

# DUAL CREDIT STUDENT HANDBOOK

2025-2026



University of Idaho  
Dual Credit Program

## **University of Idaho Dual Credit Program**

Blake House 209-211

[dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu) | 208.885.6400

Director, Casie Moreland [crmoreland@uidaho.edu](mailto:crmoreland@uidaho.edu)

Administrative Coordinator, Katy Riebold [kriebold@uidaho.edu](mailto:kriebold@uidaho.edu)

Student Success Manager, Crystal Cox [clccox@uidaho.edu](mailto:clccox@uidaho.edu)



Website

[www.uidaho.edu/dual-credit](http://www.uidaho.edu/dual-credit)

[www.instagram.com/uidualcredit](http://www.instagram.com/uidualcredit)

# WELCOME, DUAL CREDIT VANDALS!

At U of I Dual Credit, Vandals Start Here. Vandals Succeed Here! This guide is intended to assist you, our dual credit high school student, in understanding the online registration platform and services and resources available to you as a U of I Dual Credit student.

If you have questions about anything in this guide, please contact the Dual Credit Office at [dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu) or 208-885-6400.



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# WHAT IS DUAL CREDIT?

The University of Idaho Dual Credit Program allows high school students to earn college credit prior to graduating from high school. Credits earned through the U of I can be applied towards high school and college graduation and can be transferred to other colleges or universities.



# WHAT ARE THE BENEFITS?

- **Save money** – State of Idaho residents enrolled in a public or private high school or homeschool are eligible for discounted tuition of \$75/credit.
- **Flexible options** – Take college courses online, on a U of I campus, or at your high school.
- **Experience college** – Gain confidence and explore potential pathways for life after high school.
- **Campus resources** – Access to academic advising, financial advising, online or in-person tutoring, the largest research library in the state, and more!

# AM I ELIGIBLE?

You are eligible to participate in the U of I Dual Credit Program if you:

- Are enrolled in a public or private high school or homeschool
- Have at least a 2.5 GPA
- Have approval of a parent or guardian



# DO I NEED TO TAKE A PLACEMENT TEST?

## YES, POTENTIALLY...

You must meet any prerequisites for the course(s) you wish to enroll in. Some classes require ACT, SAT, AP, or placement exam scores. The most common classes that require exam scores are:

- Math – You may take the ALEKS Placement Exam to determine which course(s) you are eligible to enroll in. ACT, SAT, or AP Math scores can also be used for placement into Math courses. Please visit the Registrar's Class Placement page for more information: [www.uidaho.edu/registrar/registering-for-classes/class-placement](http://www.uidaho.edu/registrar/registering-for-classes/class-placement).
- English - The Department of English looks at ACT, SAT, CEEB, and ISAT scores to place students in their appropriate course. Visit the Registrar's Class Placement page for more information: [www.uidaho.edu/registrar/registering-for-classes/class-placement](http://www.uidaho.edu/registrar/registering-for-classes/class-placement).
- World Languages - Modern Language courses in the Global Languages Department use Avant PLACE Placement exams ([www.uidaho.edu/testing-center/placement-testing](http://www.uidaho.edu/testing-center/placement-testing)). Exams are available in Chinese, French, German, Japanese, and Spanish.

## WHAT DEADLINES SHOULD I BE AWARE OF?

It's important to know that the due dates and deadlines for courses taken online or on a U of I campus are different from those taken on your high school campus.

Failure to track the differing dates could result in late submissions that may affect your registration status or result in late fees.

Visit the Dual Credit website and scroll down to "Dual credit dates and deadlines" to view this information: [www.uidaho.edu/academics/dual-credit](http://www.uidaho.edu/academics/dual-credit).

## CAN I TAKE DUAL CREDIT COURSES IF I'M NOT 16 YEARS OLD?

## YES!

The registration process for students under 16 is similar to the registration process for students over the age of 16 but uses a paper registration form to fulfill the State Board of Education petition requirement. There aren't any restrictions on course eligibility due to age, but

students under 16 still need to meet the prerequisite requirements for courses they take.

If you are under 16 and interested in taking dual credit courses through the U of I, email the Dual Credit Office at [dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu) for directions.

