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UMSL | Advanced Credit Program

Registration Guide

Updated July 2024

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01 Important Dates and Information

Registration Dates

Fall 2024 registration is open from **Monday, August 19th** until **Monday, September 9th**.

Spring 2025 registration is open from **Monday, January 6th** until **Monday, February 10th**.

No late registrations are accepted.

Signing In

A Google, Yahoo, or Microsoft account is required for each student. This ensures that students do not register multiple times and allows students to re-enter the registration site if necessary.

If two students from the same family are registering, they cannot use the same Google, Yahoo, or Microsoft account.

Payment

No payment is due at the time of registration.

After registration, bills will be mailed to both the student's physical address and to the parent's email. It will be addressed to the student.

Be sure to check junk and spam folders when looking for emails!

Submit a payment by the due date in order to avoid late fees and interest charges.

Tuition must be paid **IN FULL** by the end of the semester of registration.

Parent Approval

When a student finishes their application, their parent or guardian will automatically be sent an email so that they can electronically approve their student's application.

Parent approval is due by the close of registration. Please enter correct email addresses or we may not be able to process your application, and you will not receive credit.

Parent Approval Deadlines

Fall 2024 Parent Approval closes **Tuesday, September 10th.**

Spring 2025 Parent Approval closes **Tuesday, February 11th.**

Counselor Approval

After parent approvals are complete, the ACP office will contact school counselors for enrollment verification.

Enrollments are not complete until:

1. Students register
2. Parents approve the enrollment
3. The high school verifies the student's enrollment eligibility

Additional Information

Students may **not** register for the same course twice.

If a student registers for a year-long course in the Fall, they do **not** need to re-register in the Spring.

To withdraw from a course, the student, parent, teacher, or counselor must inform the ACP office: acp@umsl.edu

02 Creating an Account and Registering

Go to www.umsl.edu/acp

UMSL | Advanced Credit Program

[Apply Now >](#)

[Request Info >](#)

[Give >](#)



[Advanced Credit Program](#) [Advanced Credit Program](#) ▾ [Dual Enrollment Program](#) ▾ [Student & Parents](#) ▾ [Adjuncts and Liaisons](#) [Contact Us](#)

A wide-angle photograph of a modern university campus. In the foreground, a large, multi-tiered fountain with several water jets is set in a pond. Behind the fountain is a large, multi-story brick building with a prominent circular glass-enclosed tower. The building has a green roof and is surrounded by green lawns and trees. A skybridge is visible on the left side of the building.

Advanced Credit Program

Click “Register” under the “Advanced Credit Program” tab

UMSL | Advanced Credit Program

Apply Now >

Request Info >

Give >



Advanced Credit Program | Advanced Credit Program ▾ | Dual Enrollment Program ▾ | Student & Parents ▾ | Adjuncts and Liaisons | Contact Us

Register

Eligibility

Paying for your ACP
Courses

Drop your ACP Course

Request a Transcript

Reinstating your ACP
courses

Advanced Credit Program

Follow the link: “Click here to Register”

UMSL | Advanced Credit Program

[Apply Now >](#)

[Request Info >](#)

[Give >](#)



[Advanced Credit Program](#) [Advanced Credit Program](#) ▼ [Dual Enrollment Program](#) ▼ [Student & Parents](#) ▼ [Adjuncts and Liaisons](#) [Contact Us](#)

A photograph of several students sitting at desks in a classroom, focused on their work. One student in the foreground is wearing a black t-shirt with 'OF' and 'IC' visible. Another student is wearing a blue hoodie. They are surrounded by papers, pencils, and backpacks.

Register for the Advanced Credit Program

[Click here to Register](#) for the Advanced Credit Program.

Select your high school and press “Continue”

UMSL

ACP student

Log In

What high school do you attend?*

Select High School here

Continue

Sign in with a Google, Yahoo, or Microsoft account



ACP student

Log In

UMSL Advanced Credit Program : Login

Login using your Google account (Gmail) or Yahoo by clicking on a button below.

You selected high school _____ ✓ If this is not correct, [click here](#) to go back and select the correct high school, otherwise continue with the login below.

