on a path toward a college degree. At Campbellsville University, we're making education fit the world around us. That means we offer a continually growing range of academic programs and many different formats to fit the lives of our students. Earning dual credit in high school is just the beginning of all the possibilities you'll find at Campbellsville University!

## **APPLICATION PROCESS AND REQUIREMENTS**

### **Requirements:**

Students must be a sophomore, junior, or senior with at least a 3.0 gpa in order to qualify for dual credit.

### **Submit an Application**

Students can submit an application online [here](#). Along with your application, you will need to submit a current copy of your high school transcript. If you are taking a dual credit course at your high school, then your guidance counselor will submit this for you.

## **COURSE OPTIONS**

We recommend dual credit students pursue General Education classes at the 100/200 level. Students are eligible to take dual credit courses in a variety of formats. We offer courses at high schools, various campuses, and online.

## **REGISTRATION**

Students taking courses at their high school will complete their registration at the high school. A CU representative will visit your high school at the beginning of the fall and spring semesters to complete registration.

For on-campus and online registration, please contact our office at [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu) to complete your registration.

## **TUITION**

The Kentucky Higher Education Assistance Authority (KHEAA) sets the current allowable dual credit tuition rate annually. This is a tremendous savings over the regular cost of college courses. Tuition is subject to change per school year.

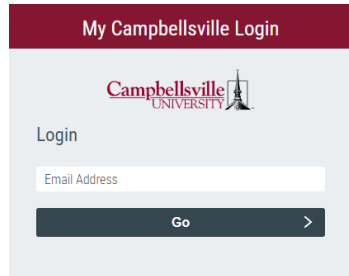
## **PAYMENT**

- **WorkDay** - Log in to your student dashboard to make a payment directly to your student account.
- **E-Market** - Visit [commerce.cashnet.com/campbellsvstore](https://commerce.cashnet.com/campbellsvstore). Scroll down and click on High School Students. You will need to know the balance due, your CU Student ID number, and the last four digits of your Social Security number.
- **Phone** - Call our Student Accounts office at 270-789-5203 to make a payment over the phone.
- **In-person** - Payment can be made in-person in the Student Accounts office at any CU campus.

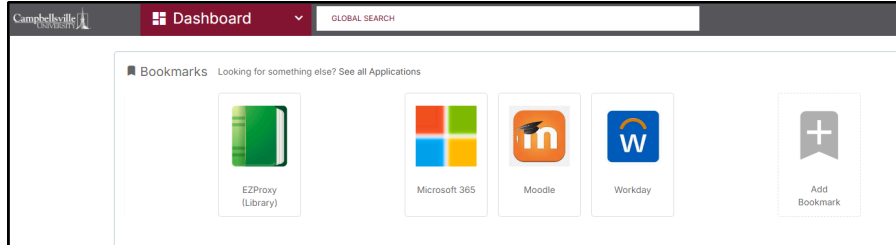
# STUDENT DASHBOARD

## How to Access your Student Dashboard

Visit [my.campbellsville.edu](http://my.campbellsville.edu) and use your CU student email and password to log in.



This will show your Student Dashboard where you can access your Student email, Moodle account, and your student WorkDay account.



# WORKDAY

## What is WorkDay?

Workday Student has replaced Tigernet and allows students to manage everything from academic records and class registrations, etc.

## WorkDay Student Help

For access to helpful guides for navigating WorkDay, visit the link [here](#):

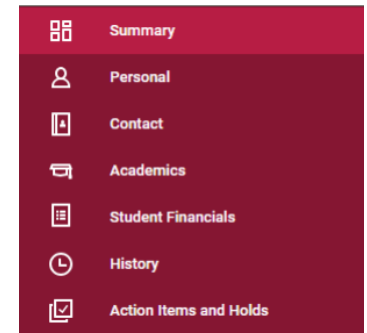
## Access Your Student Profile

From the homepage, click the person icon in the upper right-hand corner of the page and then click the **View Profile** button.



This will show a summary dashboard with information regarding academic progress, current classes, account activity, etc.

# WORKDAY FUNCTIONS



Use the tabs located on the left hand side of your WorkDay account to locate any of the items listed below.

