

RE: School Site Coordinator Action

The following two actions will be required for the dual credit student application to move forward. Please complete these steps to ensure that a student's application is processed in a timely manner.

Note: If a student did not select a counselor in their application, you can

1. Select "View all students" to see every student from your school that has an application. You can also click on the student name and update the counselor selection so they will appear on your dashboard.

2. Under the counselor drop down, select All Counselors to see all students from your school

Additional directions for you are located in the resources tab of our website

<https://dualcredit.missouristate.edu/resources.htm>

I. High School: Approve Student Participation

A. Open your DualEnroll dashboard

B. Click on that step in your actions (action steps will be highlighted in yellow)

C. If they met the course requirements and have the required GPA, click Yes

D. Complete step

II. High School: Choose Test Score Option

This was required for the ACT subscore requirement (has been waived for the spring courses).

A. If a student has an ACT score, please record it

1. Click on the action step: High School Choose Test Score Option

2. If the student has an ACT score and it is not showing, please select Additional scores

B. If the student does NOT have an ACT score

1. Select existing scores meet college requirements

a. if the student **has a 3.0 or greater GPA**

b. if the student is a **junior or senior**

2. Complete Step

3. If they have a **low GPA** or are **not prepared to successfully complete the course**

a. Select Additional test scores required

b. Then Select the last option: student will not meet.....

4. Complete Step (The dual credit office will complete a college review for the student)

Call or email our office if you have questions.

Missouri State Dual Credit Program

417-836-3254

DualCredit@MissouriState.edu | DualCredit.MissouriState.edu

Feature Enhancement Notes

High School Users

This document provides an overview of new capabilities that have been added to DualEnroll. Click on the feature name to jump to detailed documentation.

FEATURE	PAGE(S)	DESCRIPTION
<u>Batch Mode</u>	2-3	For simple steps where each action can be displayed in a single row, users can complete a task for multiple students or instructors in a single screen.
<u>Ellipsis Functions</u>	4	List and explanation of additional registration functionality located under the ellipsis (three stacked dots) on each registration workflow
<u>Notifications History</u>	5	For any registration, see the list of all notifications, who received them, and the content of each notification.
<u>Manage/Confirm Student Account</u>	6	Confirm account and reset password on behalf of students.
<u>Update Student Information</u>	7-8	View the complete student profile and confirm the account, or update personal information, parent information, High School information, and academics.
<u>Initiate Registration on Behalf of Student</u>	9	Initiate a new course registration on behalf of a student.
<u>All Student Accounts Status and Reminders</u>	10-11	Identify students who haven't yet chosen courses and send custom reminders.

Batch Mode (1/2)

Batch Mode allows college and high school users to efficiently complete the same task for a group of students or instructors all at once (as opposed to accessing the task for each workflow individually).

Click on the registrations, course reviews, ongoing reqmts or section tasks tab.

Use the **Step** filter to select an active step. The system will display all students or instructors with the selected pending step. If more than one user has the selected pending step, the system will also display the **Step Action** drop-down list box.

The courses your students 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 (the student, their parent/guardian, or their high school counselor).

MSU: Dual Enrollment Students [All Student Accounts](#)

High School: All High Schools Course: All Courses Term: All Terms Step: High School: Approve Student Participation Search:

Student / HS	Course	Status	Step Actions
<input checked="" type="checkbox"/> Alex, Kathy[+]	Tasks for the term: Spring 2020		High School: Approve Student Participation
<input checked="" type="checkbox"/> Bean, Caronda[+]	Tasks for the term: Fall 2020		High School: Approve Student Participation
<input checked="" type="checkbox"/> Myers, Gall[+]	Tasks for the term: Fall 2020	[show]	High School: Approve Student Participation
<input checked="" type="checkbox"/> Quinn, Maxwell[+]	Tasks for the term: Spring 2020	[show]	High School: Approve Student Participation
<input checked="" type="checkbox"/> Ramsey, Quinn[+]	Tasks for the term: Spring 2020		High School: Approve Student Participation

The courses your students 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 (the student, their parent/guardian, or their high school counselor).