⚠ Please Note: If you are currently logged in to a google or yahoo account, that account will be used to authenticate so you may want to log out before continuing. The student's Yahoo or Google account should be used.



Sign in with a Google, Yahoo, or Microsoft account

UMSL

ACP student

Log In

UMSL Advanced Credit Program : Login

Login using your Google account (Gmail) or Yahoo by clicking on the link below.

You selected high school _____ ✓ If this is not correct, [click here](#)

⚠ Please Note: If you are currently logged in to a google or yahoo account, that account will be used to authenticate so you may want to log out before continuing. The student's Yahoo or Google account should be used.

 Sign in with Google

Sign In with YAHOO!

Students using a Microsoft/Outlook account can follow the “Sign in with Google” link.

Registering with an Existing Account

If you have previously registered with the ACP, you must log in with the **same** email you used previously.

Likewise, if you used your legal name or nickname, you must enter it the same way it was entered during your initial login.

Otherwise, the steps are the same as logging in with a new account.

Confirm the information below and press “Continue”



ACP student

Log In

Hello, Louie Triton!

You have successfully logged in using the Google Login below

IMPORTANT - Next time you log in to the UMSL Dual Enrollment site, use the SAME Google account

If you wish to log in with a different account than the one below, click 'LOGOUT' above and log in again using preferred account

EMAIL:

louietriton@example.edu

First Name:

Louie

Last Name:

Triton

Continue

Confirm the information below and press “Continue”



ACP student

Log In

Hello, Louie Triton!

You have successfully logged in using the Google Login below

IMPORTANT - Next time you log in to the UMSL Dual Enrollment s

If you wish to log in with a different account than the one below, click 'LOGOUT' above and log in

EMAIL:

louietriton@example.edu

First Name:

Louie

Last Name:

Triton

Continue

Checking the information is important because, if another person is already logged in with Google or Yahoo on your computer, their account information may automatically fill in instead of your own.

Enter your profile information and press “Continue”



ACP student

Log In

i SSN must be valid. You will be entered into the UMSL student information system with the given number. ×

High School

Social Security Number*

 Show

First Name*

Last Name*

Student/Applicant email address*

Student/Applicant address again to confirm*

Birthdate


Continue

Confirm the information and click “Continue to create Profile”



ACP student

Log In

 We do not find a profile for you so one will be created

You Entered:

First Name:	Louie
Last Name:	Triton
Birth Date:	09/30/1963
SSN:	<input type="text" value="*****"/> <input type="checkbox"/> Show
Email Address:	louietriton@example.edu

If the above is not correct, use the browser back button to correct.

Continue to create Profile

Your profile is complete! Proceed to the application



ACP student

Log In

UMSL Advanced Credit Program : Application/Registration Progress

Louie Triton - Below is the check list for your 2024 Fall Semester Registration

- ✓ Profile info complete
- ⚠ Application Incomplete [Click here to complete.](#)
- ⚠ Select Courses (After Application is complete)

Complete the required application information and press “Continue”

UMSL Advanced Credit Program : Student Application

Complete Application Information below

Fill in required fields below indicated by asterisk (*). Please make sure the information is accurate and up to date to ensure fast registration process

Social Security Number* Show

Last Name*

First Name*

Middle Name

Student/Applicant email address*

Student/Applicant address again to confirm*

Parent's First Name*

Parent's Last Name*

Parent's Email address*

Parent's Email address again*

* By providing this parent email address, you have granted the university permission to share specified financial records and class schedule information with this person. Billing emails will be sent to this email address in addition to a paper billing statement containing detailed information. There will not be an opportunity to change this email address later so please make sure that it is accurate. Instructions on how to set up the account will be sent to the provided parent's email address prior to the billing due date.

Permanent Address:

Address*

City*

County*

State*

Zip*

Phone*

Mailing Address (if different):

Mailing Address

Mailing Address line 2

City

State

Zip

Home/Cell*

Student's year*

Gender

Previous UMSL Student? Yes No

If Yes, enter student number(s) known:

Circle Group

If you are not a USA citizen, what country are you a citizen of?

Foreign student: Was SCANA?

Lived in Missouri since?

