


Name _____

Class _____

Have you taken a dual credit class THIS SCHOOL YEAR? Yes No

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 step, check it off and turn in this <u>SIGNED</u> sheet to Mrs. Saunders |  |
|---|---|
| 1. Confirm that you have at least a 3.0 GPA | |
| 2. Apply to the College offering your class (i.e. CSI, ISU, CWI) (New Users) *CSI: www.csi.edu (click the "Apply" checkmark icon, then look for the Dual Credit Application) *ISU: apply.isu.edu *CWI: Come to the Counselor's Office to pick up a CWI application form. | |
| 3. AFTER you have been accepted to the college, <u>register for the class</u> you are wanting to take. | |
| 4. Create an Advanced Opportunities Account: <u>(STEP 1)</u> (New Users) www.sde.idaho.gov/student-engagement/advanced-ops Make sure to verify your account using your confirmation email. | |
| 5. Request Funding for your course: <u>(STEP 2)</u> (All Users) https://advancedops.sde.idaho.gov Log in with your advanced opportunity username and password. Choose "Student Landing". Apply for funding by choosing the course you want to take from the drop-down menu . Register the information for that course and then click on "Submit". | |
| 6. Fill out the Fast Forward form <u>ON THE BACK OF THIS PAPER</u> (<u>PARENTS need to sign</u>) and turn it in to Mrs. Saunders | |

➤ **Student Signature:** I _____ have FULLY completed each of the above steps. Date: _____

➤ **Parents**
Signature _____ Date _____

***By signing the above, I understand that FAILURE TO COMPLETE ANY STEP MAY RESULT IN LOSS OF CREDIT OR FUNDING FOR THE CLASS. ***



New Dual Credit Student Instructions

Students who've **NEVER TAKEN** a dual credit course through CSI will need to complete the steps listed below to apply for admission and enroll in a dual credit class. If you've already taken a dual credit course through CSI, please refer to the **Returning Dual Credit Student Instructions** listed further down the page.

1. Apply for Dual Credit Admission **ONLINE** at www.csi.edu (click the “**Apply**” checkmark icon located at the top right of the page then look for the **Dual Credit Application**.) Complete and submit your Dual Credit Admission Application online. Once your Application is reviewed and processed, within several business days of submission, you'll receive two emails, one of which will confirm your acceptance into the Dual Credit Program and include your CSI student ID number, and the other will contain your CSI login information along with instructions on how to register for courses. If you do not receive a response from CSI within 5 business days, please contact us at 208-933-2320. **Please note that applying for admission and registering for classes online are two separate processes.**
2. After you've received your CSI login information, you're ready to register for **dual credit classes online** by completing these steps-

- Log in to my.csi.edu using your new CSI login information and your password

Your password is your date of birth in the format of mmddyyyy.

- Hover over **Academics** tab at the top of the screen and select **All Courses**.

- ♣ Click on the **Courses Search** box.

- Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses **using the Faculty drop down** menu to find your instructor's last name and **click the Search button**. Otherwise, select “Dual Credit” from the Campus drop down menu and then select your high school from the Building drop down menu and click the Search button.

- Find your course and select the **Add** checkbox to the left of the course, and click the **Add Courses** button at the bottom of the page to add the class to your schedule.

- ♣ If you're unable to register for a class due to a required prerequisite, you may need to submit Placement scores to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.

- You are now registered for your class. If you'd like to add another course, repeat the steps listed above.

3. **Fast Forward**-If you'll be using Fast Forward funds to assist with the cost of your class, you'll need to submit a funding request in the Advanced Opportunities Portal. Please visit <https://advancedops.sde.idaho.gov/> or speak with your school counselor/administrator for more information.

CSI and Dual Credit Contact Information:

Phone: 208-933-2320

Email: dualcredit@csi.edu

Visit us online at www.csi.edu/dual-credit



Returning Dual Credit Student Instructions

If you've **ALREADY TAKEN** dual credit coursework through CSI, please complete the steps listed below to enroll.

**As of spring 2018, a new CSI account login was created for all active students. The new CSI login must be used to access all CSI online services including MyCSI, Canvas, student email, etc... Students can retrieve their new CSI login information online at www.csi.edu/account. When retrieving your CSI login, if you've forgotten your CSI Student ID Number, please contact us, there is no need to re-apply for admission. **

1. Log in to my.csi.edu using your new CSI login information and password.

♣ Your password is your date of birth in the format of mmddyyyy.

- Hover over **Academics** tab at the top of the screen and select **All Courses**.

- ♣ Click on the Courses Search box.

- Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses using the **Faculty drop down menu** to find your instructor's last name and click the Search button. Otherwise, select "Dual Credit" from the Campus drop down menu and then select your high school from the Building drop down menu and click the Search button.

- Find your course and select the **Add** checkbox to the left of the course, and click the **Add Courses** button at the bottom of the page to add the class to your schedule.

- ♣ If you're unable to register for a class due to a required prerequisite, you may need to submit Placement scores to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.

2. **Fast Forward**-If you'll be using Fast Forward funds to assist with the cost of your class, you'll need to submit a funding request in the Advanced Opportunities Portal. Please visit <https://advancedops.sde.idaho.gov/> or speak with your school counselor/administrator for more information.

CSI and Dual Credit Contact Information:

Phone: 208-933-2320

Email: dualcredit@csi.edu

Visit us online at www.csi.edu/dual-credit