- The Personal tab contains the following:
  - Legal and preferred names
  - Personal information such as gender, date of birth, age, and other demographics
  - Social security number
  - Housing status – whether you are residing on or off campus
  - Residency status
- The Contact tab contains the following:
  - Home contact information
  - Emergency contact information
  - Friends and family contact information
- The Academics tab contains the following:
  - Program of study
  - Current classes
  - Academic plan
  - Academic history
  - Academic progress
- The Student Financials tab contains the following:
  - Account balance
  - Transaction summaries
  - View account statement
  - Make a payment
- The History tab contains information on student notes
- The Action Items and Holds tab contains the following:
  - Outstanding tasks to complete for financial aid, admissions, or student onboarding
  - Active holds
  - Resolved holds

# MOODLE

## What's Moodle?

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. It's an online learning management system, or LMS. You will use Moodle to access digital course materials, check your grades, submit assignments, participate in discussion boards and more if you are taking a course online.

## Where do I find it?

Go to [my.campbellsville.edu](http://my.campbellsville.edu) and log in with your CU student email and password. You will see an icon for Moodle. Click on this and it will automatically connect to your Moodle account.

## Now what?

Your courses load into Moodle the week prior to the term start date. Once they have loaded into Moodle, you will see your courses listed on the homepage. Click a course to access it. Use the menu on the left to navigate to the gradebook, homework assignments and syllabus.

# IT HELPDESK

## Technical Difficulties?

The CU IT Helpdesk provides support for any technical problem that may arise.

## Getting IT Help

There are two ways to get tech support from the CU IT Team.

- Send an email stating your name, student ID number, state you are a dual credit student and describe your issue to [it\\_helpdesk@campbellsville.edu](mailto:it_helpdesk@campbellsville.edu). This will generate an IT ticket and a representative will reach out to you in a timely manner.
- Call (270)789-5012 Monday-Friday from 8:00am-12:00pm and 1:00pm-5:00pm EST.

# STUDENT EMAIL

## Accessing Your Student Email

Once you've completed your dual credit application, you will receive an email that says "A Task Awaits You." Click the link in the email to complete your Student Onboarding. This will prompt you to set up your student email and password. Once you've set up your student email, you will use this to log into WorkDay.

## Log In to Your Student Email

Go to [www.outlook.com/students.campbellsville.edu](http://www.outlook.com/students.campbellsville.edu) to login to your student email account. If this is the first time you are accessing the account, you will be prompted to set up two-factor authentication using the Microsoft Authenticator app. Download the app to your phone and follow the instructions.

# TEXTBOOKS

Website link: [campbellsville.textbookx.com](http://campbellsville.textbookx.com)

## Order your textbooks in 3 easy steps!

1. Log in to the website to view your personalized course page.
2. Select from new, used, ebook, rental, and Marketplace options.
3. Check out and deliver. Complete your order in just 5 minutes!

## Commonly Asked Questions

### How do I track my order on the website?

Log into the website and click "Track" at the top of the page. Then enter your Order ID and email address to view shipping status and tracking numbers.

### How do I contact my Marketplace seller?

Click "Help" at the top of the website and then click "Contact Marketplace Seller." If the seller doesn't respond in 48 hours, please contact the bookstore.

### How do I find digital access information?

Log into the website, click on your username at the top right, and then click "eLibrary." The eLibrary lists all of your digital items and includes information on where and how to access them.

### Have More Questions?

Visit [campbellsville.textbookx.com/help](http://campbellsville.textbookx.com/help) to use the dynamic help tool, send an email, or call the help line.

Watch this video to learn how to access and order your textbook(s) by clicking here:

<https://www.youtube.com/watch?v=QsMEzuIHavk>

# INCLUSIVE ACCESS

The following courses use digital textbook materials called Inclusive Access that are automatically charged to your student account. These materials will be available in your Moodle account on the first day of class.

**Please note:** If you drop the course before the second week of class, the IA charge will be removed from your account. If you withdraw from the course after this date, the charge cannot be refunded.

