



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.

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

New students will submit their DCA application using this portal. 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 portal. In MyMcM, you will have access to your online courses, McMurry email, and course payment and registering for classes each semester. 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.



We're so excited that you're interested in applying to McMurry University! Click below to start your application or to log back into your existing portal. If you have any questions about the application, please reach out to your [Admission Counselor](#) or the Office of Admission at 325-793-4700 and admissions@mcm.edu. Go War Hawks!

Choose the option below to create your application or to log back in to your application portal and view status updates and your next steps.

Apply Now!

If you would like to apply for McMurry's on-campus, online, dual credit, or Dyess AFB/BlueStreak programs and have not started or submitted an application, click the button below.

Apply Now!

Returning User Login

If you have already started or submitted an application to McMurry, click the button below.

Log In to Portal

- 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.

The screenshot shows the McMurry University Application portal. A large banner at the top says "APPLY NOW!". Below it, a modal window titled "Start New Application" is open. The modal contains the following text: "The Undergraduate application is for students who have not yet completed a bachelor's degree. The Graduate application is for students who have completed a bachelor's degree and are applying to begin a master's degree." Below this, it says "Select an application type:". There are two dropdown menus: the first is set to "2022 Application Cycle" and the second is set to "2022 Undergraduate Application". At the bottom of the modal are two buttons: "Create Application" and "Cancel".

In the background, the portal shows a table of applications:

Type	Started	Submitted
2022 Undergraduate Application	07/01/2021	10/19/2021
2021 Undergraduate Application	Submitted	08/06/2020

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

The screenshot shows the "Academic Interest Info" section of the application. On the left is a navigation menu with links: Home, Academic Interest Info (selected), Personal Background, Academic History, High School Recommendation, Additional Information, Activities, Involvement, and Athletics, Family Information, Signature, and Review.

The main content area has the following prompts and selections:

- Tell us what you would like to study in college, what type of student you will be, and when you'd like to start your college experience at McMurry University by answering the questions below.
- At which campus would you like to study? **Main Campus**
- What scenario best describes you? **I have not attended college**
- Student Type: **Dual Credit/Concurrent**
- Only select "Dual Credit" if you are planning to enroll at McMurry for dual credit courses. If you have taken dual credit classes while in high school, but are graduating and applying to enroll full-time after graduation, select "Freshman."
- Please note, McMurry's Dual Credit Academy courses are online courses. You may leave your campus location as "Main Campus," but most, if not all, of your classes will be taken online.
- Major / Program of Interest: **Dual Credit/Concurrent**
- Select your start term and year below. The traditional start term for a senior graduating in 2022 will be Fall 2022.
- Start term: **Fall**
- Year: **2022**
- Continue** button

- 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

The screenshot shows the McMurry University application portal. On the left is a navigation menu with links: Home, Academic Interest Info, Personal Background, Academic History (highlighted), Dual Credit Recommendation, Additional Information, Activities, Involvement, and Athletics, Family Information, Signature, and Review. The main content area is titled 'Academic History' and includes instructions for first-time freshmen and transfer students. A modal window titled 'Add Institution' is open, allowing the user to enter school information. The form fields are as follows:

Add Institution	
Search for your institution and select it from the auto-suggested list. If you cannot find your school in the suggestions, please enter the name and information.	
If you are a homeschooled student, search for either "Texas Home Schooled" or "Out of State Home Schooled" as the school name along with the city, state, dates attended, and level of study (high school). If you have a GED, search for either "Texas GED" or "Out of State GED."	
Institution	Godley High School
Country	United States
City	Godley
State	Texas
Dates Attended	August 2020 to May 2023
Level of Study	High School
Degree	High School Diploma
Date Conferred or Expected	May 2024
Major	
GPA	on a scale of (e.g., 4.0, 4.3, 5.0, 15, 100)
Do not recalculate GPA, and do not report if not printed on transcript.	
Save	Cancel

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.

