



HIGH SCHOOL COUNSELORS DUAL CREDIT HANDBOOK



www.uidaho.edu/dualcredit

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WORKING WITH U OF I DUAL CREDIT

How will working with the Dual Credit Office benefit me?

The U of I Dual Credit Office provides support to high school counselors as they guide students along their college journeys.

Our Student Success Manager offers advising to students throughout the state through one-on-one and group appointments, which can be in-person or virtual.

These appointments are student-directed, and students are welcome to invite their counselors, teachers, parents, or whomever they'd prefer to this discussion.

We value building meaningful relationships with our high school counselors and want to answer any questions you might have regarding our processes or policies.

About Us

Motto

Vandals Start Here.
Vandals Succeed Here.

Mission

Dual Credit at University of Idaho provides students the opportunity to earn college credit while in high school. We meet them where they are, no matter where they are, by facilitating a meaningful, inclusive, and purposeful educational experience.

Vision

Our vision is to inspire Dual Credit Vandals to become authentic leaders and learners.

CONTENTS

- DualEnroll User Guide.....** 4
 - High School Partner Accounts..... 5
 - Student Accounts..... 6
 - Student Application..... 6
 - Student Registration Requests..... 7
 - Parent/Guardian Consent..... 7
 - Teacher/Counselor Approval..... 8
 - Batch Mode Approval..... 9
 - Sending Reminders..... 10
 - Monitoring Student Statuses..... 11
 - Student Status Definitions..... 12

- Advising Policies and Information.....** 13
 - Course Drop or Withdrawal..... 14
 - Academic Petitions..... 14
 - General Education Requirements..... 15
 - Transcripts..... 16
 - A.A. and A.S. Degrees..... 16
 - Student Success Resources..... 17

- Dual Credit Contacts.....** 18

A photograph of two young women in a bright, modern interior space, likely a university library or study area. One woman is seated at a small round table, wearing a white t-shirt and black pants, looking towards the other woman. The second woman is standing, wearing a black tank top, blue jeans, and a large green backpack, smiling back. The room features large windows with black frames, offering a view of a green campus with trees and a paved walkway. In the foreground, there are several white plastic chairs with perforated backs and another round table. A yellow banner is overlaid across the middle of the image, containing the text 'DUALENROLL USER GUIDE'.

DUALENROLL USER GUIDE

HIGH SCHOOL PARTNER ACCOUNTS

Who needs a DualEnroll account?

- Teaching Partners
- Counselors
- College and Career Counselors
- Dual Credit Coordinators
- Administrators

The **counselor** role has access to view course details and student information for all students at their high school, approve or deny student registration requests, and run various registration reports.

Those assigned to the counselor role will also appear in the counselor selection list that students select from during registration.

All new high school counselor accounts must be requested by contacting the Dual Credit Office.

If you have a DualEnroll account through another institution, you will access the U of I DualEnroll portal with your existing credentials using the **Username** and **Password** fields.

University of Idaho

Help Desk
DualEnroll

Login

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

[Forgot your username or password?](#)

[Need to enter your test confirmation code?](#)

New students

CREATE MY ACCOUNT

SSO for College Staff Only

USE MY COLLEGE LOGIN

STUDENT ACCOUNTS

Students without a DualEnroll account will create a new account by using the **Create My Account** link on the [U of I DualEnroll portal login page](#).

They should provide an email or cell number that they have immediate access to in order to monitor messages and notifications in a timely manner.

Note: Parent contact information cannot be the same as the student contact information.

Once an account is created, students will receive a text message with an activation code and an email with a link to confirm their account. They must confirm their account before they can proceed with registration. (If using email, students might need to check their junk/spam folder.)

Students who have an existing DualEnroll account through another institution will login to the [U of I DualEnroll portal](#) with their previously created username and password.



STUDENT APPLICATION

Once an account has been created and confirmed, an application for admission to U of I will be submitted by providing the following information:

- Legal Name
- Preferred Name (if applicable)
- Date of Birth
- Home Address
- Phone Number
- Parent Name and Contact
- Counselor Name
- Current GPA
- EDUID (state student number)

When admitted, the U of I Admissions Office will send a notice to the student's email provided in their application with their new Vandal number and Vandal email.

Students will use this information to setup their Vandal account. Once activated, their Vandal account will grant access to Vandal email, MyUI (used to verify registrations, manage account balances, and view and print unofficial transcripts), and Canvas (which may be used to access course content).

