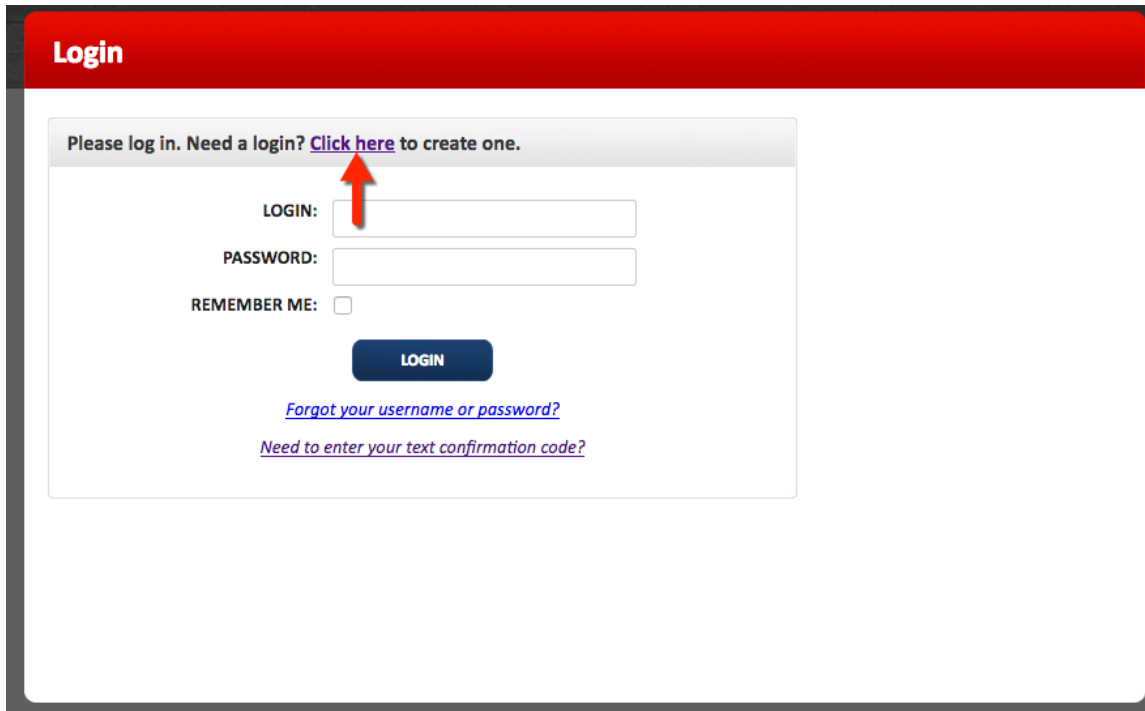


# Student CWI DualEnroll.com Registration Guide

## Step 1: Create an DualEnroll.com Account

To do so, go to <https://cwidaho.dualenroll.com>. Log in with your existing account credentials or click the “**Click here**” link to create a new account.



**Login**

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

REMEMBER ME:

**LOGIN**

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

Complete the information on the subsequent page. You must provide an **email address** so you can receive an account confirmation code. Any field marked with an asterisk is required. Click **Register** when complete.

## New Student Registration

Register now — Required fields are marked with a \*

HIGH SCHOOL: \*  

CREATE LOGIN: \*

CREATE PASSWORD: \*  Password must be at least 6 characters in length:

RETYPE PASSWORD: \*



FIRST NAME: \*  Please use STUDENT'S correct legal name:

MIDDLE NAME:  optional

LAST NAME: \*

DATE OF BIRTH: \*  ex:2000-07-31

EMAIL: \*

  I'm not a robot   
reCAPTCHA  
Privacy - Terms



Click and scroll to find your high school

## Step 2: Activate their Account

The student will need to activate their account by clicking on the confirmation link we sent.

DualEnroll.com: Please activate your new account



noreply@dualenroll.com

Mon 9/12/2016 6:06 PM

To: whitneyhouston@dualenrollme.com ↗



Reply all | ▾

dualenrollme.com emails

Welcome Whitney Houston!

You can confirm your 'whitneyhouston' account using the link below:

[Confirm my account](#)



### Step 3: Complete Pre-Registration Screens

CWI has 5 Pre-registration screens that need to be completed. Complete each screen and click “next” located at the bottom of the screen. Any field marked with an asterisk is required.

The first one collects demographic information. The Graduation date is an approximate date (really concerned with the month and year).