If less than one year, enter previous city/state

Complete the required application information and press “Continue”

UMSL Advanced Credit Program : Student Application

Complete Application Information below

Fill in required fields below indicated by asterisk (*). Please make sure the information is accurate and up to date to ensure fast registration process.

Social Security Number* Show

Last Name*

First Name*

Middle Name

Student/Applicant email address*

Student/Applicant address again to confirm*

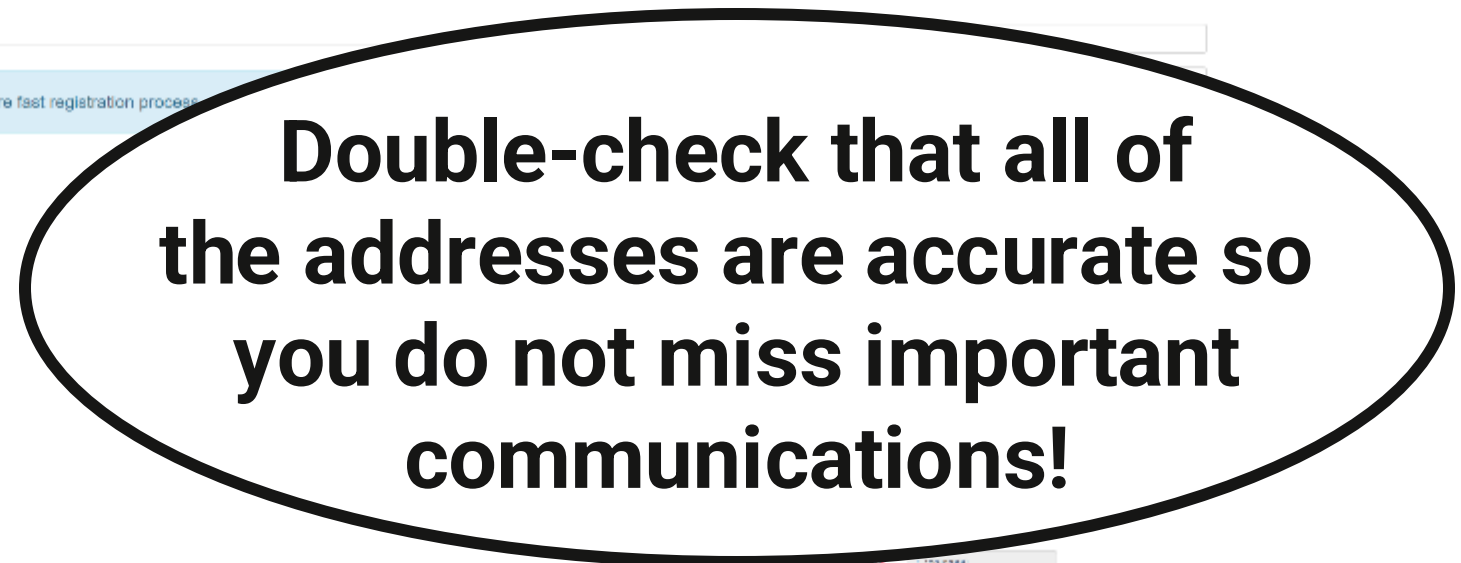
Parent's First Name*

Parent's Last Name*

Parent's Email address*

Parent's Email address again*

* By providing this parent email address, you have granted the university permission to share specified financial records and class schedule information with this person. Billing emails will be sent to this email address in addition to a paper billing statement containing detailed information. There will not be an opportunity to change this email address later so please make sure that it is accurate. Instructions on how to set up the account will be sent to the provided parent's email address prior to the billing due date.



Permanent Address:

City:

State:

Education year*

Credits:

Previous UMSL Student: Yes No

If you enter student number(s) known:

Circle Group:

If you are not a USA citizen, what country are you a citizen of?

Foreign student: Was SCANA?

Lived in Missouri since?