# WHAT IS MY VANDAL NUMBER?

Your Vandal number is your personal U of I ID number (e.g., V00123456). Once you are admitted to U of I as a student, you will be assigned a Vandal number and will receive an email (sent to the email address you entered in DualEnroll when applying for admission) from Admissions with your number.

It's important to make a note of your Vandal number as all departments use this as one type of verification before providing personal information.

After you've been admitted, you can find your Vandal number under the "Academics" tab on your Dual Enroll page.

# WHAT IS MY VANDAL EMAIL?

Your Vandal student email is assigned once you are admitted to the U of I as a student; you will receive an email (sent to the email address you entered in DualEnroll when applying for admission) from Admissions with your new Vandal student email.

To activate your U of I account, which will grant you access to Vandal email, MyUI, and Canvas, you must complete the steps detailed here: [support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=1702](https://support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=1702). Once your account is activated, you will have access to all the U of I-associated platforms. MyUI will be your source for current course registration information. Vandal email is where all official communication from U of I will be sent. Canvas is where you will access course content, submit work, and communicate with your instructor.

## WHO DO I CONTACT IF I'M HAVING TROUBLE ACCESSING MY VANDAL EMAIL?

Forgot your password? Reset it here ([help.uidaho.edu/security/reset/](https://help.uidaho.edu/security/reset/)).

If you're not able to complete the initial set up or log in to your Vandal email account, contact the Student Technology Center at 208-885-HELP (4357) and select option 1; if you do not receive an answer, leaving a voicemail will create a ticket and the next available technician will contact you. You can also email the Student Technology Center at [support@uidaho.edu](mailto:support@uidaho.edu).

# WHAT U OF I RESOURCES ARE AVAILABLE TO ME AS A U OF I DUAL CREDIT STUDENT?

Students enrolled in the Dual Credit Program have access to several U of I resources including:

- U of I Libraries
- Online and/or in-person tutoring
- Writing Center
- Vandal sports events
- U of I Golf Course student discounts
- Vandal Card

## WHAT ACADEMIC SUPPORT SERVICES ARE AVAILABLE?

The Center for Disability Access and Resources (CDAR) ([www.uidaho.edu/student-resources/disability-accessibility-resources](https://www.uidaho.edu/student-resources/disability-accessibility-resources)) offers equitable access to U of I programs for students with a permanent or temporary disability by providing accommodations, advocacy, and training.

If you need accommodations, complete the CDAR application as soon as possible as some supports can take two to four weeks to implement.

Visit the Center for Disability Access and Resources page for more information or to make an appointment.

# CAN I GET A VANDAL CARD?

## YES, IF YOU'RE REGISTERED IN AT LEAST 1 CREDIT AT U OF I!

The Vandal Card is your official U of I ID card, and is used to access library resources, tutoring sessions, Student Recreation Center, and for admittance to athletic events.

Visit the Services page ([support.uidaho.edu/ TDClient/40/Portal/Requests/ServiceDet?ID=597](https://support.uidaho.edu/ TDClient/40/Portal/Requests/ServiceDet?ID=597)) for directions on how to request a Vandal Card.

# WHERE DO I START?

Before you can register for courses, you must apply and be admitted to the University of Idaho as a dual credit student.

If you are a first-time dual credit student and do not have an existing DualEnroll account, you will need to create an account by clicking on the **Create My Account** link in the U of I DualEnroll portal. Enter an email or phone number that you have easy access to (not a parent's or guardian's email or phone number) as you will receive an email or text with a link to confirm your account; **your application will not be processed until you verify your account.**

If you have an existing DualEnroll account through another Idaho college or university, you will login to the U of I DualEnroll portal with your existing username and password.

Once you have created and confirmed your account (if a first-time DualEnroll user) or logged in using your established username and password, you will complete

your admissions application by entering the necessary information on the following pages:

- Student Address
- Student Demographics
- Dual Credit Program Terms and Conditions
- Financial Terms and Conditions
- Parent Information
- High School

All fields with a red asterisk (\*) on the identified pages are required.

