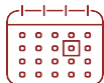


IMPORTANT INFORMATION FOR MSU DUAL CREDIT

Fall 2024

[DUALCREDIT.MISSOURISTATE.EDU](https://dualcredit.missouristate.edu)

1. IMPORTANT DATES:



- August 12 **Registration OPENS** for **Fall & All-Year courses**
- September 16..... **Registration CLOSSES** for **Fall & All-Year courses at 5pm**
- September 19**Parent Consents DUE** by 5pm
- September 24**Class List Verifications DUE**
- October 11 Last Day to Drop a Fall dual credit course with 100% Refund
- November 8 Last Day to Drop a Fall dual credit course with 50% Refund "W"
- November 15 Last Day to Drop an All-Year dual credit course with 100% Refund
- December 4 Grading Portal Opens for Fall only courses
- December 5 Last Day to Drop a Fall dual credit course and avoid a failing grade
- January 31 Last Day to Drop an All-Year dual credit course with 50% Refund "W"
- May 1 Last Day to Drop an All-Year dual credit course and avoid a failing grade

2. REGISTRATION PROCESS



1. **Create or Update the DualEnroll account**, MUST access from dualcredit.missouristate.edu
2. **Select course(s)** for dual credit.
3. **Parent/guardian consent.** *Registration will not be considered complete until the parent/guardian consent is provided.*
**Payment is not required at time of registration, but a payment option must be selected.*
4. Parent/guardian will receive an email with a link to provide consent for each course the student requests
5. Check your spam or junk mail for this message from DualEnroll
4. **Confirmation of registration** is sent to both the parent/guardian and student.

3. STUDENT ACCOUNTS



After registration is complete - Students will be assigned a BearPass Number (referred as a M#). A student account has been created for each student. After the student receives a confirmation of being successfully registered, the student will receive an email requesting them to activate the account.

Students will want to activate this account to access their Missouri State student records. Instructions and links are available on the Dual Credit website.
<https://mis.missouristate.edu/University/Account/Activate>

4. DUAL CREDIT COURSES



Gain a head start on your future!

Dual credit courses remain at \$70 per credit hour and we are continuing to offer the Free and Reduced Lunch Scholarship to qualified students. We are waiving the requirement of an ACT score for dual credit courses. Please review the [About dual credit](#) document on our web page regarding student eligibility.

Missouri
State

DUAL CREDIT

CONTACT US

DualCredit@MissouriState.edu

office: 417-836-3254
toll-free: 877-678-2005



Registration **OPENS** on **AUG 12** to apply for MSU Dual Credit Courses!

Talk to your teacher or counselor about the courses and registration details.

Take advantage of all that MSU offers for dual credit students:

- Save Time and Money
- Over 70% savings on tuition cost
- Scholarships are available to qualified students to cover tuition cost
- Start building a college transcript & GPA
- Start the pathway to your career
- Study support from the Bear CLAW
- Access to the University library

Registration portals **CLOSES** on Sept 16.

Steps to Register for MSU dual credit

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the APPLY NOW button
3. Log in to your existing DualEnroll account or create an account if you do not have one
*If you've forgotten your login or password, use the "forgot" link on the login screen.
Your counselor or our office can also assist*
4. Update your profile
5. Click on the Courses tab for the course list.
6. Select your course(s)
7. Click the REGISTER button
8. You and your parent/guardian will receive a confirmation via text or email that your course selection has been completed

Ready to gain a head start on your future?



APPLY NOW

For More Information visit:
DualCredit.MissouriState.edu
Contact Us: 417-836-3254
DualCredit@MissouriState.edu

School Site Coordinator Checklist

DUALCREDIT.MISSOURISTATE.EDU

Contact Us: 417-836-3254

❖ Use this checklist to assist you as you prepare for registrations and work through the registration process

Pre-Enrollment for Dual Credit	
	Verify the courses offered and the instructors at your school with the dual credit office
	Access the DualEnroll.com dashboard (software program used for registrations) and contact us if you have problems or questions
	Provide updates concerning instructor and/or course offerings that may have occurred
	Download the Informational Packets which are available on our website
	Ask about making your school link available on your website
	Support communication to the parents and students regarding registration dates and how to register
	Reach out to the dual credit office with any questions or concerns
	Let us know how we can better serve you, the students, and your school