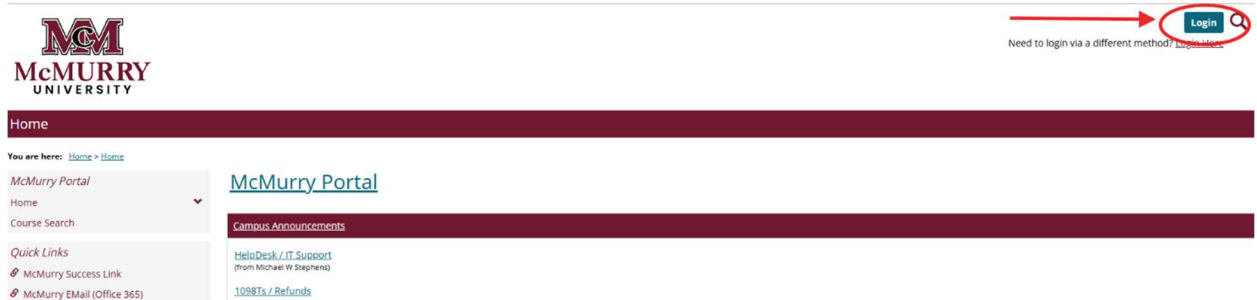
Students may access their application anytime by visiting apply.mcm.edu/apply and logging in as a returning user.

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

Students will register for classes in their MyMcM Student Portal.

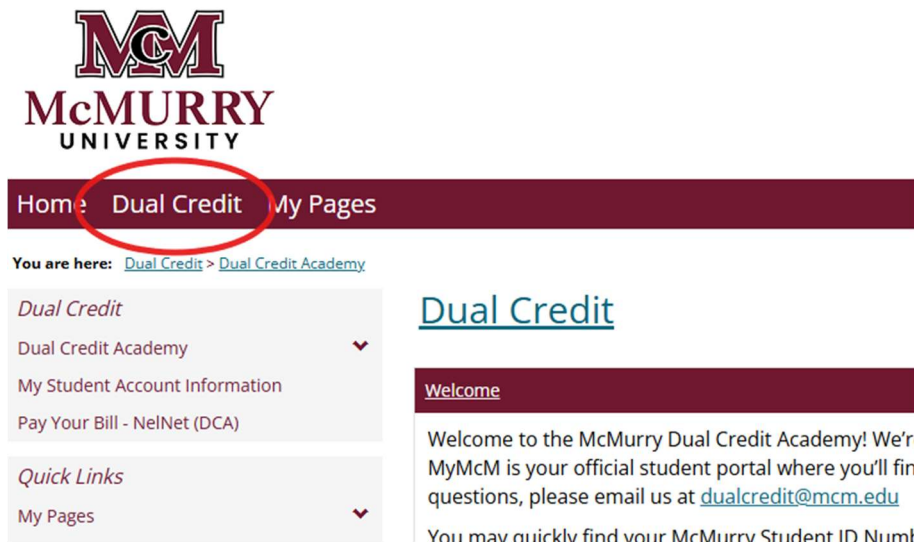
1. Click **Login** to **MyMcM** mymcm.mcm.edu (student portal).



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 **Register for Classes** section. Then select the registration form for the correct semester (Ex: Summer 2025 or Fall 2025)

The screenshot shows the McMurry Dual Credit Academy website. The navigation bar at the top includes 'Home', 'Dual Credit', and 'My Pages'. The left sidebar contains links for 'Dual Credit', 'Dual Credit Academy', 'My Student Account Information', 'Pay Your Bill - NetNet (DCA)', 'Quick Links', 'My Pages', 'Canvas', 'McMurry Email (Office 365)', and 'McMurry Homepage'. The main content area is titled 'Dual Credit' and includes a 'Welcome' message, a 'My Unofficial Transcript' section (with a note that there is no data for this division), an 'Order an Official McMurry Transcript' section, and a 'Download 1098-T' section. A yellow arrow points to the 'Register for Classes' link in the right sidebar. The right sidebar also shows a 'My Course Schedule' section for 'Luna Warhawk' and a 'Registration for Summer and Fall 2025' section with links for 'Summer 2025' and 'Fall 2025'.

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 noreply@mcm.edu with unique account information. Follow the link in that email to activate the account and create a custom password.