Things to know during the application process:

- ✓ Make sure that you have your current GPA and, if you are enrolled in a public high school, your EDUID (your nine-digit state student ID number).
- ✓ Read, check the box, and type your full name to accept the *Student Acknowledgements* and *Financial Terms and Conditions* before proceeding.
- ✓ Parent or guardian contact information cannot be the same as the student contact information.

Once you've been admitted, you will receive an email from the U of I Admissions Department with your Vandal number and VandalMail address. You will use this information to activate your U of I account which will give you access to MyUI, Vandal email, and Canvas. You will use MyUI to verify your course registrations, drops, or withdrawals, check balances, make payments, and print unofficial transcripts. Your MyUI account can be used to access Canvas.

**MyUI is the official record.**

# HOW DO I REGISTER?

After you have confirmed your DualEnroll account and completed the application pages, you can begin the process of registering for classes.

In Dual Enroll, click on the **Courses** tab to review a list of available courses. The course finder shows which U of I courses are being offered at your high school or you can use the filtering options on the left to narrow the search or look for online courses or those being offered on a

U of I campus. Click on the course name to see the class description and available sections.

When you have found your desired course and section, you will click the **Request Course** button to start the registration workflow for that course; you may then choose to **Select another class**, **View current status**, or **Logout**.

**Narrow your Search**

**BY TERM**

**BY KEYWORD**

MATH 143

**BY COURSE TYPE**

Choose all that apply:

College Campus

High School

Online

Regional Center

**BY LOCATION**

Select Location

**BY SCHEDULE**

Show only classes meeting on:

Mon  Tue  Wed

Thu  Fri  Sat

Sun

Show only classes meeting between:  -

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
AGEC 301			Managerial Econ:Production	University of Idaho
FOR 274			Forest Measurement/Inventory	University of Idaho
MATH 108		MATH	Intermediate Algebra	University of Idaho
MATH 143		MATH	College Algebra	University of Idaho

**Course Detail: College Algebra**

COURSE NUMBER: MATH 143

COURSE SUBJECT: MATH

CREDITS: 3.0

COLLEGE: University of Idaho

DESCRIPTION: 3 credits Carries no credit after MATH 160 or MATH 170. Algebraic, exponential, logarithmic functions; graphs of conics; zeros of polynomials; systems of equations, induction. Taught using the Polya Math Center, a studio environment featuring group study, one-to-one interaction with instructors, computer-mediated modules, and lectures. Prereq: Sufficient score on SAT, ACT, or math placement test; or MATH 108 with grade of C or better. It is recommended that MATH 143 be taken within two years of passing MATH 108 or its equivalent. Required test scores can be found here: <http://www.uidaho.edu/registrar/registration/placement>

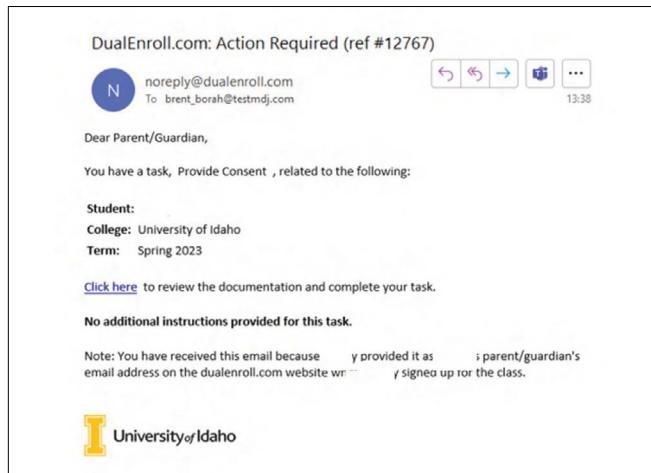
**Available Sections**

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
01 Fall 2023		Theresa Allen	Moscow	(Polya Course)	08/21/23 - 12/15/23	<input type="button" value="Request Course"/> <input type="checkbox"/> Complete

# DOES MY PARENT/GUARDIAN NEED TO DO ANYTHING?

**YES!**

Once you have requested a course, if you are under the age of 18, the parent or guardian you entered on the **Parent Information** page will receive a text message or email to consent to the request. They must consent before the workflow will continue.