MSU: Dual Enrollment Students [All Student Accounts](#)

High School: All High Schools Course: All Courses Term: All Terms Step: High School: Approve Student Participation Search:

Student / HS	Course	Status	Step Actions
<input checked="" type="checkbox"/> Alex, Kathy[+]	Tasks for the term: Spring 2020		<input checked="" type="checkbox"/> resend selected notifications <input type="checkbox"/> resend all notifications <input type="checkbox"/> complete in batch mode <input type="checkbox"/> High School: Approve Student Participation
<input checked="" type="checkbox"/> Bean, Caronda[+]	Tasks for the term: Fall 2020		High School: Approve Student Participation
<input checked="" type="checkbox"/> Myers, Gall[+]	Tasks for the term: Fall 2020	[show]	High School: Approve Student Participation
<input checked="" type="checkbox"/> Quinn, Maxwell[+]	Tasks for the term: Spring 2020	[show]	High School: Approve Student Participation
<input checked="" type="checkbox"/> Ramsey, Quinn[+]	Tasks for the term: Spring 2020		High School: Approve Student Participation

You can use the check-mark boxes to de-select users from the group. You can also uncheck the main check-box and then select only specific users to include in the batch mode processing.

Click the **complete in batch mode** option in the drop-down list box.

For simpler steps, the system will display all of the selected users in table format so that you can easily complete the task for each user in a single screen.

Enter the required response(s) for each user by clicking the appropriate radio button.

Click **COMPLETE STEP**.

High School: Approve Student Participation

One or more of your students, listed below, wish to register for one or more dual enrollment courses with Missouri State University. Missouri State has requested that you provide a current GPA for each of these students. If a student is taking a course with an additional testing prerequisite, you'll be asked separately to confirm that the student meets these testing requirements.

Recommendations - If the student's cumulative GPA is less than 3.0, please confirm whether this course is still suitable for the student by selecting 'Recommend'. Otherwise, select do not recommend.

Action	Student Name	Current GPA	Recommendation	Academic Year
<input type="radio"/> Complete <input type="radio"/> Do not proceed <input type="radio"/> Save for Later	Kathy Alex	<input type="text"/>		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior
<input type="radio"/> Complete <input type="radio"/> Do not proceed <input checked="" type="radio"/> Save for Later	Caronda Bean	<input type="text"/>		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior
<input type="radio"/> Complete <input type="radio"/> Do not proceed <input type="radio"/> Save for Later	Gail Myers	<input type="text"/>		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior
<input type="radio"/> Complete <input type="radio"/> Do not proceed <input checked="" type="radio"/> Save for Later	Maxwell Quinn	<input type="text"/>		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior
<input type="radio"/> Complete <input type="radio"/> Do not proceed <input checked="" type="radio"/> Save for Later	Quinn Ramsey	<input type="text"/>		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior

COMPLETE STEP

Batch Mode (2/2)

Some batchable steps are too large to display in a table layout. In these cases, the system will display the step for the first student or instructor in the group and then allow the user to complete each step using <NEXT> and <PREVIOUS> buttons. This still eliminates the need to click into each workflow individually.

Click **COMPLETE STEP** after each response. Responses will NOT be saved without clicking the Complete Step button. The system will display reminder prompts if you try to leave a screen without saving your responses.

DE Admin | Help | Logout
Dashboard Admin Registrations Courses Instructors Course Reviews Ongoing Rqmts Section Tasks Reports

College: Review Registration

The student below has requested to take the referenced course for Concurrent Enrollment with MSU. The available test scores for this student are listed below. Please determine how this registration should proceed.

Student Name: **Caronda Bean**
 Student GPA: **3.0 - 3.5**
 Requested Course: **MTH 137 Precalculus 2**
 Requested Course Section: **A103**
 Course Prerequisites: **ALEKS score 53 or higher**

Assessments in the student's current profile:

Assessment	Date Administered	Available Scores
ACT (MSU) ACT Math	February 4, 2020	45.0
ACT (MSU) ACT English	February 4, 2020	45.0
ACT (MSU) ACT Reading	February 4, 2020	45.0
ACT (MSU) ACT Science	February 4, 2020	45.0
ACT (MSU) ACT Composite	February 4, 2020	45.0

Please indicate how this registration should proceed:

Registration is approved
 College to provide additional test scores
 Not Eligible - Minimum test scores not met
 Defer till later

Comments
Note: comments entered here will be communicated to the high school counselor and will be visible to other participants.

