



Welcome to the dual enrollment program at Idaho State University!
ISU provides a convenient online registration process using DualEnroll.com.
Here's how to register for your ISU course(s).

First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <https://isu.dualenroll.com> and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

ISU has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

The image shows the DualEnroll.com interface. On the left is the 'Login' section with fields for 'USERNAME' and 'PASSWORD', a 'LOGIN' button, and links for 'Forgot your username or password?' and 'Need to enter your text confirmation code?'. On the right is the 'New students' section with a 'CREATE MY ACCOUNT' button. Below this is a 'Register now' form with required fields marked with an asterisk: 'HIGH SCHOOL', 'CREATE LOGIN', 'CREATE PASSWORD', 'RETYPE PASSWORD', 'FIRST NAME', 'MIDDLE NAME', 'LAST NAME', 'DATE OF BIRTH', 'EMAIL', and 'CELL PHONE (text messages)'. There are also checkboxes for 'I prefer not to provide a cell phone' and 'I'm not a robot', and a 'REGISTER' button at the bottom.

The image shows the 'Heather Roth - ABERDEEN HIGH SCHOOL' application page. The 'APPLICATION STEPS' sidebar on the right lists: 'Account' (green), 'Student Address' (orange), 'Student Demographics' (green), 'Terms and Conditions' (green), and 'FERPA Consent' (green). The main form area has fields for 'Legal First Name' (Heather), 'Middle Name', 'Legal Last Name' (Roth), and 'Suffix'.

Step 1: Student Address

Enter your address and any other required information. Click **UPDATE** button when done.

The image shows the 'Heather Roth - ABERDEEN HIGH SCHOOL' application page. The 'APPLICATION STEPS' sidebar on the right lists: 'Account' (green), 'Student Address' (green), 'Student Demographics' (orange), 'Terms and Conditions' (green), and 'FERPA Consent' (green). The main form area has fields for 'Citizenship Status', 'Citizenship Country', 'Do you consider yourself to be Hispanic or Latino?', and 'Select one or more of the following racial categories to describe yourself:' with checkboxes for 'American Indian/Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian/Pacific Islander', and 'White'. There is an 'UPDATE' button at the bottom.

Step 2: Student Demographics

Select your citizenship and ethnicity. Click **UPDATE** button when done.

The image shows the 'Heather Roth - ABERDEEN HIGH SCHOOL' application page. The 'APPLICATION STEPS' sidebar on the right lists: 'Account' (green), 'Student Address' (green), 'Student Demographics' (green), 'Terms and Conditions' (orange), 'FERPA Consent' (green), 'Parent Information' (green), and 'High School' (green). The main form area has a section titled 'Idaho State University Terms and Conditions' with text about eligibility, registration, coursework, grades, and credits. There is an 'UPDATE' button at the bottom.

Step 3: Terms and Conditions

Accept ISU terms and conditions by checking the checkbox. Click **UPDATE** button when done.



First Time Students - Create an Account cont'd

Step 4: FERPA Acknowledgement

Acknowledge you read the FERPA instructions by checking the checkbox. Click **UPDATE** button when done.

Heather Roth - ABERDEEN HIGH SCHOOL

Idaho State University FERPA Consent
 Authorize to Disclose Personally Identifiable Information from Student Records
 In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Idaho State University (ISU) is permitted to disclose personally identifiable information from a student's education record pursuant to that student's written authorization.

Name: Relationship:

Name: Relationship:

☐

APPLICATION STEPS

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School

Step 5: Parent Information

Enter parent contact preference and information. *PARENT CONTACT information can not be the same as the student contact information.*

Click **UPDATE** button when done.

Heather Roth - ABERDEEN HIGH SCHOOL

Parent or Guardian Contact Information

Parent Or Guardian Name:

Relationship:

Contact Preference:

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

APPLICATION STEPS

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information**
- High School

Step 6: High School

Ensure you picked the correct high school. Select your current grade level, high school graduation date and HS counselor. Enter your current high school GPA. Click **UPDATE** button when done.

Heather Roth - ABERDEEN HIGH SCHOOL

High School (change if incorrect):

Current Grade Level:

High School Graduation Date:

Counselor:

HS GPA:

UPDATE

APPLICATION STEPS

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School**

Connie Roth - HOME SCHOOL

High School (change if incorrect):

Current Grade Level:

High School Graduation Date or Completion Date:

My parent is also my home school approver

Approver Contact Information

Approver Name:

Contact Preference:

Approver Email:

Verify Approver Email:

Approver Cell Phone:

Verify Approver Cell Phone:

UPDATE

If you are a homeschooled student, this step will ask you for an approver and their email address.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.



Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Login

Log into your existing DualEnroll account

USERNAME:

PASSWORD:

[Forgot your username or password?](#)

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

New students

[CREATE MY ACCOUNT](#)

Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which ISU courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.

Profile **Courses** Status

Heather Roth | Help | Logout

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus ☒ High School ☐ Online ☐ Regional Center

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

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
1161L			Extemp Compnd and IV Cert Lab	Idaho State University
ACAD 1101		ACAD	College Learning Strategies	Idaho State University
ACRR 1101		ACRR	Intro to Coll Repair Safety	Idaho State University
ACRR 1102		ACRR	Intro Weld for Coll Repair	Idaho State University
ACRR 1103		ACRR		Idaho State University
ACRR 1104		ACRR		Idaho State University
ACRR 1105		ACRR		Idaho State University
ACRR 1106		ACRR		Idaho State University
ACRR 1107		ACRR		Idaho State University
ACRR 1108		ACRR		Idaho State University

Course Detail: Intro to Coll Repair Safety

COURSE NUMBER: ACRR 1101

COURSE SUBJECT: ACRR

CREDITS: 2.0

COLLEGE: Idaho State University

DESCRIPTION: The orientation and application of tool safety, shop practices, and shop equipment theories. Industry needs and standards will be addressed. Students will gain knowledge of proper use of equipment, tools, and safety that meet or exceed industry standards. PREREQ: Minimum score of 8 on ALEKS or equivalent.

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
15871 Fall 2023		Shawn Beebe		M Tu W Th F (Section) 8:00am-10:00am High School Region V-TECH CAMP	08/14/23 - 11/22/23	Register
15872 Fall 2023		Shawn Beebe		M Tu W Th F (Section) 1:00pm-3:00pm High School Region V-TECH CAMP	08/14/23 - 11/22/23	Register

Confirm Prerequisites

This course requires prerequisites which must be completed before you can be registered for the course. If you will not meet these requirements, please select a different course.

[Continue with this course](#)

[Choose a different course](#)

If you chose a course taught at the college you must complete a one-time step to upload your Assumption of Risk Agreement, see next page for instructions. Otherwise, your part of the registration is done for now. You may choose to: **select another course, view registration status, or logout.** You will receive an email from ISU letting you know when your registration is complete or if they need more information from you.

If your parents are having a problem with the consent, you can click on [Resend](#) or [Change contact](#) under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

Profile **Courses** **Status**

Heather Roth | Help | Logout

The courses you are currently registering for are shown below.

The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

Your Courses

Course	Status	Steps
ACRR 1101 Intro to Coll Repair Safety Idaho State University Fall 2023	No Further Actions Required	<p>You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.</p> <p>Please select one of the options below:</p> <p>request another class view current status logout</p>
One-time tasks (Idaho University)		<p>Completion of Per steps</p> <p>[Notifications]</p> <p>Counselor: Approve Participation</p> <p>[Notifications]</p> <p>Completion of One-steps</p> <p>[History] [Notifications]</p>
Tasks for the term: Fall 2023 (Idaho State University)		

Enjoy your class!



Student Steps

Student: Complete Waiver Request

Students must complete this one time who requested to take an on-campus course from Idaho State University. An on-campus course can include 1) Physically On-Campus 2) Zoom into lecture and turning things in online and 3) fully online with no set times.

Please upload your completed Assumption of Risk Agreement

Click the **COMPLETE STEP** button when done.

Student: Complete Waiver Request

You have requested to take an on-campus course from Idaho State University. An on-campus course can include 1) Physically On-Campus 2) Zoom into lecture and turning things in online and 3) fully online with no set times. In order to register for the course, you must submit an Assumption of Risk Agreement.

Choose File no file selected

Kind of Document: waiver_request

COMPLETE STEP

Student: Resolve Issue

The counselor will get this step when the college needs more information to process the registration request.

Respond to the college's request for more information.

When you are finished, click **COMPLETE STEP**.

Student: Resolve Issues

Please resolve the issues noted in the comment line(s).

Student Name: [Heather Roth](#)
 High School: ABERDEEN HIGH SCHOOL
 Student ID: 0000013
 Term: Fall 2023
 Course: Intro to Coll Repair Safety ACRR 1101 (15871)

Document	Term	Date	Filename	
waiver_request	Fall 2023	2024-02-24	waiver.pdf	UPDATE

Choose File no file selected

Kind of Document: waiver_request

Comments from College (02/24/2024): Student resolve issue.