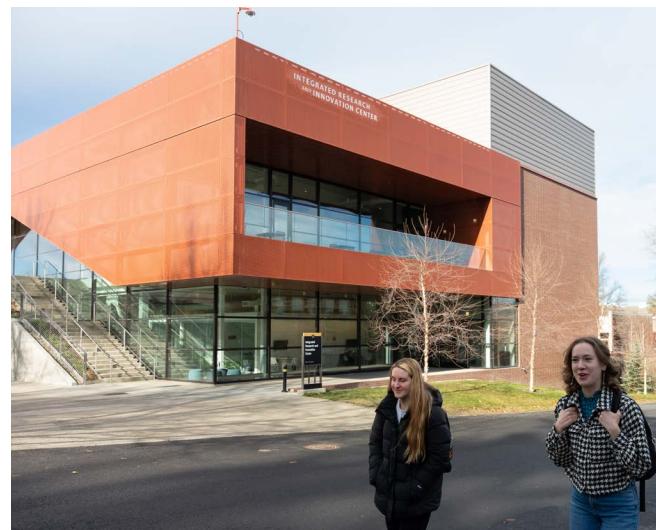
Your parent/guardian will continue to receive notices throughout the registration workflow.



# DOES MY HIGH SCHOOL COUNSELOR OR TEACHER NEED TO DO ANYTHING?

**YES!**

Once you have requested a course, your high school counselor or teacher must approve the request before the workflow will continue.



# WHAT COURSES SHOULD I REGISTER FOR?

General education courses (GenEds) are broad-based, interdisciplinary, integrated, multi-year courses required of all students. Idaho institutions may have additional GenEds; for example, U of I has two additional GenEds: American Diversity and International courses. Institutions outside of Idaho may also have general education requirements that may differ from Idaho's. For more information, visit <https://www.uidaho.edu/academics/general-education>

## WRITTEN COMMUNICATION (3-6 CR., DEPENDING ON PLACEMENT; CATALOG J-3-A)

- ENGL 1101P *Writing and Rhetoric Plus* (4) or ENGL 1101 *Writing and Rhetoric I* (3)
- ENGL 1102 *Writing and Rhetoric II* (3)

## ORAL COMMUNICATION (2-3 CR.; CATALOG J-3-B)

- AGED 1010 *Verbal Communication in Agriculture, Food & Natural Resources* (3)
- COMM 1101 *Oral Communication* (3)
- COMM 1500 *Online Oral Communication* (3)
- PHIL 1020 *Reason & Rhetoric* (2)

## SCIENTIFIC WAYS OF KNOWING (7 CREDITS MIN; CATALOG J-3-C)

Students are required to complete TWO science courses, from TWO different disciplines, and their accompanying labs, or a CORS course and another course with its accompanying lab.

- CORS 2050-2970 *Integrated Science* (3)
- BIOL 1020 + BIOL 1020L *Biology & Society* (3+1)
- BIOL 1140 *Organisms & Environments* (4)
- BIOL 1150 + 1150L *Cells & the Evolution of Life & Lab* (3+1)
- BIOL 2500 + BIOL 2550 *General Microbiology & Lab* (3+2)
- CHEM 1101 + CHEM 1101L *Introduction to Chemistry & Lab* (3+1)

- CHEM 1111 + CHEM 1111L *General Chemistry I & Lab* (3+1)
- CHEM 112+112L *General Chemistry II & Lab* (4+1)
- ENVS 1010 + ENVS 1020 *Intro to Environmental Science & Field Activities* (3+1)
- EPPN 1540 + EPPN 1550 *Microbiology and the World Around Us & Lab* (3+1)
- GEOG 1000 + GEOG 1000L *Introduction to Planet Earth & Lab* (3+1)
- GEOL 1101 + GEOL 1101L *Physical Geology & Lab* (3+1)
- GEOL 1102 +GEOL 1102L *Historical Geology & Lab* (3+1)
- GEOL 2120 *Paleontology: Dinosaurs & Prehistoric Life* (4)
- PHYS 1000 + PHYS 1000L *Fundamentals of Physics & Lab* (3+1)
- PHYS 1030 + PHYS 1040 *General Astronomy & Lab* (3+1)
- PHYS 1111 + PHYS 1111L *General Physics I & Lab* (3+1)  
**Note:** Pre-req: MATH 1143
- PHYS 1112 + PHYS 1112L *General Physics II & Lab* (3+1)  
**Note:** Pre-req: PHYS 1111
- PHYS 2110 + 2110L *Engineering Physics I & Lab* (3+1)  
**Note:** Pre-req or Co-req: MATH 1170
- PHYS 2120 + 2120L *Engineering Physics II & Lab* (3+1)  
**Note:** Pre-req: PHYS 2110
- SOIL 2050 + SOIL 2060 *The Soil Ecosystem & Lab* (3+1)