Or upload a comments file (PDF only): No file chosen

Ellipsis Functions

The courses your students 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 (the student, their parent/guardian, or their high school counselor).

College of Western Idaho: Dual Enrollment Students [All Student Accounts](#)

High School: Course: Term: Step: Search:

Student / HS	Course	Status	Steps
Diaz, Cameron T[+]	ARTS-105 Design 1 002[+] Fall 2014	[show]	[ellipsis]
Guy, Kristoff, [+]	COMM-101 Fund of Oral Communication 2017E[+] 2018 Spring	[show]	[ellipsis]
Keaton, Diane[+]	ENGL-101 English Composition 1 001D Fall 2014	[show]	[ellipsis]

The ellipsis menu for the first student shows the following options:

- Files
- History
- Notifications
- Abandon
- Change Section

Every workflow includes useful features available through the ellipsis (three dots). The options will vary by the type of workflow (registration, course review, ongoing requirement, etc.), college and current status of the workflow.

To access the features, click the ellipsis and select an option from the list box. Complete prompts as required.

The table below describes features that are accessible via the ellipsis.

Feature	Description	Registration Status
Files	Provides access to files created as part of the registration process. The files will vary for each college.	Any Status
History	Provides list of all steps that have been executed to date.	Any Status
Notifications	Provides list of email notifications that were sent during the registration process including associated step, date sent, delivery email address and subject of message. Click on the subject to view the entire message.	Any Status
Resend	Provides ability to resend the Parent Consent form.	Registration Pending Consent
Abandon	Provides ability to abandon a registration in process during an open term.	Registration in Process
Drop or Withdraw	Feature is only available if the college has defined a drop or withdraw window for the current term. Registration must be complete in order to use drop or withdraw. Students and parents will receive email notifications of action.	Registration Completed
Change Section	Provides ability to move a student from one course section to another. Course sections must be for same course and term.	Registration at Any Status
Change Contact	Provides ability to change parent/guardian contact information to facilitate proper delivery of the consent form.	Registration Pending Consent

Notifications History

DualEnroll allows you to see a history of all email and text messages sent in conjunction with any workflow. This is useful in many situations, for example, a student misses the registration cutoff due to lack of parent permission and the parent claims they were not properly informed of the deadline.

Clicking the ellipsis for any workflow (completed or in process) allows you to launch a number of tools. (Use of the ellipsis is fully described elsewhere). In this case, click on notifications.

The screenshot shows the 'Registrations' tab in the DualEnroll system. A yellow box highlights a message: 'The courses your students 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 (the student, their parent/guardian, or their high school counselor).' Below this is a table of students and their courses. A dropdown menu is open for the first student, Benjamin Daniels, showing options: Files, History, Notifications, Drop, Force Drop, Force Withdraw, and Change Section. The 'Notifications' option is highlighted with a red box.

The screenshot shows the 'Notifications History' for Benjamin Daniels. The table lists the following notifications:

Step Title	Sent at	To	Subject
Provide Consent and Payment	March 19, 2020 at 18:05 UTC	Benjamin Daniels 8602359374	text (no subject)
Provide Consent and Payment	March 19, 2020 at 18:08 UTC	["parent@dedemos.com"]	DualEnroll.com: Payment Confirmation (ref #6423)
Successful Registration	March 19, 2020 at 18:08 UTC	["parent@dedemos.com"]	DualEnroll.com: (ref #6423)
Confirm Student Enrollment in Course	March 19, 2020 at 17:52 UTC	["jeff.ballentine@dedemos.com"]	DualEnroll.com: Action Required (ref #6423)
Provide Test Scores	March 19, 2020 at 18:01 UTC	["central_counselor@dedemos.com"]	DualEnroll.com: Action Required (ref #6423)
Provide Consent and Payment	March 19, 2020 at 18:05 UTC	["parent@dedemos.com"]	DualEnroll.com: Parent/Guardian Consent Required (ref #6423)
Provide Consent and Payment	March 19, 2020 at 18:05 UTC	["bendaniels3.20@dedemos.com"]	DualEnroll.com: Consent Required (ref #6423)

The system will show the list of every email and text message that was sent, which step the communication was associated with, the email address or phone number to which it was sent, and the day and time it was sent.

