

# DualEnroll Online Dual Credit Registration

College of Western Idaho  
2020 Fall

*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 <https://cwi.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 emails 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).
- We will process registrations without parent consent. However, CWI will make every attempt to deliver the program's policies and procedures to parents so parents can be aware of dates, deadlines and restrictions.

## Important Dates

- Registration window: August 24, 2020 – September 25, 2020
- Certificate of Residency: Not required for students using Fast Forward Funding for each course
- Drop deadline: October 23, 2020 (full refund, no grade)
- Withdrawal deadline: November 13, 2020 (no refund, W for a grade)

\*We understand and acknowledge the shifting of district schedules for this 2020-2021 school year. CWI fully supports all schools and is willing to work with new and changing deadlines for registration.

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 (if student used Fast Forward Funds, refunds will be returned 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 funds will not be returned to the State. This option forfeits the student's access to Fast Forward Funds for the next semester. 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

Idaho public school students participating in the CWI Dual Credit program qualify for Fast Forward Funding from the State of Idaho, up to \$4,125. Students MUST create an account with the Idaho State Department of Education in order to apply for funding. To create a Fast Forward account, please visit [www.advancedops.sde.idaho.gov](http://www.advancedops.sde.idaho.gov) and contact your school's Advanced Opportunities Designee to make sure you are aware of any additional funding requirements. Account verification and funding approvals are done by your local school district.

## 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://cwidahoccc/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://cwidahoccc/current-students/catalog>). Students may view their grades through the myCWI student portal. Without a Dual Credit Student Records Release & Consent Form on file (via the online registration process), the institution will not release academic information to parents. Please also be aware that student grades go on their permanent academic transcript.

## Staff and Contact Information

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