## MATHEMATICAL WAYS OF KNOWING (3-4 CREDITS; CATALOG J-3-D)

**Note:** Many degree programs require specific math courses. *Math 1160 should not be taken as a prerequisite for Math 1170.*

- CS 1112 Computational Thinking & Problem Solving (3)
- MATH 1123 Math in Modern Society (3)
- MATH 1143 Precalculus I: Algebra (3)
- MATH 1153 Intro to Statistical Reasoning (3)
- MATH 1160 Survey of Calculus (4)
- MATH 1170 Calculus I (4)
- MATH 1750 Calculus II (4)
- MATH 2750 Calculus III (3)
- STAT 1530 Intro to Statistical Reasoning (3)
- STAT 2510 Statistical Methods (3)

## HUMANISTIC AND ARTISTIC WAYS OF KNOWING (6 CREDITS; CATALOG J-3-E)

Students are required to complete six credits from TWO different disciplines.

Refer to list of approved Humanistic and Artistic Ways of Knowing courses found in Degree Audit or the Catalog.

**Note:** Many degree programs require specific humanities courses from the approved list. Students should check their degree requirements and discuss this with their advisor.

## SOCIAL AND BEHAVIORAL WAYS OF KNOWING (6 CREDITS, CATALOG J-3-E)

Students are required to complete six credits, from TWO different disciplines.

Refer to list of approved Social and Behavioral Ways of Knowing courses found in Degree Audit or the Catalog.

**Note:** Many degree programs require specific social science courses from the approved list. Students should check their degree requirements and discuss this with

their advisor.

## AMERICAN EXPERIENCE AND INTERNATIONAL COURSES (CATALOG J-3-F)

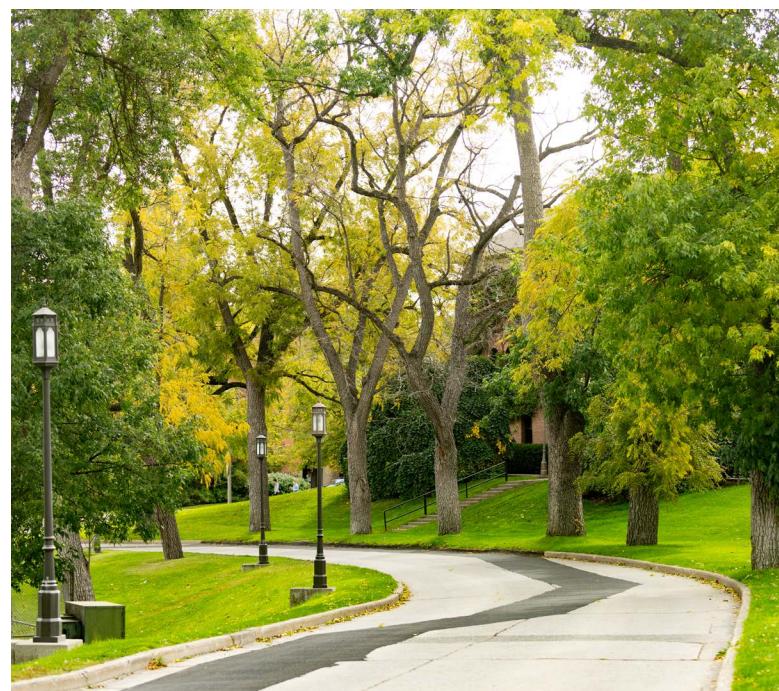
**Note:** Certain American Experience and International courses are cross listed with certain Humanistic and Artistic Ways of Knowing and Social and Behavioral Ways of Knowing courses; these can be used to satisfy both associated requirements.