Clicking on an email or text message will display the full text of the communication. You can also resend the individual notification.

The screenshot shows the 'Notification Details for Parent: Provide Consent and Payment'. The notification was sent to ["parent@dedemos.com"] with the subject 'DualEnroll.com: Parent/Guardian Consent Required (ref #6423)'. The body of the message reads:

Dear Parent/Guardian,
Your child, Benjamin Daniels has signed up to take ENG 210 Writing II:Writing Across Disciplines from MSU.
MSU requires consent for the course. [Click here](#) to provide consent. You are NOT required to make payment at this time, but you have the option to pay now.

Student: Benjamin Daniels
College: MSU
Course: ENG 210 Writing II:Writing Across Disciplines A111 Spring 2020
Term: Spring 2020
Instructor: Jeff Ballentine
Comments from College (03/19/2020): I don't have his SAT score in our system yet

Note: You have received this email because Benjamin provided it as his parent/guardian's email address on the dualenroll.com website when he signed up for the class.

Delivery Method: email
Sent At: March 19, 2020 at 18:05 UTC

[Resend this notification](#)

Manage/Confirm Student Account

The College Administrator or High School can view the student's login name, change email and/or cell phone information, and reset passwords for students. Click on a student's name to access the information update options and choose 'Account' in the Profile Options box on the right.

Account allows you to update student login information. You can modify the student's login, email, phone, and reset the password. After updating the information, click the **UPDATE ACCOUNT** button.

Dashboard Admin **Registrations** Courses Instructors Course Reviews Ongoing Rqmts Section Tasks Reports

Kathy Alex | Help | Logout

Caronda Bean - CENTRAL HIGH SCHOOL

LOGIN:

EMAIL:

CELL PHONE:

CONTACT PREFERENCE:

NEW PASSWORD:

CONFIRM PASSWORD:

UPDATE ACCOUNT

PROFILE OPTIONS

- Account**
- Student Profile
- Parent Info
- High School
- Academics
- Documents
- Select Courses

If the student has not yet confirmed their account, you can do that for them by clicking on the **student name link** from the student account listing. Enter the student's **password** and click on **ACTIVATE**.

Dashboard Profile **Students** Courses Reports

Central HS Counselor | Help | Logout

Jennifer Enyeart - CENTRAL HIGH SCHOOL

This student has not yet confirmed their account. To activate their account, add a password then click on the "Activate" button. You will then need to communicate the login name and password to that student.

LOGIN:

NEW PASSWORD:

CONFIRM PASSWORD:

ACTIVATE

PROFILE OPTIONS

- Account**
- Student Profile
- Parent Info
- High School
- Academics
- Documents

The student's account status will change from 'Account Not Yet Confirmed' to 'Application Incomplete'. The student will now need to login and execute the Pre-Registration steps. You can send the student a reminder to do this via the 'All Student Accounts' link on the Students tab—see 'View Student Account Status; Send Reminders' for detailed instructions.

Update Student Information (1/2)

The College Administrator can update student profile information, parent contact information, High School and academics. Click on a student's name to access the information update options and use the Profile Options box on the right to switch between different profile elements.

Caronda Bean - CENTRAL HIGH SCHOOL

COLLEGE STUDENT NUMBER: M75757
 SET STUDENT NUMBER:

FIRST NAME:
 MIDDLE NAME:
 LAST NAME:
 STREET:
 STREET 2:
 CITY:
 STATE:
 POSTAL CODE:
 COUNTY:
 EMAIL:
 PHONE:
 DATE OF BIRTH:
 GENDER:
 RACE: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White/Caucasian
 US CITIZEN:
 CITIZENSHIP COUNTRY:
 VISA TYPE:
 HIGH SCHOOL:

PROFILE OPTIONS

- Account
- Student Profile
- Parent Info
- High School
- Academics
- Documents
- Select Courses

Student Profile provides access to modify the student's home address, citizenship, email, phone and other personal information. In addition, the High School field now includes a drop down which will allow you to change the students high school to any partner school. Some schools will also have a field allowing you to update the student's college ID number. After making changes click on **UPDATE PROFILE**.