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

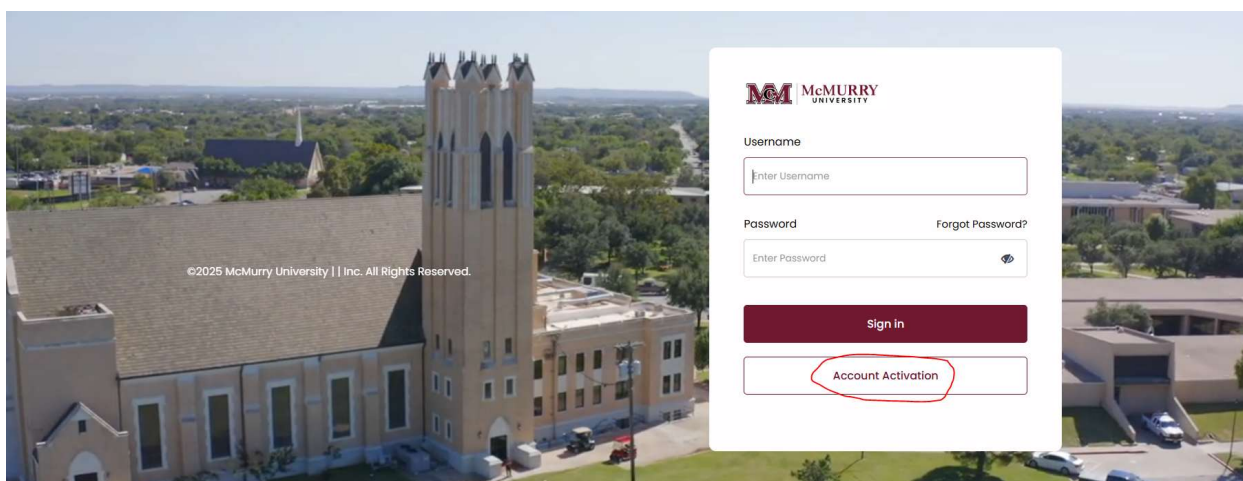
Once your account is activated, you will have access to information and services through the campus portal <https://mymcm.mcm.edu> and to your McMurry email inbox. Please take the time to familiarize yourself with all the information and systems available.