- American Experience (1 course, 1-4 credits) Refer to list of approved American Diversity courses found in Degree Audit or the Catalog.
- International Course (1 course, 1-4 credits) Refer to list of approved International courses found in Degree Audit or the Catalog.

Note: The International course requirement may be waived if a student successfully completes an approved Summer, Fall, or Spring term abroad through the International Programs Office (IPO).

- Capstone Experience (1 Course) Refer to list of approved Capstone Experience courses found in Degree Audit or the Catalog.

**Students must complete a total of 18 credits within the J-3-e, J-3-f and J-3-g categories, and a minimum total of 36 credits in all categories to complete the General Education curriculum requirements.**



# WHY IS MY REGISTRATION NOT COMPLETING?

First, make sure that you've verified your account, parent or guardian has given approval (if under the age of 18), that your high school counselor teacher has given approval, and that no deadlines have passed.

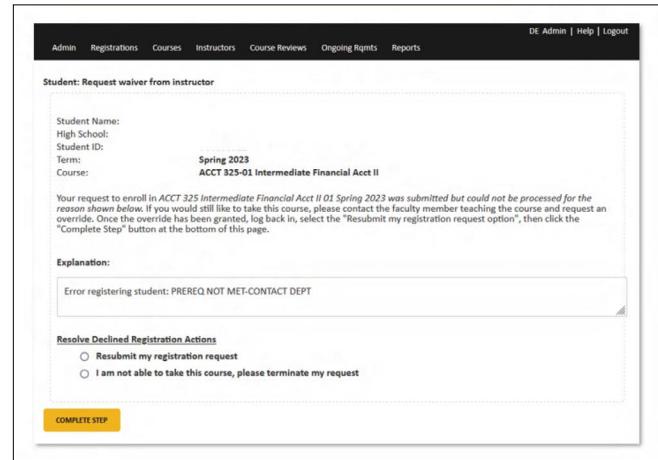
If these steps are completed and the registration window is open, then you may not meet the requirements for the course or there may be a hold on the course in MyUI. If U of I does not have a record of you completing a course's prerequisite or corequisite or if the course you've requested has a restriction that needs approval, your request will be denied.

You will receive an email or text with specific information about the course and any necessary action.

If you are directed to request a waiver and the teacher agrees that the registration is appropriate, they will enter an override in MyUI. After this has been entered, you must login to DualEnroll and resubmit your course request by selecting the **Resubmit my registration**

**request** option then **Complete step** to complete the registration process.

If the teacher denies your registration request, you will need to select the **I am not able to take this course, please terminate my request** then **Complete step** to cancel the course request.



# HOW DO I ADD, DROP, OR WITHDRAW FROM A COURSE AFTER THE DEADLINE HAS PASSED?

It is your responsibility to be aware of the differing dates and deadlines ([www.uidaho.edu/academics/dual-credit](http://www.uidaho.edu/academics/dual-credit)). We understand that life happens, however. If you need to enroll, drop or withdraw from a course(s) after the deadline has passed, you must fill out an academic petition prior to posted submission deadlines.

It is important to note that submission of an academic petition does not guarantee a successful add, drop, or withdrawal.

Below are the steps for submitting an academic petition:

- Complete the Academic Petition and Dual Credit Program Registration(if applicable) forms with

all necessary course information and required signatures: student, parent, counselor, and instructor (see example and signature map below).

- Pay \$10 petition fee through Student Accounts. Payment can be made with a credit card over the phone at 208-885-7447 or in-person at Bruce Pitman Center, Room 125.
- Email completed form(s) and payment receipt to [dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu).