**Step 1** Step 2 Step 3 Step 4 Step 5

**Now we'll guide you through the enrollment process**  
Review/complete the application information below and click "Next" to continue. Required fields are marked with a \*

**College of Western Idaho**

Semester: 2019FA \*

Student Name: First Name: \* Test Middle Name: Last Name: \* Account

Mailing Address: \* City: \* State: \* Zip: \*

EDUID#: \*  If you attend a private school or are home schooled please check here

Social Security Number:

Date of Birth: \* 2005-11-01 Phone Number: \*

High school: NAMPA HIGH SCHOOL High school start date: \* Grad date: \*


Citizenship Country: \* Sex: \*

Ethnicity: Do you consider yourself to be Hispanic or Latino?

Select one or more of the following races:  American Indian/Alaska Native  Asian  Black or African American  Native Hawaiian/Pacific Islander  White

Interested in attending College of Western Idaho after graduation?

Previous **Next** Finish



The second pre-registration screen asks the student to agree to the CWI Terms. The student must check the “I agree” box at the bottom of the screen to proceed.

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5

### Accept College of Western Idaho Terms

**DUAL CREDIT TERMS**

By signing at the bottom of this page, you acknowledge that you have read, understand, and agree to the terms outlined below.

**Personally responsible** - I have reviewed the following with my student: by registering for a CWI Dual Credit course, parent and student both understand that they are responsible for tuition and other fees associated with these courses, as well as any other obligations that become owed to the College. Students must follow the add/drop and withdrawal procedures of the College as outlined in CWI's Student Handbook for the semester of the registration request. Non-attendance or non-compliance of a course does not relieve the student of these charges.

**Fast Forward** - Students are allocated a total of \$4,125.00 to use in grades 7-12. Funds can be used towards: Dual credits; a maximum of \$75.00 per credit. Examinations; Advanced Placement, International Baccalaureate, College Level Examination Program, Career Technical. Overload courses; high school credits taken in excess of the full credit load offered by the public high school, up to \$225.00 per course. Definitions of full credit load may vary between schools. All courses paid for by Fast Forward must be transcribed on the student's public high school transcript. The parent/student understands that he/she will be held responsible for tuition and fees incurred as a result of participation in courses or exams taken from a college/university or other provider, and will be responsible for complying with policies and procedures set forth by the provider. Please check with your school's counselor to make sure a Fast Forward funding request has been submitted on your behalf for this course. If not, please go to [www.advancedops.sde.idaho.gov](http://www.advancedops.sde.idaho.gov) to request funding.

**Failure to Pay** - I understand that if my account becomes delinquent (which may include but is not limited to, tuition and other fees associated with the course, Fast Forward, student activity fees, and other campus and college fees), I will be liable for and agree to pay the College of Western Idaho all costs and expenses incurred by the College in seeking collection of the delinquent obligations, including but not limited to fees and other costs charged by third parties, such as reasonable attorney fees and costs. Further, I understand that the College of Western Idaho may refer my delinquent account to a third party collection agency. If that occurs, I agree to pay any fees and costs assessed by the collection agency, which may include a fee calculated on a percentage not to exceed 33% of the outstanding delinquency.

**\$50 Late Fee** - I understand and agree that if I fail to make any payment prior to the payment deadline, a \$50 late fee will be applied to my account.

**Holds** - In the event of default, in addition to any other legal or equitable remedy allowed by law, which CWI hereby expressly retains, CWI reserves the right to withhold official academic transcripts, grades, diplomas, certificates, registration for subsequent semesters, payroll checks, or any other services not specifically listed herein.

**Dropping a Course/Withdrawal** - I understand that if my student chooses to drop a course after providing acknowledgement of this agreement, I am entitled to a 100% refund of tuition if I do so PRIOR to the drop deadline published on CWI's Dual Credit webpage ([www.cwidaho.cc/dc](http://www.cwidaho.cc/dc)). If my student withdraws from a course after the drop and refund deadline, I will be held responsible for the full tuition and fees related to that course.

**Authorization** - I will inform CWI within ten (10) days of any changes in my home address, phone number, or my child's status as a student at CWI. I hereby authorize the College of Western Idaho and its respective agents and contractors to contact me regarding my student's financial account, including by not limited to any balances that are becoming due or for delinquencies that are owed the College, at the current or any future number that I provide for my cellular phone or other wireless device, using automated telephone dialing equipment or artificial or prerecorded video or text messages or otherwise.