Parent Info screen may vary depending on the parent information you collect and the method by which you contact parents. You can select how the parent would like to receive communication and enter the needed information.

After updating the information, click the **UPDATE** button.

Caronda Bean - CENTRAL HIGH SCHOOL

Parent Name:
 Relationship:
 Preference:
 Parent Email:
 Verify Parent Email:
 Parent Cell Phone:
 Verify Parent Cell Phone:

PROFILE OPTIONS

- Account
- Student Profile
- Parent Info
- High School
- Academics
- Documents
- Select Courses

Update Student Information (2/2)

Academics allows you to view, enter or upload information the college needs to evaluate course eligibility. These screens will vary depending on what your college requires. Choosing an assessment from the dropdown box will display the student's scores on that assessment. Links to any uploaded transcripts or test score reports are also available on this screen.

Document	Term	Date	Filename
transcript	Fall 2020	2020-08-03 Kathy Alex	sample_student_transcript_2[5].jpg

Documents also provides access to any documents that have been uploaded for the student.

High School includes whatever information your college collects about the student related to their high school. You can change the designated high school counselor by selecting from the drop-down menu of available counselors. Click UPDATE PROFILE when done.

The Select Courses function is explained under “Initiate Registration on Behalf of Student”.

Initiate Registration on Behalf of Student

The high school or college can now initiate a registration for a student rather than asking the student to log in and choose the course. Only remaining required steps for the registration will launch. For example, if a parent has already provided consent for the term, no new parent consent step will launch for the new course registration.

To initiate a registration for a student, click on the student's name to launch their profile then click **Select Courses** under Profile Options on the right.

Caronda Bean - CENTRAL HIGH SCHOOL

LOGIN: carondabean

EMAIL: carondabean13020@dedemos.com

CELL PHONE:

CONTACT PREFERENCE: email

NEW PASSWORD: Password must be at least 6 characters in length:

CONFIRM PASSWORD:

UPDATE ACCOUNT

PROFILE OPTIONS

- Account
- Student Profile
- Parent Info
- High School
- Academics
- Documents
- Select Courses

You'll see the Course Finder with all relevant courses for this student.. The message at the top of the screen will show the name of the student for whom you're selecting course(s). Click on the desired course title.

Narrow your Search

BY TERM

BY KEYWORD

BY COURSE TYPE

Choose all that apply:

College Campus High School Online Course Regional Center

You are selecting courses for student Caronda Bean. Click to return.

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

Course	Type	Subject	Title	College
ACC 121	ACC	ACC	Individual Tax Return Prep	MSU
AGR 157	AGR	AGR	Principles of Ag Mechanization	MSU
AGR 158	AGR	AGR	Animal Science	MSU
SPN 101	SPN	SPN	Elementary Spanish I	MSU
SPN 101c	Spanish	Spanish	SPN 101 Lecture + Lab	MSU

Show only classes meeting between:

Course Detail: Animal Science

You are selecting courses for student Caronda Bean. Click to return.

COURSE NUMBER: AGS 101

COURSE SUBJECT: AGS

CREDITS: 4.0

COLLEGE: MSU

DESCRIPTION: Introduction to farm animal industries, breeds, numbers, distribution, nutrition, heredity, reproduction, health and products.

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
C101 Spring 2020	Northwest Campus	Robert Bundy	Northwest Campus	M W (Face-to-face) 10:00am-11:00am		Register
C106 Spring 2020	Fully Online	Robert Bundy		(Fully Online)		Register

Back

Click the button under Options (this normally says 'Register' or 'Request Registration' but may be customized to your college).

All Student Accounts: Status, Reminders (1/2)

DualEnroll now includes a number of tools for Colleges and High Schools to manage students who stall during the initial sign-up process. Access these tools under 'All Student Accounts' on the Students tab.

The courses your students 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 (the student, their parent/guardian, or college staff).