Enrollment for Dual Credit	
	Support parents and students in registering for dual credit courses
	Help to communicate registration deadlines and procedures
	Approve Student Participation: *Confirm student GPA & Eligibility for courses *Provide test scores as needed for MTH & ENG *Verify FRL qualification for those students who are requesting the scholarship
	Support students/parents who are sitting at the "Parent Provide Consent" to complete the step <ul style="list-style-type: none"> • After parent consent, high school will approve any FRL requests or the student will be moved to the course registration workflow
	When registration is completed, the student will be at the "College Verify Payment" or "Complete" step

Post-Enrollment for Dual Credit	
	Communicate changes in student status to dual credit office
	If a student withdraws from the dual credit portion of a course, send the completed Drop Form to the dual credit office
	*Note the Drop/Refund dates regarding how the drop request will be processed

Resources for Dual Credit	
	Student Registration Guide
	DualEnroll.com Features/Support
	DualEnroll.com Steps Explained
	Participating School pages



Missouri State

Dual Credit

Welcome to the Missouri State University Dual Credit program.

MSU provides a convenient online registration process using DualEnroll.com.

How to register for your MSU dual credit course(s).

First Time Students - Create an Account

Registrations MUST be started from the MSU dual credit website:

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the **APPLY NOW** button from the info page
3. Complete the New Student Registration form to create your account (5 steps).

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.*

Make sure you click Finish at the bottom of the page. You will immediately 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 select courses for dual credit. If you selected confirm by email, be sure to check your junk or spam folders for this confirmation email.

The five steps of the pre-registration process:

The screenshots show the following steps:

- Step 1: Complete Enrollment Application**: A progress bar with Step 1 highlighted. Below it, a message says "Now we'll guide you through the enrollment process".
- Step 2: Accept Missouri State Terms**: A progress bar with Step 2 highlighted. Below it, the text "Accept Missouri State University Terms" is visible.
- Step 3: Accept MSU FERPA Waiver**: A progress bar with Step 3 highlighted. Below it, the text "FERPA Waiver" is visible.
- Step 4: Provide Parent/Guardian Consent information**: A progress bar with Step 4 highlighted. Below it, the text "Parent/Guardian Consent" is visible.
- Step 5: Select your Guidance Counselor**: A progress bar with Step 5 highlighted. Below it, the text "Guidance approval for credit toward high school graduation" is visible, along with a dropdown menu to select a counselor.

****Only create a new DualEnroll account if you do NOT have an existing account with DualEnroll****

Login

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

New Student Registration

Register now — Required fields are marked with a *

Register now — Required fields are marked with a *

HIGH SCHOOL:

CREATE LOGIN:

CREATE PASSWORD: at least 6 characters

RETYPE PASSWORD:

FIRST NAME:

MIDDLE NAME: optional

LAST NAME:


DATE OF BIRTH: ex: 1996-07-31

Preferred Method of Contact (provide at least one):

EMAIL:

CELL PHONE (text messages): ex: 703-555-1212

I prefer not to provide a cell phone

I'm not a robot 

REGISTER

Step 1: Complete Enrollment Application

All fields with an asterisk are required. Click **Next** when complete.

Step 2: Accept Missouri State Terms

Click **Next** when complete.

Step 3: Accept MSU FERPA Waiver

Click **Next** when complete.

Step 4: Provide Parent/Guardian

Consent information Enter email address and/or phone number for parental consent.

Step 5: Select your Guidance

Counselor from the drop down list box.

Click **Finish** when complete.

When the account is verified, you will be able to select the course(s) for dual credit.



Registrations MUST begin from the MSU dual credit website

1. Go to <https://dualcredit.missouristate.edu>
2. Click on the **APPLY NOW** button from the info page
3. Log in to your existing DualEnroll account
 - a. Do NOT create a new account

If you've forgotten your login or password, use the "forgot" link on the login screen. Your counselor or our office can also assist you with this.
4. Update your profile
5. Click on the Courses tab to review the course list.

Login

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

REMEMBER ME:

[Forgot your username or password?](#)

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

Profile **Courses** Status

Narrow your Search

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

Taught at College Campus
 Taught at High School
 Online Course

Course	Type	Subject	Title	College
ACC 109			The Accounting Cycle	Missouri State University

Register for Course(s):

The course finder shows which MSU courses are being offered at your school. Use any of the filtering options on the left to narrow down your search. Click on the course title to see the detailed description and available sections/instructors.

