

# DualEnroll Online Dual Credit Registration

College of Western Idaho  
2017-2018 Academic Year

*Achieve More*

## Student Registration

Your student has indicated an interest in registering for a CWI Dual Credit Course, which will be accomplished via an online portal called DualEnroll. In order to register, students must visit the <http://cwidaho.dualenroll.com> link. From here, students should follow the steps outlined in this registration tutorial (<http://youtu.be/zMFfmV3xpIk>). Once your student has registered, please make sure to do the following: Check your email inbox for a registration confirmation email from DualEnroll.com

- If your student is registering for more than one class, you will have more than one email requiring individual approvals.
- Some email servers target DualEnroll email as spam, so please check your junk email folders if you are having difficulty locating the email(s).
- The DualEnroll system will continue to send parents emails until they acknowledge that they have read CWI's terms and conditions for students participating in dual credit courses.

## Important Dates

- Registration dates: January 16, 2018 – February 23, 2018
- Certificate of Residency deadline: If your student lives outside of Jerome, Twin Falls, Kootenai, Ada or Canyon counties, you will need to print out the Certificate of Residency form (<http://cwidaho.cc/file/certificate-residencyaffidavit>) and return the completed form to your County Clerk Office. Please contact your individual County Clerk Office to find out what their individual deadline is for submitting the form.
- Drop deadline: March 16, 2018
- Withdrawal deadline: April 13, 2018

Dual credit students can only drop/withdrawal from courses by submitting a withdrawal form to the CWI Dual Credit Office. Students dropping courses prior to the drop deadline will result in a full refund of Fast Forward Funds (to the State) and a permanent academic record will not be generated. Students who withdrawal from a course prior to the deadline will still incur a permanent academic record of a W, and Fast Forward Funds will not be credited back to the State. Students failing to drop or withdrawal from a class before the deadline may result in a final grade of F in their course.

## Fast Forward

Students participating in the CWI Dual Credit program qualify for Fast Forward Funding from the State of Idaho, up to \$4,125. Please make sure your student submits the state Advanced Opportunities Participation Form (<http://sde.idaho.gov/student-engagement/advanced-ops/index.html>) to his or her counselor. For more information on funding limitations, please visit the State Board of Education Advanced Opportunities website at the same link above.

## Student Attendance, Behavior, Performance & Grades

Students participating in the CWI Dual Credit program are subject to the same attendance and behavior policies required of all enrolled students. Disciplinary matters will follow procedures outlined in CWIs Student Handbook, which can be found <http://cwidaho.cc/file/student-handbook>. It is the responsibility of the student to read and understand the CWI Student Handbook.

Dual Credit students are held to the same course content standards and standards of achievement as those expected of students in post-secondary courses. Dual Credit students are assessed using the same methods as their on-campus counterparts. Postsecondary courses administered through the Dual Credit program reflect the pedagogical, theoretical, and philosophical orientation of the sponsoring faculty and/or academic department at CWI. Any grade appeals follow the policies described in the CWI Catalog (<http://cwidaho.cc/current-students/catalog>). Students may view their grades through the myCWI student portal. Without a Dual Credit Student Records Release & Consent Form on file, the institution will not release academic information to parents, via the online registration process. Please also be aware that student grades do go on their permanent academic transcript.

## Staff and Contact Information

Office Fax: 208.562.3530

### Stephen Crumrine

Director, Dual Credit  
Office: 208.562.3172  
[stephencrumrine@cwidaho.cc](mailto:stephencrumrine@cwidaho.cc)

### Shannon Pape

Sr. Coordinator, Dual Credit  
Office: 208.562.3224  
[shannonpape@cwidaho.cc](mailto:shannonpape@cwidaho.cc)

### Melody Volk

College Readiness Coordinator  
Office: 208.562.3176  
[melodyvolk@cwidaho.cc](mailto:melodyvolk@cwidaho.cc)

### Emily Shamim

Coordinator, Dual Credit  
Office: 208.562.3247  
[emilyshamim@cwidaho.cc](mailto:emilyshamim@cwidaho.cc)

### Career & Technical Education:

Colette Thomas  
208.562.3475  
[colettethomas@cwidaho.cc](mailto:colettethomas@cwidaho.cc)

### Desiree Ward

208.562.2429  
[desireeward@cwidaho.cc](mailto:desireeward@cwidaho.cc)