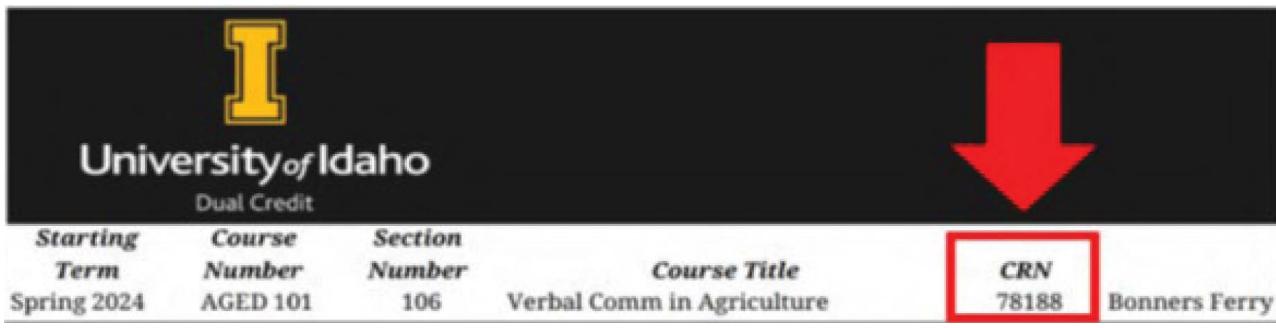
Your petition will be processed and submitted to the appropriate Petition Review Committee member. The Dual Credit Office will contact you with the results.

## Things to know about submitting a petition:

- The course's unique class registration number (CRN), subject, number, and section must be included on both the Academic Petition and Dual Credit Program Registration forms.

CLASS REGISTRATION INFORMATION * A non-degree dual credit student may register for no more than 13 credits each semester.							
* CRN Ex: 12345	* Subject ENGL	* Number 101	* Section 99	* Credits 3	* Title Intro to College Writing	Additional Fees	* Instructor or Depart. Signature
12345	MATH	143	114	3	College Algebra		

- The CRN for courses offered at your high school can be found on the Course Schedule page on the Dual Credit website.



- The CRN for courses offered online or on a U of I campus can be found on the Class Schedule page.

<b>47917</b>	<b>PSYC</b>	<b>101</b>	<b>02</b>	<b>3</b>	<b>Introduction to Psychology</b>	
		Jan 10, 2024	May 10, 2024	09:30 am - 10:45 am	TR	RENFREW HALL
		Karen N. Dule	Classroom Meeting	200	14R	

- All signatures and printed names must be included on both forms. See the included signature map indicating where each signature line is located.

# CAN I GET FINANCIAL SUPPORT TO PAY FOR DUAL CREDIT COURSES?

## YES!

The State of Idaho Advanced Opportunities (AO) Program provides every student, in grades 7-12, enrolled in an Idaho public school \$4,625 to use towards dual credit courses and approved exams. If eligible, AO covers \$75.00 per credit for courses.

Idaho students in grades 7-12 attending a Cognia-accredited Idaho nonpublic school are eligible to use up to \$2,500 in Advanced Opportunities funding. If eligible, AO will cover \$75.00 per credit for courses.

Things to remember about Advanced Opportunities:

- ✓ It is your responsibility to request funding in the Advanced Opportunities portal for AO funding prior to posted deadlines.
- ✓ **You will be responsible for any additional fees associated with the course** such as lab and online fees, books, supplies, and transportation.
- ✓ It is your responsibility to pay any charges not covered by AO on or before the term fee deadline. Visit the U of I Dual Credit page for specific deadlines.

**Note:** U of I dual credit summer courses are not eligible for the discounted tuition rate--you will be charged the current per credit tuition rate.

# HOW DO I PAY FOR DUAL CREDIT COURSES?

A bill will be sent to your Vandal email account.

Any balance remaining after Advanced Opportunities (AO) payments have been processed must be paid within 10 days of the start of your class to avoid late fees.

Once you are registered for your course(s), log into your MyUI account to view charges and make payments.

Visit the Student Accounts Billing and Payment page (<https://www.uidaho.edu/current-students/student-accounts/billing-payment>) for more information.



# I GRADUATED HIGH SCHOOL. NOW WHAT?

If you're planning to attend the U of I after high school graduation, you will need to submit an undergraduate admissions application through the Admissions Office and include your high school transcript and ACT or SAT test scores.

If you apply for admissions before graduating from high school, an unofficial transcript may be accepted for early admission, however, you must follow-up with a final, official high school transcript as well as official transcripts from any additional colleges or universities from which you've earned credit.