If a student does not register for a course during the term that they apply or does not register for a course for two consecutive semesters, the Dual Credit Office will resubmit an admission application.

Students will be prompted to review their personal information for updates each semester.

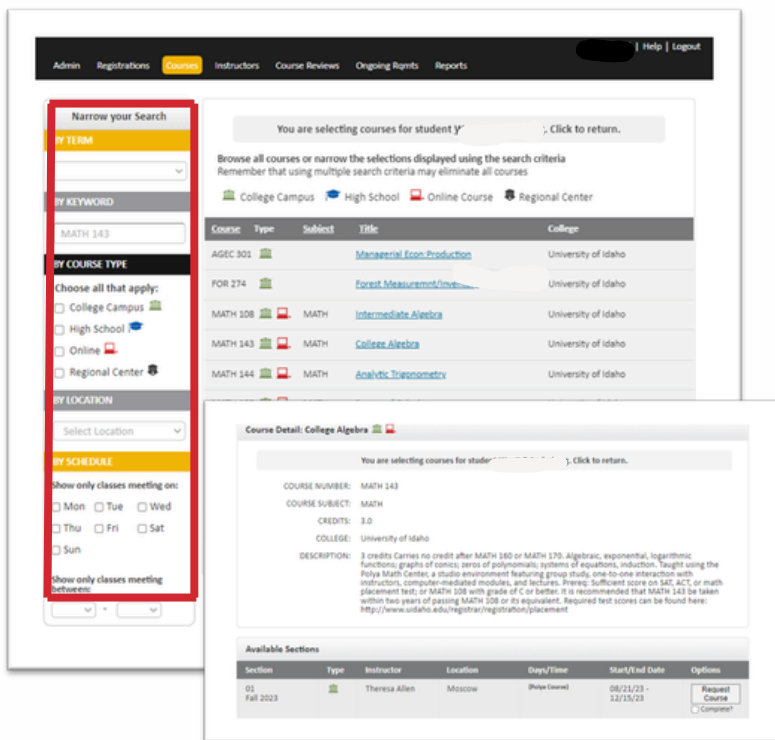
STUDENT REGISTRATION REQUESTS

As the next step, students will navigate to the **Courses** tab to request registration for their desired course(s).

The filters and search fields in the course finder on the left can be used to filter to courses offered at the student's high school, online, or by subject. To view the course description and available sections, click on the course title.

Students should verify that the high school and teacher are correct when requesting a course offered on the high school campus. Click on the Request Course button next to the desired section to enroll.

After the course has been requested, students will have the option to request an additional course or navigate to their **Status** page to view the status of their course requests.



PARENT/GUARDIAN CONSENT

When students begin the registration process, the parent or guardian entered on the **Parent Information** page will receive a text message or email notification that their student has begun the process of registering for a dual credit course.

The parent or guardian will receive a second text message or email after the student has been admitted requesting consent for registration. They must consent before the workflow will continue; if consent is not provided, the student's course request will fail.

TEACHER/COUNSELOR APPROVAL

After parent or guardian approval has been received, the high school counselor or teaching partner must approve the student request.

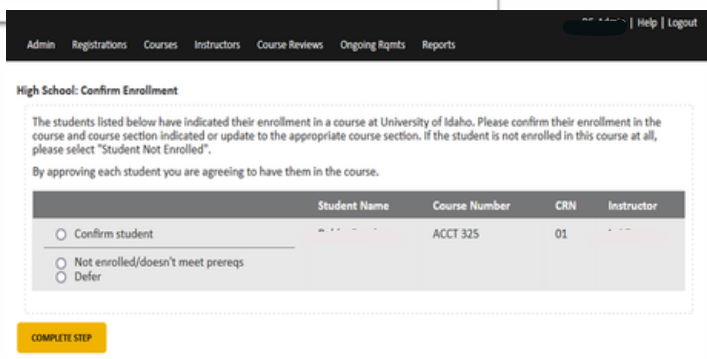
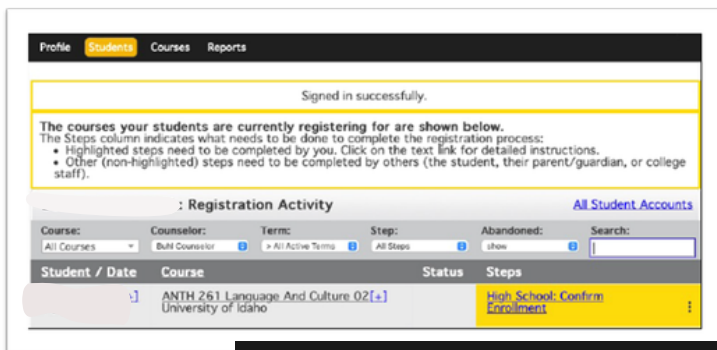
The high school teaching partner will review and approve or deny registration requests for courses on the high school campus that they are the teacher of record for.