IA Course	Cost	IA Course	Cost
ACC 223 - Principles of Accounting	\$143	MTH 111 - College Algebra	\$118
CIS 100 - Computer Concepts and Applications	\$142	MTH 112 - Trigonometry	\$95
MTH 100 - Intermediate Algebra	\$95	PSY 111 - General Psychology	\$94
MTH 110 - College Mathematics	\$95		
**If you prefer to purchase your materials elsewhere, you can opt out through the bookstore link in your course on Moodle.			



## **KHEAA SCHOLARSHIP**

### **INFO**

#### **KHEAA Dual Credit Scholarship**

KHEAA offers a Dual Credit Scholarship that is available for Kentucky residents who are a Junior or Senior enrolled in an approved dual credit class.

#### **KHEAA Work Ready Scholarship**

KHEAA also offers a Work Ready Scholarship that is available for Kentucky residents who are enrolled as a Freshman, Sophomore, Junior or Senior in an approved CTE (Career and Technical Education) class.

If you attend a private or public high school, you can apply for these scholarships at your high school.

If you are a homeschool student, you can download and complete an application to mail in for these scholarships from KHEAA's website [here](#).

#### **Work Ready Eligible Course List:**

ACC 223	Principles of Accounting I	ECE 140	Guidance of the Young Child
ACC 224	Principles of Accounting II	ECE 230	Child Development II
BA 100	Introduction to Business	ECE 280	Approaches to Curriculum and Methods
BA 301	Marketing I	ECO 221	Macroeconomics
BA 311	Principles of Management	ECO 222	Microeconomics
BIO 221	Human Anatomy and Physiology I/Lab	ED 220	Introduction to Teaching
BIO 222	Human Anatomy and Physiology II/Lab	ED 300	Human Development and Learning Theory
CIS 100	Computer Concepts and Applications	ED 310	Instructional Technology
CJ 101	Introduction to the Criminal Justice System	ED 325	Teaching Diverse Learners
CJ 200	Fundamentals of Homeland Security	SWK 210	Intro to Social Work
CJ 215	Criminal Investigation		
CJ 232	Juvenile Justice in America		
CJ 235	Criminology		
CJ 334	Introduction to Criminal Law		

# **MICROSOFT OFFICE**

## **Installing the Microsoft Office Package**

CU Students are granted usage of Microsoft Office programs via their student email address. Follow these steps to download Microsoft Office to your PC or laptop.

- Go to [www.office.com/getoffice365](http://www.office.com/getoffice365)
- Enter your student email address on the bottom left and click "Get Started."
- Click "I'm a student."
- Create an account with the information requested and provide the verification code sent to your email address.
- Click "Start" and follow the prompts.

# **ONLINE LIBRARY ACCESS**

## **Montgomery Library Online**

The Montgomery Library is an incredibly helpful search tool that allows you to research thousands of documents remotely from anywhere you choose to be. To access it, click on this link:

<https://www.campbellsville.edu/academics/academic-affairs/montgomery-library/>

# **THIRD PARTY ACCESS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Read more here: <https://studentprivacy.ed.gov/>

Dual credit students will need to grant Third Party Access to parent/guardian through their WorkDay student account. This allows a parent/guardian access to their student's information, grades, and payment information. Visit our website and click on WorkDay Student Help to find the instruction on how to grant access or visit this website:

<https://www.campbellsville.edu/academics/workday/workday-student-help.html>

# **TRANSFERABILITY OF CREDITS**

Most, if not all, CU courses will transfer to other universities. However, Students are responsible for determining the transferability and equivalency with the university where they will be transferring the credits.

**Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).**

# **CHEATING/PLAGIARISM**

CU's policy on Academic Integrity states: "Each person has the privilege and responsibility to develop one's learning abilities, knowledge base, and practical skills. We value behavior that leads a student to take credit for one's own academic accomplishments and to give credit to others' contributions to one's course work. These values can be violated by academic dishonesty and fraud."

Plagiarism and cheating are examples of academic dishonesty and fraud and neither will be tolerated. Plagiarism is quoting or paraphrasing a phrase, sentence(s), or significant amounts of text from a web or print source, without using quotation marks and citations. The plagiarist submits the work for credit in a class as part of the requirements. Examples of cheating include cheating on a test, copying someone else's paper or an assignment and submitting the work as your own.