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

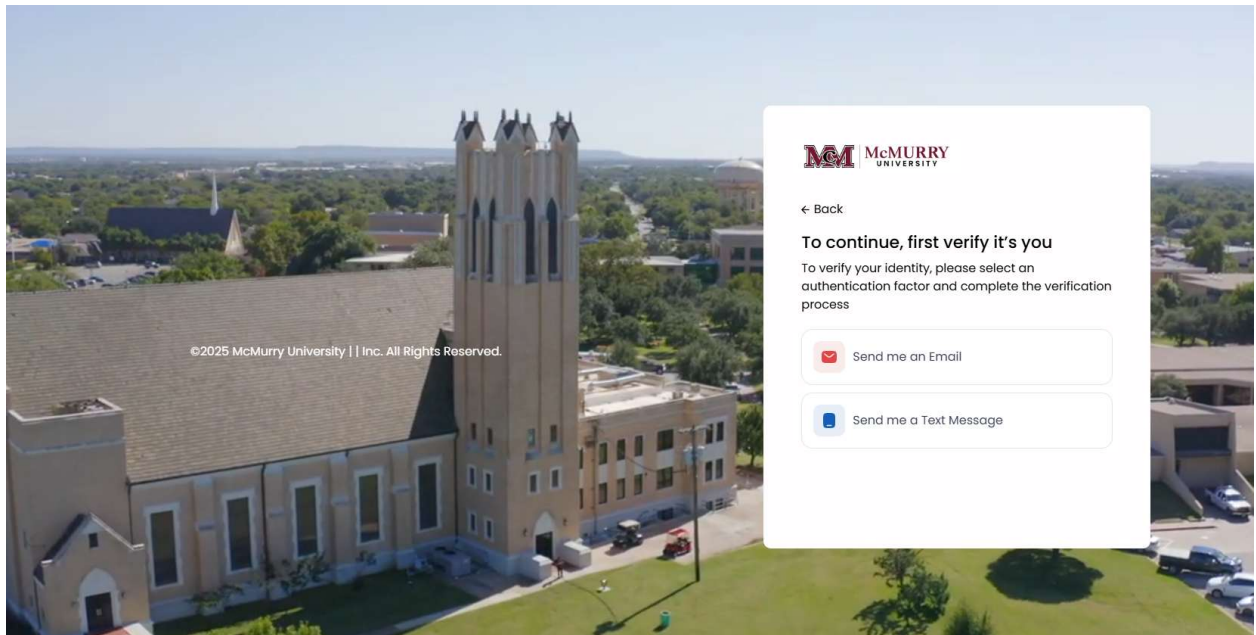
McMurry University IT Department

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

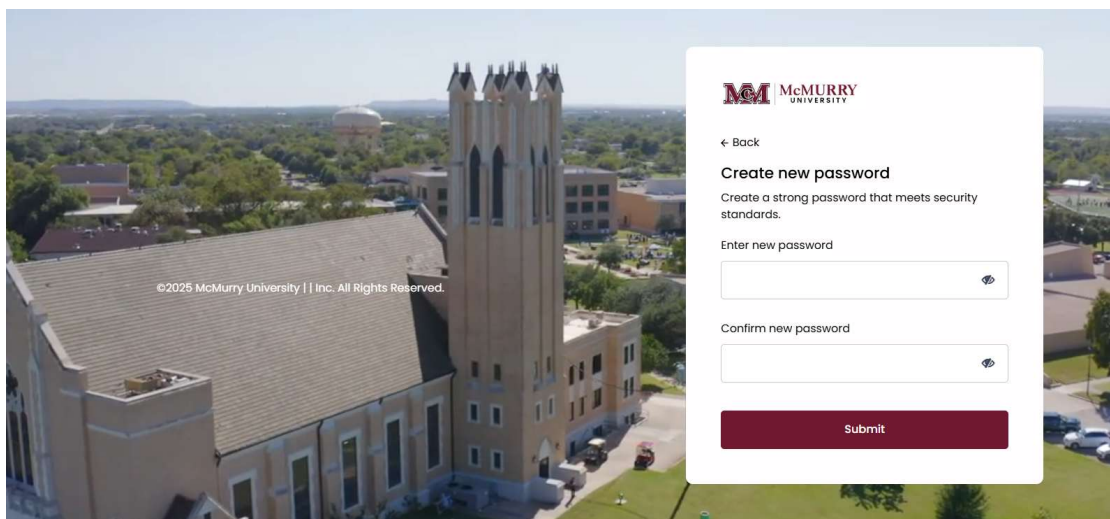
2. Click the link in the email and select "Account Activation" on the page. Then enter your username (typically lastname.firstname) followed by your student ID, both listed in the account creation email.



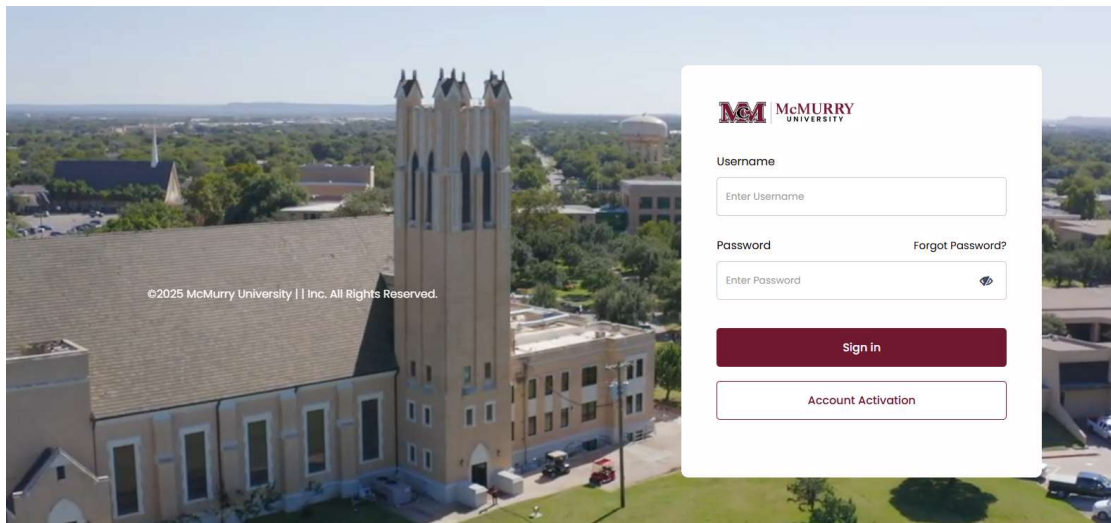
3. Select your preferred verification method. These authentication methods are based on the information listed on your application. If another method needs to be used, please contact the IT Help Desk at 325-793-4900.



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:
- 8-16 characters
 - At least three of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character (!, \$, #, %, etc.)
 - Cannot include** your account name or part of your name
 - 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.*

