

# DualEnroll Online Dual Credit Registration

College of Western Idaho  
2018-2019 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.

**BEFORE REGISTERING:** Students need to know their state-issued EDUID number AND Students need to know an email address for their parent/guardian

**TO REGISTER:** Visit <https://cwidaho.dualenroll.com> and follow the steps outlined in this registration tutorial (<http://youtu.be/zMFfmV3xpIk>)

**AFTER REGISTERING:** Check all email inboxes (including junk) for registration emails from DualEnroll.com. Some email servers target DualEnroll email as spam. Also, parent permission is no longer required for students to participate in the program. If you would like to decline your student's involvement, please contact the Dual Credit Office at 208-562-3371.

## Important Dates

- Registration dates: January 7 – February 22, 2019
- Certificate of Residency deadline: A Certificate of Residency is no longer required IF you are using Fast Forward Funds for each dual credit class or IF you live in Jerome, Twin Falls, Kootenai, Ada, Canyon or Bonneville Counties. If you live out of district and have ANY classes that are NOT being covered by Fast Forward Funds, return a completed Certificate of Residency (<http://cwidaho.cc/file/certificate-residencyaffidavit>) to your County Clerk's Office.
- Drop deadline: March 22, 2019
- Withdrawal deadline: April 12, 2019
- Payment deadline: May 10, 2019

**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 withdrawal 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 be aware that Advanced Opportunities will NOT cover CWI textbooks, online course fees and other on-campus fees.*** For more information on funding limitations, please visit the State Board of Education Advanced Opportunities website at <https://sde.idaho.gov/student-engagement/advanced-ops/>

## 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 CWI's 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. Please consult the student handbook (link above) for CWI's test taking and plagiarism policies. In most cases, test retakes are not permitted and in ALL cases, plagiarism is not tolerated. Students may view their grades through the myCWI student portal. Please be aware that student grades **DO** go on their permanent academic transcript. Without a Dual Credit Student Records Release & Consent Form on file (via DualEnroll.com), the institution will not release financial or academic information to parents.

## Staff and Contact Information

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