Profile **Courses** Status

BY COURSE

Choose all

College
 High School
 Online

Course Detail: Plant Science

COURSE NUMBER: AGP 103
CREDITS: 3.0
COLLEGE: Missouri State University
DESCRIPTION: (No description available)

Available Sections

Section	Type	Instructor	Location	Time/Days	Options
AK1 201840		Stokes, R.			Register
Q11		Rodekoher, Sherie			Register

When you've made your decision on a course and section, **click the Register button** to select the course for dual credit. You can go back to the **Courses** tab, or click the **select another course** button, and repeat the process if you want to take more than one course.

Profile **Courses** Status

The courses you are currently registered for. The Steps column indicates what needs to be completed:

- Highlighted steps need to be completed.
- Other (non-highlighted) steps are complete.

Your Dual Enrollment Courses

Course	Status	Steps
BUS 135 Introduction to Business	Complete	
BH1	Parent Provide Consent And Payment: Complete	Student: Complete Parent/Guardian Consent and Payment Form [Resend] [Change contact Notifications] [History] [Abandon]

Your part of the registration is done for now.

You may choose to go back to the course finder screen, view your current registration status, or logout. You will receive an email from MSU DualEnroll informing you that your course selection has been completed. Your parent/guardian will receive a notification asking for consent and payment information. Their consent must be provided for you to be enrolled into the course.

Final Step: Parent/Guardian Consent:

Your parent/guardian will receive a message to Provide Consent for each course (you will receive this notification as well).

Your parent/guardian will complete this step by clicking on the blue **Complete Parent Consent** link they receive. They will select the choice of payment or FRL at this time as well. Payment is NOT due upon registration, but consent is required.

Profile **Courses** Status

Your Dual Enrollment Courses

Course	Status	Steps
ART 100 2D Design C11[+] Missouri State University 2019 Fall	Parent Provide Consent And Payment: Complete	Student: Complete Parent/Guardian Consent and Payment Form [Resend] [Change contact Notifications] [History] [Abandon]

DualEnroll.com Steps Explained

❖ This resource is provided to explain the messages in “Steps” to assist you when viewing and completing student registrations.

1. Student Completes Application	
student	Student starts application and confirms the DualEnroll account & selects courses
	Notifications are sent to both the student and parent/guardian about their request for dual credit

2. High School: Approve Student Participation	
a.	Pending Completion of Per Term Steps
HS	High School: Approve Student Eligibility – first step that must be completed by site coordinator to continue the application
HS	High School Choose Test Scores -only required for MTH and ENG courses or if the student is a FR/Sophomore
	*select either existing scores meet or additional score needed
HS	High School Provide ACT Scores -only if student has placement or ACT subscore to submit (include date taken)
b.	Pending Completion of Per Term Steps
College	Pending: Application Response
	*the student application information is being processed and data is being passed
	*this typically is completed on the subsequent working day

3. College Review Student/Course	
College	The dual credit office is verifying that the applicant is eligible for the dual credit course
	*Approved applications go forward and the student, parent/guardian are notified
College	*Non-Approved applications are Abandoned/Failed and notification is sent to the student and parent
	** <i>Qualifying test scores must be obtained before the end of the registration period</i>

4. Parent: Provide Consent & Payment Information	
Parent	Consent must be provided to register student into the course for dual credit
	Both parent/guardian and student will receive this notice
	*a nudge to complete this step will be initiated as needed (counselor can see these nudges)
	If the parent selects the FRL option, verification will be sent to the school
HS	HS: Verify FRL Status
	School will verify the parent FRL eligibility by indicating Approve or Decline
	**if the school approves; the application will move to the next step
	**if the school declines the FRL; the parent will receive a request to choose a different payment option

5. Pending: Registration Response	
College	The student registration information is processing and student will be registered into the course
	*this typically is completed on the subsequent working day

6. College Verify Alternative Payment	
College	The student is registered into the course
	*indicates that a balance remains for the cost of the course
	* both parent/guardian and student will receive verification of successful registration into the course

7. Complete	
College	The student is registered into the course and the course is paid in full

RE: School Site Coordinator Action

The following 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 during their registration, you can Select **View all students** to see every student from your school that has a pending application.*

1. If a student selected the wrong counselor, you could click on the student's 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

Steps for completing a student dual credit registration:

I. High School: Approve Student Participation (must be completed for all students)

- A. Open your DualEnroll dashboard
- B. Click on that step in your actions (action steps will be highlighted in yellow)
- C. If the student meets the course requirements and have the required GPA, click Yes
- D. Complete step
 1. For most of the applications this will be your only action unless the parent selects FRL payment

II. High School: Choose Test Score Option (completed for Math, English courses as well as for Fresh/Soph)

The requirement for a ACT subscore has been waived for this academic year.