Security Factors

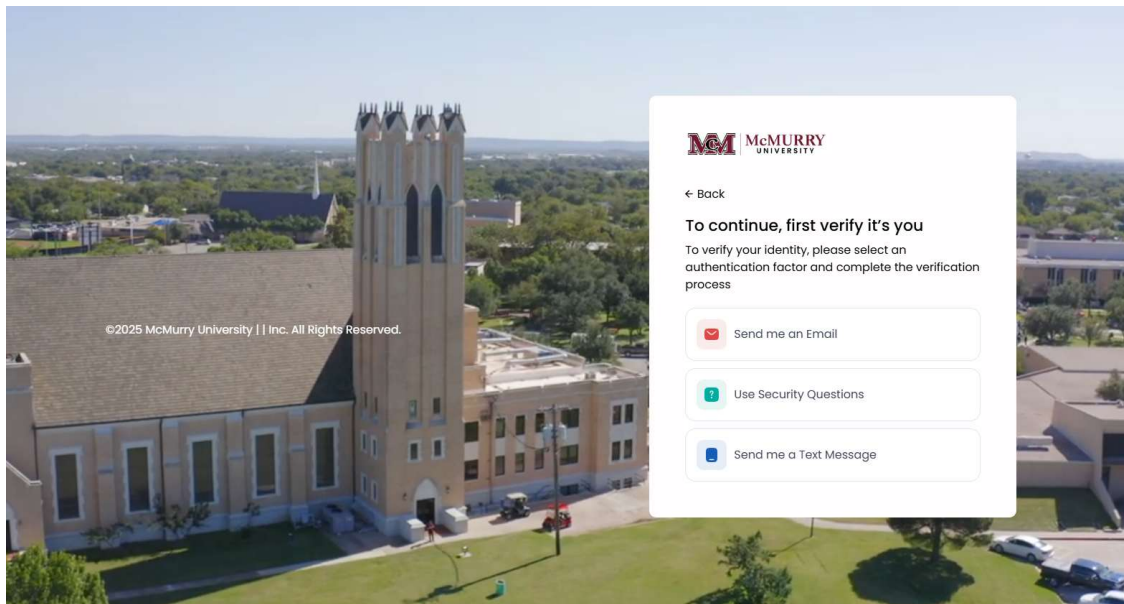
Manage your security factors to protect your account. These factors help verify your identity when you sign in or need to recover your account. Keep your security information up to date to ensure you always have access.

Authentication Factor

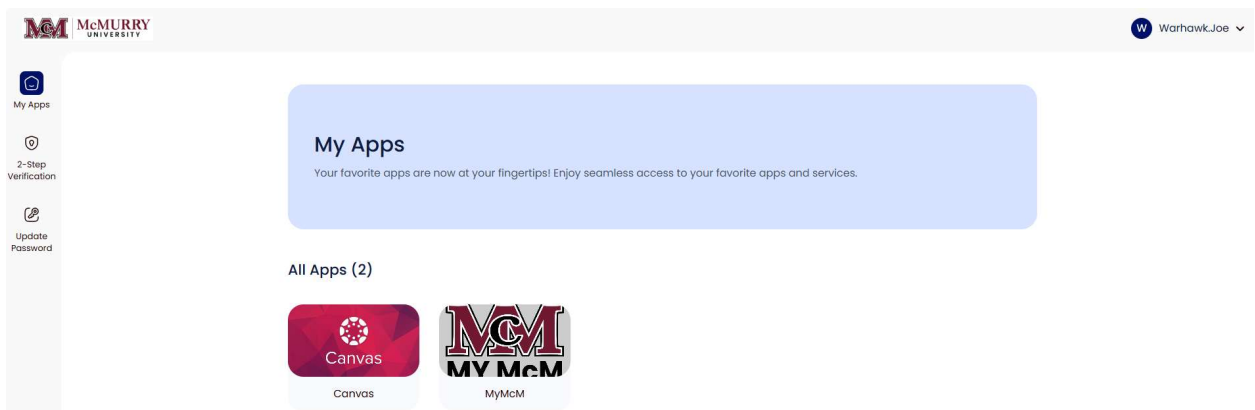
As per your organizational policy, you must configure (1) login factors from the remaining list.

	Email Use for Login, Recovery	A One-Time Passcode (OTP) will be sent to your email to verify your identity	✓	▼
	Phone Use for Login, Recovery	A One-Time Passcode (OTP) will be sent to your phone to verify your identity	✓	▼
	Security Questions Use for Login, Recovery	A unique set of questions must be answered to verify your identity		▼
	Authenticator Use for Login, Recovery	To register, please scan the QR code using a compatible authenticator app, such as Twilio Authy, Google Authenticator, or Microsoft Authenticator		▼