If you will be applying to another college or university, you will order a copy of your U of I transcript online through the National Student Clearinghouse or by fax or mail using the transcript request form. Visit the Registrar's Office Transcript page (<https://www.uidaho.edu/registrar/transcripts>) for more information.

You are responsible for verifying dual credit transferability with the institution you will be applying to.

**Note:** To ensure that you request transcripts for all dual credit courses you've participated in, review your Advanced Opportunities (AO) or Student Opportunities Assistance Program (SOAP) account to verify any colleges or universities attended as a dual credit student.

Transcripts will not be released if you have an outstanding balance owing to U of I. Accounts with balances greater than \$500 will not be allowed to register or drop courses. Visit the Student Accounts Billing and Payment page (<https://www.uidaho.edu/current-students/student-accounts/billing-payment>) for information on payment plan options and deadlines.

## DUAL CREDIT PROGRAM CONTACTS

### Casie Moreland

Director of Dual Credit

Blake House 211

208-885-1168

[crmoreland@uidaho.edu](mailto:crmoreland@uidaho.edu)

#### Reach out to me regarding:

- General information about Dual Credit
- National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards
- Faculty liaison and teacher partner collaboration
- Professional development workshop and event planning
- Program enrollment data
- Outreach to high school districts

### Katy Riebold

Administrative Coordinator

Blake House 210

208-885-4074

[kriebold@uidaho.edu](mailto:kriebold@uidaho.edu)

#### Reach out to me regarding:

- Student registration
- Advanced Opportunities (AO)
- Student Opportunities Assistance Program (SOAP)
- Course section scheduling
- Program documentation and records
- High school teaching partner onboarding
- Student petitions

### Crystal Cox

Student Success Manager

Blake House Room 212

208-885-0982

[clcox@uidaho.edu](mailto:clcox@uidaho.edu)

#### Reach out to me regarding:

- Academic advising
- Career exploration and advising
- Course selection
- Student petitions
- Transferring courses/credits
- Major exploration
- University processes and resources
- Study skills/Strategies

# OTHER IMPORTANT U OF I CONTACTS

## ADMISSIONS

208-885-6326

[admissions@uidaho.edu](mailto:admissions@uidaho.edu)

Bruce M. Pitman Center, Room 117

## ADVISING SERVICES

208-885-1021

[advising@uidaho.edu](mailto:advising@uidaho.edu)

Idaho Student Union Building, Room 306

## BLACK/AFRICAN AMERICAN CULTURAL CENTER

208-885-0203

[baacc@uidaho.edu](mailto:baacc@uidaho.edu)

Idaho Student Union Building, Room 305

## CENTER FOR DISABILITY ACCESS AND RESOURCES (CDAR)

208-885-6307

[cdar@uidaho.edu](mailto:cdar@uidaho.edu)

Bruce M. Pitman Center, Suite 127

## FINANCIAL AID SERVICES

208-885-6312

[finaid@uidaho.edu](mailto:finaid@uidaho.edu)

Bruce M. Pitman Center, Room 101

## NATIVE AMERICAN STUDENT CENTER

208-885-4237

[natives@uidaho.edu](mailto:natives@uidaho.edu)

## OFFICE OF INFORMATION TECHNOLOGY (OIT)

208-885-HELP (4357)

[support@uidaho.edu](mailto:support@uidaho.edu)

Teaching Learning Center, Room 128

## OFFICE OF THE REGISTRAR

208-885-6731

[registrar@uidaho.edu](mailto:registrar@uidaho.edu)

Bruce M. Pitman Center, Room 119

## STUDENT ACCOUNTS & CASHIER'S OFFICE

208-885-7447

[acctrec@uidaho.edu](mailto:acctrec@uidaho.edu)

Bruce M. Pitman Center, Room 125

## VANDALS TUTORING

208-885-1021

[tutoring@uidaho.edu](mailto:tutoring@uidaho.edu)

Idaho Student Union Building, 3rd Floor

## WRITING CENTER

208-885-6644

[writingcenter@uidaho.edu](mailto:writingcenter@uidaho.edu)

Idaho Commons, Room 323