- A. This score can be recorded for a Freshman, Sophomore, or a student who otherwise would not meet the other eligibility requirements (GPA) for the course(s).
- B. 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
- C. If the student does NOT have an ACT score
 1. Select existing scores meet college requirements only if:
 - a. the student has a 3.0 or greater GPA
 - b. the student is a junior or senior
 2. Complete Step
- D. If the student has a low GPA or are not prepared to successfully complete the course
 - a. **Select Additional test scores required**
 - b. Select the last option: student will not meet...
 - c. Complete Step (The dual credit office will then complete the college review)

III. High School: Verify FRL Status (completed only for the parents that requested this payment option)

- A. Approve- select if family qualifies for the Federal Free Reduced Lunch program
 1. will move the student to be registered into the course the next business day
- B. Decline- decline if the family does not have record or does not qualify for the FRL program
 1. A notification will be sent to the parent stating they do not qualify for this option and to select a different payment option. A payment option must be selected for the student to be registered.

Additional information is in the **Partner school resources** tab of our website

Call or email our office if you have questions or request assistance.

Missouri State Dual Credit

417-836-3254

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		resend selected notifications resend all notifications complete in batch mode 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' section of 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, a table lists 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' page for Benjamin Daniels. The table below lists the notifications sent to him.

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' page for Benjamin Daniels. The notification is titled 'Notification Details for Parent: Provide Consent and Payment'. The details are as follows:

To: ["parent@dedemos.com"]
Subject: DualEnroll.com: Parent/Guardian Consent Required (ref #6423)
Body:

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

UPDATE PROFILE

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

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)	show	Complete

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.

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

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.

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

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.

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 'Students' page for Central High School. At the top, there are navigation links: Dashboard, Profile, Students (active), Courses, and Reports. The page title is 'CENTRAL HIGH SCHOOL: Students'. Below the title, 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 student accounts 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 (active), Courses, and Reports. The page title is 'Send Reminder'. Below the title, there is a message: '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.' There is a text input field for 'Additional Message (Optional)' with the placeholder text 'Enter a custom message you would like'. Below this, there is a section for 'Email and SMS/Text Message (Sample)' with a sample message: '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.

FREE AND REDUCED LUNCH DUAL CREDIT SCHOLARSHIP



If you qualify for the Federal Free and Reduced Lunches at your high school, you are eligible for a dual credit scholarship.

VALUE

Receive up to six credit hours of dual credit per semester at no charge to you. This scholarship is available to students at all of our public partnering schools. The school will verify student eligibility and the parent/guardian will select FRL as their payment option when consenting for the course.

QUALIFICATIONS

- Be enrolled in one of the qualifying schools or programs.
- Qualify for the Federal Free or Reduced Lunch program
 - CEP & USDA provision is not accepted
- Have at least a 3.0 high school Grade Point Average.
- Meet course prerequisites, if applicable, to enroll in a class.

FIND OUT WHICH COURSES ARE OFFERED AT YOUR SCHOOL
DualCredit.MissouriState.edu

CONTACT US
DualCredit.MissouriState.edu
417-836-3254 | 877-678-2005

There is no additional application for this scholarship. Parents or guardians will select the FRL payment option when they consent for their child to be enrolled into the course. The HS will verify eligibility for this scholarship.

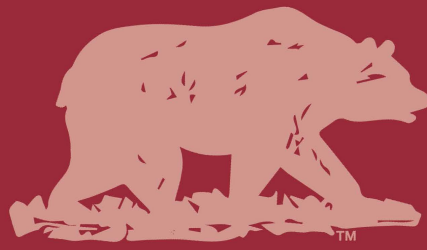
DualCredit.MissouriState.edu/freetuition

MSU



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