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

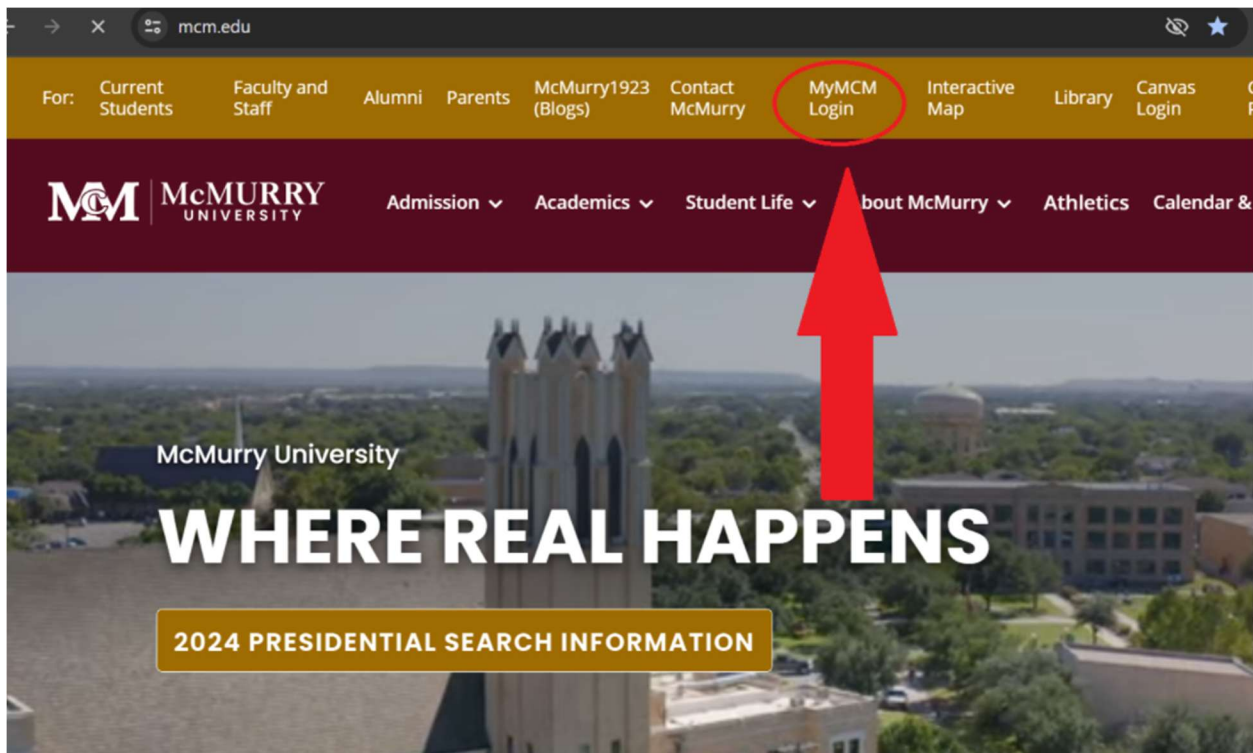
The following guide is intended to assist students with accessing their Dual Credit Academy courses. Students must first apply, gain admission, and register for courses before they can access courses. Follow the included steps to access MyMcM and gain access to courses.

Steps to Access Online Dual Credit Courses

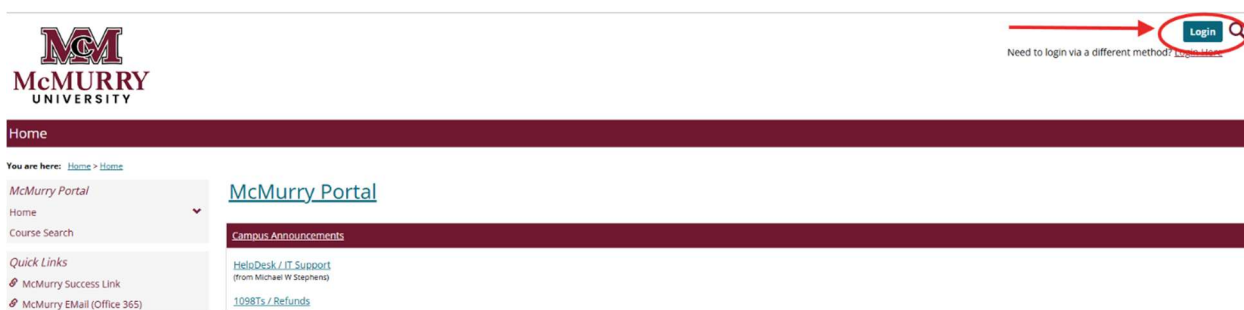
1. Login to MyMcM
2. Select Canvas tab in the Quick Links menu

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”