CENTRAL HIGH SCHOOL: Dual Enrollment Students [All Student Accounts](#)

Student	Course	Status	Steps
Alex, Kathy	Tasks for the term: Spring 2020 (MSU)		High School: Approve Student Participation
Bean, Caronda	AGS 101 Animal Science C101 MSU		High School: Approve Student Enrollment
Benjamin	Writing MSU	Complete	
Daniels, Benjamin	Tasks for the term: Spring 2020 (MSU)	Complete	show

The system will list all students along with the status of their account. A search bar at the top of the screen will allow you to **search by student name**. You can also search based on a date range for account creation to see only current students. The 'Status' column shows the status of each student's account.

DE Account Not Yet Confirmed: Student created a DualEnroll account but has not confirmed it. You can confirm accounts for these students; see below.

Application Incomplete: Student confirmed their DE account but did not complete the application process necessary to begin choosing courses.

Registration Activity: Student has initiated the registration process for at least one course.

You can filter students by account status. The filter includes an additional option, **'No Registration Activity'** which encompasses both DE Account Not Yet Confirmed and 'Application Incomplete' and is used to initiate reminders to students who haven't yet chosen courses.

CENTRAL HIGH SCHOOL: Students

First Name: Last Name: Status: All Creation Date (range): 2020-08-03

Student	Status	Created On
Alex Astronomy	DE Account Not Yet Confirmed	11/13/2019
Golden West11.26	Registration Activity	11/26/2019
Henry Hill	Registration Activity	12/02/2019
New Student	Application Complete	01/10/2020
Gail Zehr	Registration Activity	02/11/2020
Ethan Pierce	Application Incomplete	02/15/2020
Benjamin Daniels	Registration Activity	03/19/2020
Tom Thompson	DE Account Not Yet Confirmed	05/06/2020
Emma Grace	Registration Activity	05/06/2020
Danny Sparks	Registration Activity	05/11/2020

CENTRAL HIGH SCHOOL: Students

First Name: Last Name: Status: All Creation Date (range): 2020-08-03

Student	Status	Created On
Alex Astronomy	DE Account Not Yet Co	11/13/2019
Golden West11.26	Registration Activity	11/26/2019
Henry Hill	Registration Activity	12/02/2019
Thomas Alcide	Registration Activity	12/02/2019
Central Oregon	Registration Activity	12/04/2019
Meredith Goebel	Registration Activity	12/09/2019

All Student Accounts: Status, Reminders (2/2)

Filtering based on 'No Registration Activity' launches a 'Reminder Actions' dropdown which allows you to send a reminder to these students to continue the enrollment process.

The screenshot shows the 'CENTRAL HIGH SCHOOL: Students' page. At the top, there are navigation links: Dashboard, Profile, Students, Courses, Reports. The user is logged in as 'Central HS Counselor'. Below the navigation, there are search filters for First Name, Last Name, Status (set to 'No Registration Act...'), and Creation Date (range: 2020-08-03). A table lists students with columns for Student, Status, and Created On. A dropdown menu is open over the table, showing 'Reminder Actions' with a checkmark and the text 'send reminders to students with selected status'.

Student	Status	Created On
Janet VP	Application Incomplete	10/30/2019
Ethan Rodriguez	Application Complete	11/07/2019
Alex Astronomy	DE Account Not Yet Confirmed	11/13/2019
New Student	Application Complete	01/10/2020
Ethan Pierce	Application Incomplete	02/15/2020
Tom Thompson	DE Account Not Yet Confirmed	05/06/2020

The screenshot shows the 'Send Reminder' form. At the top, there are navigation links: Dashboard, Profile, Students, Courses, Reports. The user is logged in as 'Central HS Counselor'. The form contains the following sections:

- Send Reminder:** You are about to send a reminder notification to all of the students with **No Registration Activity** status. If you would like to include your own message, enter it in the box below.
- Additional Message (Optional):** Enter a custom message you would like.
- Email and SMS/Text Message (Sample):** Dear <student-name>, You have begun the process of registering for courses at <college> through DualEnroll.com. So far, you have not completed the process or registered for any courses. Sign in to your account at <url> to complete the process and register for courses. Your account login name is: <student-email@example.com>.

At the bottom of the form, there is a 'SEND' button and a 'Back' link.

The system will show the standard notification for your college and allow you to include additional custom reminder language. When you click 'Send' the reminder language will be sent to all students without registration activity by email and text message.