If you are not a USA citizen, enter your country/region:

Your application data is complete! Proceed to course selection



ACP student

Log In

UMSL Advanced Credit Program : Application/Registration Progress

Student application data submitted successfully, however the registration process is not complete. You must proceed to select ACP courses next



Ben Andrews - Below is the check list for your 2024 Fall Semester Registration

- ✓ Profile info complete
- ✓ Application Data [Click here to review/edit.](#)
- ⚠ [You need to Select ACP Courses \(click here\)](#)

Select your desired courses and press “Agree and Submit”



ACP student

Log In

UMSL Advanced Credit Program : Course Select

You indicated you will graduate from high school : _____ in 2026.

Please select courses for 2024 Fall Semester below

High School Course / UMSL Course name

1.
2.
3.
4.

READ THIS: By clicking on 'Agree and Submit' below, you understand that you are applying for registration in a UMSL college course, and will be considered a college student with the same rights and responsibilities. You are also giving permission to UMSL faculty and staff, at their discretion, to discuss your academic and financial records with your parents or guardians. **Your application will not be considered complete without:**

- A principal or counselors approval - (They will approve online)
- Your Parent/Legal Guardian signature accepting financial responsibility and giving ACP staff members permission to discuss your application with the designated person(s) - (obtained via parent email you provided)

Agree and Submit

Your student application is complete! Check for next steps



ACP student

Log In

| Louie Triton - Below is the check list for your 2024 Fall

- ✓ Profile info complete
- ✓ Application Data [Click here to review/edit.](#)
- ✓ Semester Application exists (Application ID = 203161)

Next Steps

An approval form will be sent to the parent's email for them to approve the student's enrollment.

After the application is approved by the parent, a list of registered students will be sent to the school counselor for approval.

More information is available in the next section.

03 Parent and Counselor Approval

After the student registers, parents will receive this email:

UMSL Advanced Credit Application - YOUR APPROVAL NEEDED



as598lha@umsl.edu

to me ▼

Fri, Jul 12, 10:27 AM (6 days ago)



Dear Parent/Legal Guardian:

Your student ____ has submitted an application for ACP courses at UMSL.

By electronically signing your student's application, you are recommending that your student be permitted to register in a UMSL college course. If your student is accepted and enrolled in the course, a fee will be assessed. As parent or guardian, you are agreeing to accept responsibility for payment. No payment is due at the time of registration. Your student will be invoiced by the University. **Please note:** According to FERPA, at the secondary school level, parents have a right to review student records but that right is transferred to the student at the post-secondary school level. Your approval and electronic signature signifies you understand the necessity to obtain your student's permission for UMSL to discuss your student's records with you.

Please click the link below to be taken to a website where you will provide your electronic signature for approval or denial of your student's college credit option.

<https://apps.umsl.edu/webapps/ITS/ACP/parent/approve.cfm?id=203161&key=8C9E36E7B043C58CAC7837B27FC9B2CC>

**Follow
this link!**

Parents may either approve or deny student enrollment



ACP student

UMSL Advanced Credit Program : Parental Approval

The following Spring 2018 ACP Courses have been requested. ACPID 87584

Reg Key	UMSL ref no.	Course	Teacher
123456	98765	COURSE TITLE	MR. SOANDSO

Your student (Jane) has submitted an application for ACP courses at UMSL.

By electronically signing your student's application, you are recommending that your student be permitted to register in a UMSL college course. If your student is accepted and enrolled in the course, a fee will be assessed and you, as parent or guardian, agree to accept responsibility for payment. No payment is due at the time of registration. Your student will be invoiced by the University. **Please note:** According to FERPA, at the secondary school level, parents have a right to review student records but that right is transferred to the student at the post-secondary school level. Your approval and electronic signature signifies you understand the necessity to obtain your student's permission for UMSL to discuss your student's records with you.

Agree and Submit Electronic Signature

By clicking "I do NOT agree - my student CANNOT enroll" you are **not** agreeing to the terms listed above and in doing so, preventing your student from being permitted to register for the UMSL ACP college credit portion of their high school course(s). The student will not receive UMSL ACP credit for their current course(s) and will not have an opportunity to do so at a later date.

I do NOT agree - my student CANNOT enroll



Counselor Approval

After the application is approved by the parent, a list of registered students will be sent to the school counselor for approval.

Once the student has registered and BOTH the parent and counselor have confirmed their approval, the student's enrollment is complete.