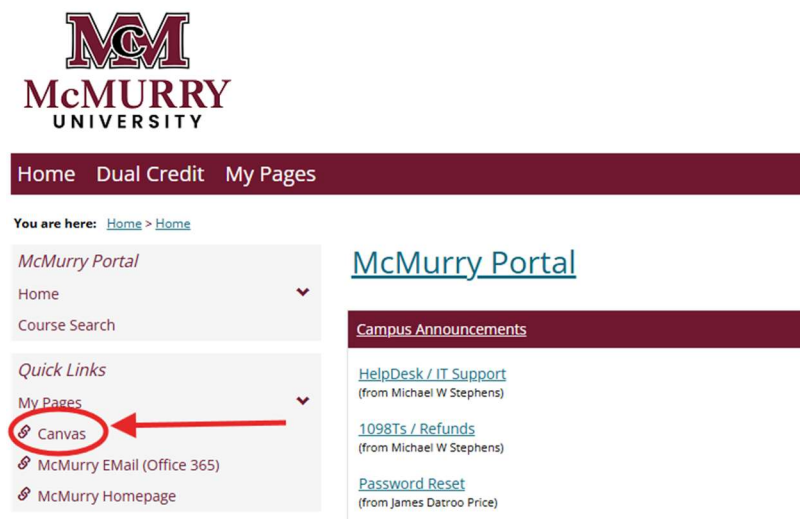


Enter your email address and password. If you’ve forgotten your password, click the link to reset it. Passwords may only be reset once in a 24 hour period without contacting the IT Help Desk. If you need assistance resetting your password, contact the Help Desk at 325-793-4900. Your password must meet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

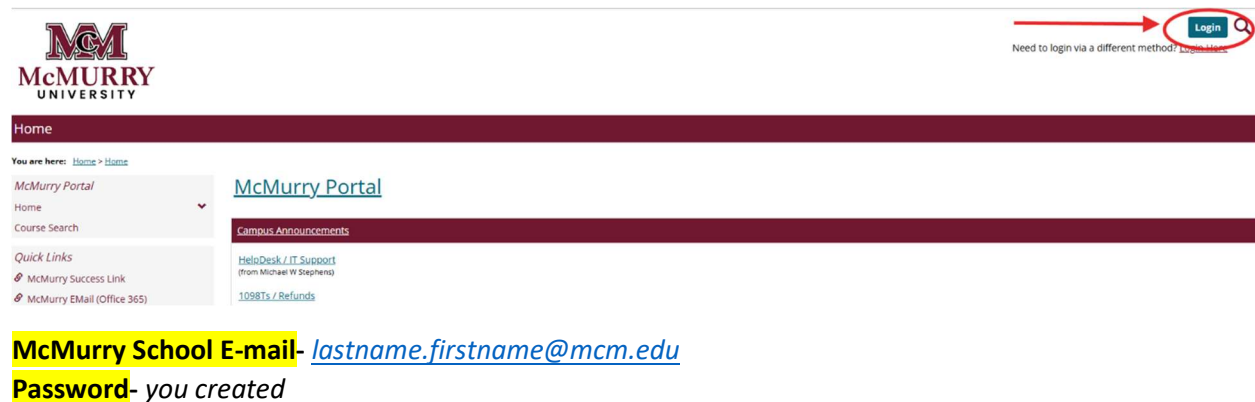


Paying your Bill

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



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



Sign in

School E-mail

[Forgot your Password? Reset it here](#)

