

# DUAL CREDIT CHECKLIST:

**\*You must complete and check off EACH of these items to be successfully enrolled as a dual credit student.**

After finishing each item check it off and turn in this SIGNED sheet to Mrs. Saunders	Done
1. Confirm that you have at least a 3.0 GPA	
2. Apply to the College your class offered through (ie. CSI, CWI, ISU, NIC) *CSI: <a href="https://mycsi.csi.edu/ICS/Apply_to_CSI/Default_page.jnz?portlet=Apply_Online_2.0">https://mycsi.csi.edu/ICS/Apply_to_CSI/Default_page.jnz?portlet=Apply_Online_2.0</a> *ISU: <a href="http://apply.isu.edu">apply.isu.edu</a> *CWI: Come to the Counselor's Office to pick up a CWI application form.	
3. AFTER you have been accepted to the college, <b>register for the class</b> you are wanting to take.	
4. Complete a <b>Certificate of Residency Form</b> (don't forget to check the correct term, select the college, include your Social Security #, a copy of your parents and your Driver's License, and a parent's signature). <b>Make a copy and bring it to Mrs. Saunders.</b> <b>*After you have filled out the Certificate of Residency, you need to take it to your County Registrar's office.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>*Madison County:</b>            Madison County Administration Building            134 E. Main St. #102            Rexburg Id, 83440            (208) 359-6200         </div> <div style="width: 45%;"> <b>*Fremont County:</b>            Fremont County Recorder            151 W 1<sup>st</sup> N #12            St. Anthony, ID 83445            (208) 624-3148         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>*Teton County:</b>            Teton County Clerk            150 Courthouse Dr.            Driggs, ID 83422            (208) 354-2905         </div> <div style="width: 45%;"> <b>Bonneville County:</b>            605 N Capital Ave            Idaho Falls ID 83402-3582            phone: (208) 524-7932         </div> </div>	
5. Fill out the Fast Forward form (parents need to sign) and turn it in to Mrs. Saunders	
6. Create an Advanced Opportunities Account: (STEP 1) <a href="http://www.sde.idaho.gov/student-engagement/advanced-ops">www.sde.idaho.gov/student-engagement/advanced-ops</a> After you have verified your account using your confirmation email, tell Mrs. Saunders you are ready to have your account verified by the school.	
7. Request Funding for your course: (STEP 2) <a href="https://advancedops.sde.idaho.gov">https://advancedops.sde.idaho.gov</a> Log in with your advanced opportunity username and password. Choose "Student Landing". Apply for funding by <b>choosing EACH course you want to take from the drop-down menu</b> . Register the information for that course and then click on "Submit". <b>If you are taking more than one dual credit class you must enter each class separately.</b>	

**I have FULLY completed each of the above steps and understand that FAILURE TO COMPLETE ANY STEP MAY RESULT IN LOSS OF CREDIT OR FUNDING FOR THE CLASS AND I WILL BE RESPONSIBLE FOR THE PAYMENTS.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_