The counselor will review and approve or deny registration requests for courses offered online or on a U of I campus.

Assigned tasks will be highlighted on the Students tab in your DualEnroll dashboard.

Approval options:

- **Confirm student:** Sends the registration request to MyUI for processing.
- **Not enrolled/doesn't meet prereqs:** Terminates the registration request.
- **Defer:** Bypasses the registration request; is useful in batch mode, allowing you to process other selected students without exiting batch mode.



BATCH MODE APPROVAL

Some high school counselor and teaching partner tasks can be completed in “batch mode,” allowing multiple student requests to be processed at one time.

Utilizing the **Complete in batch mode** option for batch-able steps allows high school partners to review and process all student registration requests with a single status.

To process student requests in batch mode, click on the **Students** tab in the high school partner’s DualEnroll toolbar.

Select the step to be batched from the **Step** drop-down filter and select **Complete in batch mode** from the now available **Step Action** drop-down menu.

Click **Complete step** to confirm.

The screenshot shows the DualEnroll system interface. At the top, there is a navigation bar with 'Profile', 'Students' (highlighted), 'Courses', and 'Reports'. Below this is a header for 'SCHOOL: Registration Activity' with a 'All Student Accounts' link. The main area contains a table with columns for 'Student / Date', 'Course', and 'Status'. A 'Step' dropdown menu is open, showing 'Counselor: Enter GPA'. A 'Step Action' dropdown menu is also open, showing 'complete in batch mode' (highlighted in blue) and 'Counselor: Enter GPA'. A red arrow points to the 'complete in batch mode' option.

High School: Confirm Enrollment

The students listed below have indicated their enrollment in a course at University of Idaho. Please confirm their enrollment in the course and course section indicated or update to the appropriate course section. If the student is not enrolled in this course at all, please select "Student Not Enrolled".

By approving each student you are agreeing to have them in the course.

	Student Name	Course Number	CRN	Instructor
<input type="radio"/> Confirm student <input type="radio"/> Student not enrolled or doesn't meet prerequisites <input type="radio"/> Defer		AGED 263	01	
<input type="radio"/> Confirm student <input type="radio"/> Student not enrolled or doesn't meet prerequisites <input type="radio"/> Defer		ANTH 100	01	
<input type="radio"/> Confirm student <input type="radio"/> Student not enrolled or doesn't meet prerequisites <input type="radio"/> Defer		ANTH 261	02	

COMPLETE STEP

SENDING REMINDERS

Reminders to complete tasks can be sent directly to students, parents or guardians, or teaching partners through the DualEnroll platform.

From the **Students** tab, select the desired status from the **Step** filter. From the now available **Step Actions** menu, click **Resend notifications**.

Additional, custom text can be added for more detail.

Click the **Send** button to send a text or email reminder to all selected students, parents or guardians, or teaching partners with the selected status.

University of Idaho: Registration Activity [All Student Accounts](#)

High School: All High Schools Course: All Courses Term: > All Active Terms Step: Parent: Provide Consent

DX Response: All Abandoned: show Search:

Student / HS / Date	Course	Status	Step Actions
	Tasks for the term: Fall 2024	[show]	Parent: Provide Consent
	Tasks for the term: Fall 2024	[show]	Parent: Provide Consent
	Tasks for the term: Fall 2024	[show]	Parent: Provide Consent

University of Idaho: Registration Activity [All Student Accounts](#)

High School: All High Schools Course: All Courses Term: > All Active Terms Step: Parent: Provide Consent

DX Response: All Abandoned: show Search:

Student / HS / Date	Course	Status	Step Actions
	Tasks for the term: Fall 2024	[show]	Step Actions resend notifications complete in batch mode
	Tasks for the term: Fall 2024	[show]	Parent: Provide Consent

MONITORING STUDENT STATUSES

Student statuses are visible on the **Student** tab in your DualEnroll dashboard. All students visible within your role will be listed.

Adjust the term filter to view data for previous terms.

Tasks assigned to your role will be highlighted in yellow at the top of the list.