Back

Next

Support@mcm.edu
Call 325-793-4900



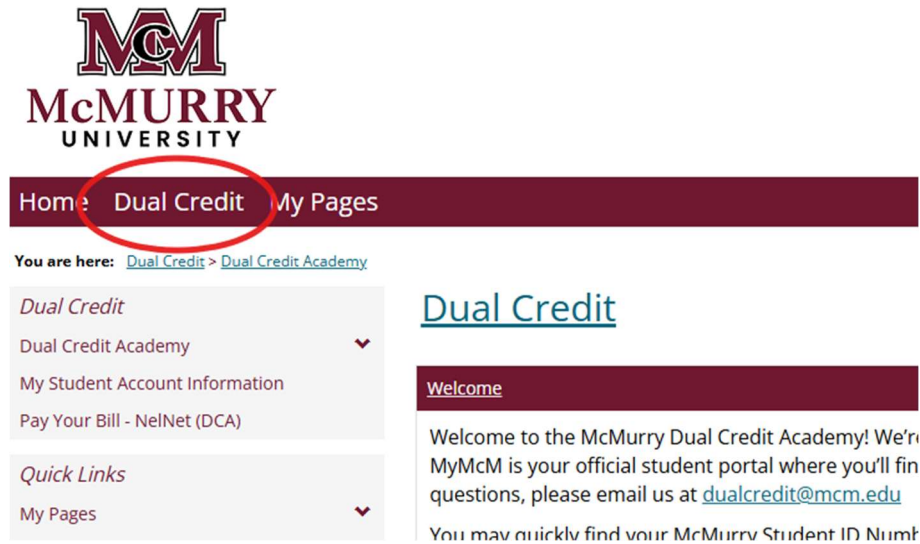
Sign in

Sign in

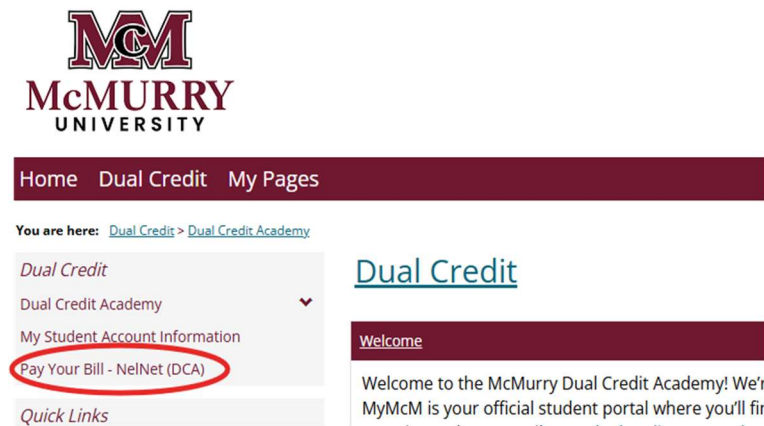
[Sign in using a certificate](#)

[Need help?](#)

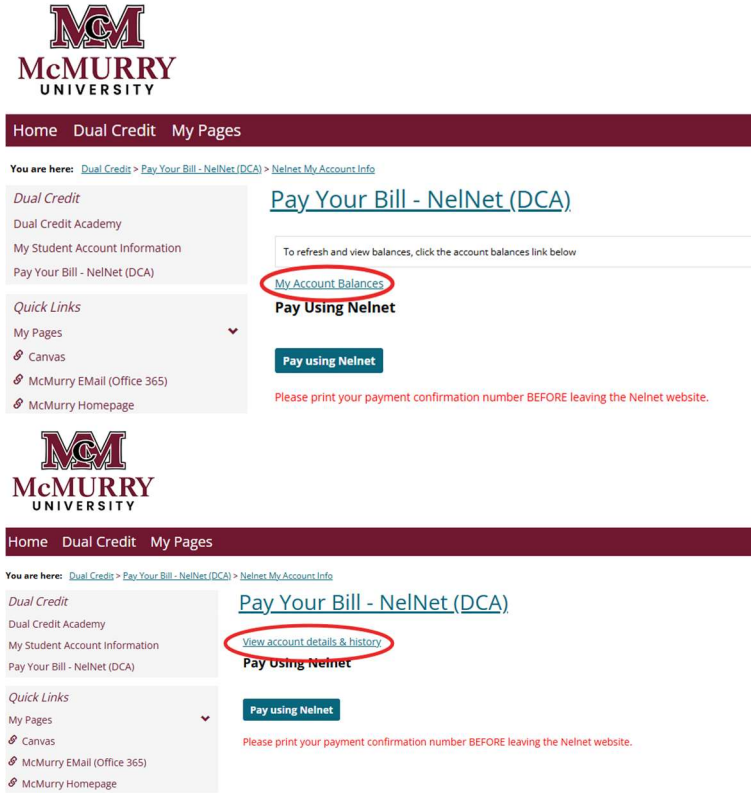
5. Navigate to the **Dual Credit** tab at the top.



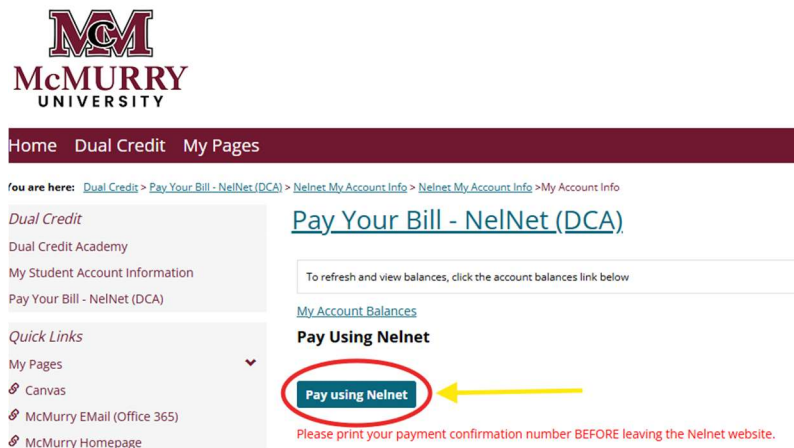
6. Navigate to the **Pay Your Bill- NelNet (DCA)** section on the left.



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



8. 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.