If a student commits plagiarism or cheats during any program or course, the professor will decide on one or both of two penalties: a zero for that assignment and/or an F for the course. If the student commits more than one act of plagiarism or cheating, the student will be placed on immediate academic suspension.

# **STUDENT ID CARD**

As a Dual Credit student, you are eligible to receive a student ID card. This ID card entitles students to free admission to on-campus athletic events and most university concerts and theatrical productions. You may receive discounts or special rates from several local businesses. You can also use the university library, pool and computer labs.

If you are interested in receiving a student ID, you need to send a request accompanied by a closeup photo of yourself to [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu) with a mailing address if you wish to have it mailed to you.

## COLLEGE TRANSCRIPT

In order to receive a copy of your college transcript click on the link [here](#) to request it. There is a fee to order your transcript. Be sure to wait to request your transcript until all your grades have been posted. If you request your transcript too early you may find that not all your grades are listed and will need to order an additional transcript.

You can also view an unofficial transcript by logging in to your WorkDay student account.

## ATTENDANCE & ABSENCES

Click [here](#) to view CU's Undergraduate student attendance policy.

## WITHDRAW AND DROP DEADLINES

### **Fall Deadline**

The fall deadline to drop classes is **October 1st**. This applies for both Fall classes and yearlong classes. If you drop a class after this date, you will receive a W on your transcript and be required to pay tuition.

### **Spring Deadline**

The Spring deadline is **March 1st**. If you drop a class after this date, you will receive a W on your transcript and be required to pay tuition.

### **Online Bi-term Deadline**

The deadline to drop an online bi-term course is week 4 of the course. If you drop after this date, you will receive a W on your transcript and be required to pay tuition.

In order to withdraw or drop from a class you are taking at your high school, notify your teacher and guidance counselor as well as your dual credit coordinator. If you are needing to withdraw or drop an online or on-campus class, you need to notify the dual credit office directly at [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu).

## STUDENT COMPLAINT PROCESS

### **GRIEVANCE POLICY**

If an individual has a grievance, they should complete a student complaint form by logging in with your student email and clicking on 'Student Complaints' at the bottom of the [homepage](#). Once the grievance is filed, the student will receive an initial written response or follow up questions through their Campbellsville University student email account. The Office of Student Services will review all student service related grievances and respond accordingly.

## THINGS TO REMEMBER

- No Transcript will be released until your outstanding balance is paid in **FULL**.
- If you withdraw from school before your course and/or term has ended, there will be no refund of payment.
- Tuition owed for any courses not covered by a KHEAA scholarship will need to be paid in full each semester.

## STUDENT CHECKLIST:

### **LET'S RECAP! HERE'S WHAT YOU NEED TO REMEMBER:**

1. Submit an Application
2. Submit a Current Transcript
3. Pick your Courses
4. Log in to your CU Student Email
5. Log in to your Student Dashboard
6. Log in to Moodle
7. Find your Classroom (If you're taking a course on a CU campus)
8. Read the Syllabus
9. Buy Your Textbook (Online and OnCampus Only)
10. Pay Tuition and Apply for Scholarships

# TITLE IX POLICY

## Notice of Non-Discrimination

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University's non-discrimination policies:

Title IX Coordinator	Director of Personnel Services
AD7, Campbellsville University	AD7, Campbellsville University
1 University Drive, UPO 944	1 University Drive, UPO 944
Campbellsville, KY 42718	Campbellsville, KY 42718
TITLEIXCOORDINATOR@campbellsville.edu	HRQUESTIONS@campbellsville.edu
(270) 789-5092	(270) 789-5016

For further information on notice of non-discrimination or the address and the phone number of the office that serves your area, or call 1-800-421-3481.

Campbellsville University has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The sexual misconduct policy can be found at:  
<https://www.campbellsville.edu/policy/title-ix-policy-procedure/>.

**To file a report or complaint of sexual misconduct, contact the Title IX Coordinator, whose contact information is listed above, or use this QR code to complete an online reporting form:**



**Sexual Misconduct Reporting Form**

CU's Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

Find your Calling  
at  
Campbellsville  
University