Counselors:

Use the **Counselor** filter to view students assigned to a particular counselor (the system will default to the current user) or

All Counselors to see all students in your high school. Filter to **All**

Counselors to view statuses for students who do not have a counselor selected in their DualEnroll account,

Counselors can run multiple registration reports by clicking on the **Reports** tab in the top menu of their DualEnroll dashboard and selecting the desired report from the drop-down menu.

To search for an individual student who may have a U of I DualEnroll account, but no registration activity for the current term, click on the **All Student Accounts** link on the **Students** tab.

To view the student's profile, click on the student's name:

• **DE Account Not Yet Confirmed**

The student has created, but not yet confirmed, their account. No course(s) has been requested.

• **Application Incomplete**

The student has created an account and started, but not completed, the admissions application. No course(s) has been requested.

• **Application Complete**

The student has completed their application but has not requested a course(s).

• **Registration Activity**

The student has registered for a course(s). Status will be visible on the **Students** tab.

STUDENT STATUS DEFINITIONS

Pending: Application Response

Admission application is being processed.

Pending: Completion of Per Term Steps

Pending any of the steps that are required each term:

- Course selection
- Parent consent
- High school enrollment confirmation

Parent: Provide Consent

Pending parent or guardian registration consent. Noncompletion of this step will stop registration from continuing.

High School: Confirm Enrollment

Pending teacher or counselor course approval. Noncompletion of this step will stop registration from continuing.

High School: Provide Eligibility

More information is being requested regarding the student's eligibility for the course (e.g., ACT/SAT scores).

Counselor: Resolve Student Enrollment

Teaching partner has denied student registration; counselor role must confirm student is not eligible to register in course. Noncompletion of this step will stop registration from continuing.

Student: Request Waiver from Instructor

Pending teaching partner waiver (override) entry in MyUI and student course request resubmission or cancellation. Noncompletion of this step will stop registration from continuing.

University: Resolve Failed Registration

Registration denied due to section restrictions, full class, or passed deadlines. Request is being sent to U of I for possible reconciliation. Noncompletion of this step will stop registration from continuing.

STUDENT STATUS DEFINITIONS

University: Review Failed Drop/Withdrawal Response

Drop and withdrawal requests must be approved by the high school counselor; student request was not approved prior to the applicable deadline.

Abandoned

Course request has been withdrawn prior to registration completion.

Failed

Registration request has failed.

Drop Complete

Student's drop request has been successfully processed.

Withdrawal Complete

Student's withdrawal request has been successfully processed.

Complete

Student's registration has been successfully processed.



ADVISING POLICIES AND INFORMATION



COURSE DROP OR WITHDRAWAL

Students must drop or withdraw from a course using the DualEnroll platform. It is the student's responsibility to follow posted deadlines if they need to drop or withdraw from a course.

However, it can be useful for counselors to keep track of these dates. Each semester, you can find updated deadlines on our website.

A **“drop”** is when a student is taken out of a course within the posted drop/add period and does not receive a grade of “W” (withdrawal from course). **A dropped course is not transcribed.**

A **“withdrawal”** is when a student is taken out of a course after the posted drop/add period. **A grade of “W” will be transcribed.** This will not affect the student's college grade point average.

Note:

MyUI is the official record for student registrations. If a student has a conflicting status (i.e. registered, dropped, or withdrawn) between DualEnroll and MYUI, what is reflected in MYUI will stand as the official status.

ACADEMIC PETITIONS

In extenuating circumstances, students can petition to add, drop, or withdraw from a course after the posted deadlines.

If your student is wanting to register for a course after the semester deadline, then they will need to substantiate a legitimate reason that hindered their registration (i.e., a medical emergency, system error, or relocation).

The late registration petition deadline occurs four weeks after the registration deadline. After that point, our office will not accept petitions for late registrations in a given semester.

Contact the Dual Credit Office for the necessary forms and next steps.

GENERAL EDUCATION REQUIREMENTS

Students, whenever possible, should enroll in courses that count toward fulfillment of both their **general education requirement** and **program of study**.

All undergraduate degree-seeking students attending the University of Idaho must complete the general education requirements, which are the same across disciplines (although certain course choices are more apt for certain majors).

You can view courses that satisfy general education requirements by visiting catalog.uidaho.edu/general-requirements-academic-procedures/j-general-requirements-baccalaureate-degrees/.