Comments

Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): Choose File no file selected

COMPLETE STEP

Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.



Home School Students

The following instructions are specific to students who attend a Home School. Home school approvers are asked to confirm your students' registrations. Students are asked to upload their transcript.

Parent: Upload MOU

Parents receive this one-time step for home school students.

Upload your completed MOU document.

Click **COMPLETE STEP** when finished.

The screenshot shows a web form titled "Parent: Upload MOU". At the top, there is a text input field containing "Placeholder text." which is highlighted with a red rectangle. Below this, the form displays student information: "Student Name: Connie Roth", "High School: HOME SCHOOL", and "Student ID: ISU000003". To the right of the student name, the name "Connie Roth" is highlighted in blue. Below the student information, there is a "Choose File" button followed by the text "no file selected". To the right of this, there is a "Kind of Document:" label followed by a dropdown menu showing "additional_documentation", which is also highlighted with a red rectangle. At the bottom left of the form, there is a black button with white text that says "COMPLETE STEP".

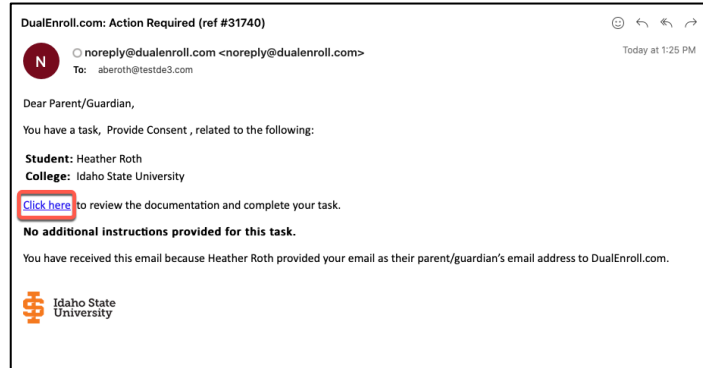
Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.



Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Both English and Spanish text version can be displayed. Simply click on the link to access the online consent form.



Parent: Provide Consent

[Mostrar en Español](#)

Your child has signed up to take a class from Indiana State University (ISU).

Heather Roth

- **Eligibility** – The student understands that he or she meets all student eligibility requirements and will be admitted to ISU as a non-degree seeking ECP student. The student can take dual credit classes at their high school or at one of the ISU college campuses, as long as all prerequisite requirements are met.
- **Registration** – It is the student's responsibility to register for ISU dual credit classes through BengalWeb by the established deadline for the course. It is also their responsibility to drop or withdraw from the course in BengalWeb, by the established deadline for the course, if they no longer wish to receive college credit or their status in the high school class changes.
- **Coursework** – Dual Credit courses are more rigorous and academically challenging than traditional high school courses. Students will be expected to follow the college syllabus, grading scale, assessments, and other required collegiate materials.
- **Grades** – The grade(s) earned for the dual credit course(s) will become a permanent part of the student's post-secondary academic record and may affect the student's eligibility for future financial aid. Grading scales may vary among ISU departments, therefore student's ISU grade and high school grade may not be the same.
- **Credits** – Credits earned under this program will be applicable toward a degree at ISU and are generally transferable to other colleges and universities. It is the student's responsibility to ensure the course(s) taken are transferable to the college/university they will be attending after high school graduation.
- **Cost** – Tuition, fees, and textbooks not covered by Advanced Opportunities are the responsibility of the student. Financial obligations are payable by the student and/or parent/legal guardian if the student is a minor. Any outstanding charges will result in a financial hold being placed on the student's account, which will restrict future enrollment and release of an official transcript.
- **Access** – Once the student is enrolled in a dual credit class they are considered an ISU student. They will have access to ISU support services, Bengal card, ISU email, and all policies affecting ISU students will apply.

The parent/legal guardian signature below certifies that the student has my permission to enroll in the Early College Program at Idaho State University until they graduate from high school and I understand my responsibility as a parent/legal guardian of a dual credit student.

Sign electronically by entering your first and last name:

[DECLINE PARENT CONSENT](#)

Click 'Complete Step' to give permission for your child to take this course and agree to the above.

[COMPLETE STEP](#)

The Parent Consent form is opened after clicking the link from with the notification. Both English and Spanish text version can be displayed.

Provide your electronic signature by **entering your first and last name in the box provided.**

Click **COMPLETE STEP.**

Note: Parents do NOT have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.