The screenshot shows the University of Idaho website's navigation menu and a sidebar. The main content area displays the 'J - General Requirements for Undergraduate Degrees' page. The page has a breadcrumb trail: HOME > GENERAL REQUIREMENTS AND ACADEMIC PROCEDURES > J - GENERAL REQUIREMENTS FOR UNDERGRADUATE DEGREES. The title 'J - General Requirements for Undergraduate Degrees' is prominently displayed. Below the title, there are tabs for 'OVERVIEW', 'J-3-A. WRITTEN COMMUNICATION', 'J-3-B. ORAL COMMUNICATION', and 'MORE'. The 'OVERVIEW' tab is selected. The text under the 'OVERVIEW' tab reads: 'Candidates for undergraduate degrees must complete the general education requirements for the degree program. (See the Graduate Studies section for the requirements for the degree program.)' Below this, there are sections for 'J-1. Credit Requirements', 'J-1-a. Minimum Credits for Undergraduate Degrees', 'J-1-b. Minimum Upper-Division Credits for Baccalaureate Degrees', and 'J-1-c. Up to 6 Credits of Institutional Coursework'. The 'J-1-a' section states: 'Students must have earned a minimum of 60 credits to be granted a baccalaureate degree. Programs that require a higher minimum, see the major curricula of the various degree-granting units in the individual departmental section.' The 'J-1-b' section states: 'A minimum of 36 credits in upper-division courses (numbered 3000 or above) is required for a baccalaureate degree.' The 'J-1-c' section states: 'Up to 6 credits of institutional coursework numbered 4000 or higher, with a grade of C- or better, used towards a baccalaureate degree may also be used towards a graduate degree with the approval of the student's major professor.'

To see which U of I courses are **GEM (General Education Matriculation)** and transfer across institutions in Idaho, visit coursetransfer.idaho.gov/GemSearch.aspx.

TRANSCRIPTS

Students can order their **official** transcripts online through National Student Clearinghouse. Students will need either their SSN or Vandal ID # (e.g. VOO123456) in order to order transcripts. Each transcript copy costs \$12.50.

Students can access their **unofficial** transcripts in their MYUI account under “Student Profile.”

The screenshot shows the 'Transcript Ordering Center' page for the University of Idaho. At the top, there is a navigation bar with the University of Idaho logo, a 'Help' link, and a shopping cart icon with a '0' next to it. Below the navigation bar is a progress indicator with three steps: 1. Enter Personal Inform..., 2. Select Transcript and Delivery ..., and 3. Confirm Order and Che... The first step is currently active. Below the progress indicator is the 'Personal Information' section. This section contains a form with the following fields: 'First Name', 'Middle Name (Optional)', 'Last Name', and 'Date of Birth (MM/DD/YYYY)'. There is also a question 'Has your name changed since attending school?' with 'YES' and 'NO' buttons. A note at the top of the form states 'All fields required, unless otherwise indicated'.

A.A. AND A.S. DEGREES

The University of Idaho offers A.A. (Associate of Arts) and A.S. (Associate of Science) degrees. Dual credit students who have earned 60 credits and meet the requirements can petition for their degree following high school graduation. Students should meet with the dual credit advisor to talk about course requirements.

Students must earn at least 15 of the 60 credits from U of I (J-2 Residency Requirements).

STUDENT SUCCESS RESOURCES

Dual Credit Academic Advising

The Student Success Specialist offers guidance in course planning, college major/career exploration, transcripts and transfer credits, University resources and policies, and study strategies.

MYUI and Vandal Email

Once admitted, all dual credit students are assigned a MYUI and Vandal email account. In order to complete their initial account setup, they'll need to follow these steps.

MYUI is the official record for registration and billing, so it's essential that students activate their accounts. Students will receive important information and updates to their Vandal email account.

Tutoring and College Success (TCS)

Tutoring & College Success supports students in their educational endeavors by providing academic success strategies through Academic Coaching, SI-PASS, and Tutoring.

The Writing Center

The Writing Center is dedicated to providing writing support to all members of the Vandal community, including students, faculty, staff, and alumni. Through one-on-one appointments, workshops, online resources, and group writing events, writers can receive help at all stages of their writing process, from brainstorming to revision of drafted papers.

DUAL CREDIT CONTACTS

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208-885-1168

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208-885-0982

DUAL CREDIT GENERAL EMAIL

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U OF I STUDENT ACCOUNTS

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208-885-7447

UI OFFICE OF INFORMATION TECHNOLOGY (OIT)

support@uidaho.edu
208-885-HELP (4357)

DUAL ENROLL SUPPORT

support@dualenroll.com