Parent and student are encouraged to review all of the information provided above. Parent and Student understand the conditions of enrolment and the expectation of participation within the dual enrollment course. Parent and Student understand that it is the responsibility of the student to make themselves aware of all CWI Dual Credit policies. To facilitate this program, Parent and Student hereby give their permission for CWI to release all student account information, including financial, academic, and enrollment records to the student's high school, and the high school to release grades to CWI.

I have read and agree with these conditions.

- Previous
- Next
- Finish



The third pre-registration screen is the Students Records Release screen. Students can indicate which individuals the college (CWI) can release their records to by typing the names of those individuals in the respective fields.

**Step 1**   **Step 2**   **Step 3**   Step 4   Step 5

### College of Western Idaho Dual Credit Student Records Release

Use this form to authorize the College of Western Idaho to release your specified student information to individuals you designate. I give permission to the College of Western Idaho to release the specified information to the recipient(s) listed. I understand that this information is considered part of a student education and/or financial record. Further, I understand that by signing this release I am waiving my right to keep this information confidential under the Family Education Rights and Privacy Act (FERPA). I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will complete and file a new form. I acknowledge that this form will be considered invalid upon the termination of my involvement in the CWI Dual Credit program, and that a Permission to Release Education Record Information form must be submitted through the CWI One Stop Services to authorize release of student information once I begin attending as a full-fee paying, traditional student.

Please enter the names addresses of up to two individuals or organizations to whom your records may be released.

**Recipient 1:**  
First Name:  Last Name:   
Relationship to Student:  Phone:  Email:

**Recipient 2:**  
First Name:  Last Name:   
Relationship to Student:  Phone:  Email:

**Previous**   **Next**   Finish



The fourth pre-registration screen verifies student residency. Students can select their county of residence from the drop down menu.

Step 1 Step 2 Step 3 Step 4 Step 5

### College of Western Idaho CERTIFICATE OF RESIDENCY/AFFIDAVIT

Idaho code 33-2110A requires that the county you reside in for at least 12 consecutive months prior to attending classes pay part of your tuition (except for Ada, Bonneville, Canyon, Jerome, Kootenai, and Twin Falls counties if attending CWI).

If you **ARE** using Fast Forward funding for a specific course, the county portion of the tuition will be covered by Fast Forward funding.

If you **ARE NOT** using Fast Forward funding for a specific course and you reside out of district (any counties other than Ada, Bonneville, Canyon, Jerome, Kootenai, and Twin Falls) it is your responsibility to prove legal residency by completing the form below. Some counties may require additional information or have you complete additional forms.

**PLEASE COMPLETE ALL ITEMS BELOW**

Resident County:\*

Previous Next Finish



The fifth pre-registration screen requires the student to list the email address for the parent or guardian.

**Step 1**   **Step 2**   **Step 3**   **Step 4**   **Step 5**

**Parent/Guardian Consent and Co-signer**

Tell us how to contact your parent/guardian and co-signer

Parent email address:\*  and re-enter:\*

**Previous**   **Next**   **Finish**





## Step 4: Select Courses

The student will then be brought to the **CourseFinder** page. They will only see classes that they are offered to their High School. To select a course, **click on the Course Title** (blue hyperlink). The student will then be able to see course information and available sections. Click on **Register** to select the course section.

Whitney Houston | Help | Logout

Profile **Courses** Status

**Narrow your Search**

**BY TERM**

Spring  Summer  
 Fall  Winter

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Choose all that apply:

College Campus

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

Taught at College Campus Taught at High School Online Course

Course	Type	Subject	Title	College
COMM-101		COMM	<a href="#">Fund of Oral Communication</a>	College of Western Idaho
HIST-101		HIST	<a href="#">Western Civilization 1</a>	College of Western Idaho

Whitney Houston | Help | Logout

Profile **Courses** Status

**Narrow your Search**

**BY TERM**

Spring  Summer  
 Fall  Winter

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Choose all that apply:

College Campus

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

Taught at College Campus Taught at High School Online Course

Course	Type	Subject	Title	College
COMM-101		COMM	<a href="#">Fund of Oral Communication</a>	College of Western Idaho
HIST-101		HIST	<a href="#">Western Civilization 1</a>	College of Western Idaho

The student will then be brought to their status page. The status page will show them the course they added and all the additional steps that need to occur prior to that registration being completed. To add more courses, the student simply needs to click on the Courses tab at the top of the screen. If the student is done, they can log out. Their part of the process is now complete.

The next steps will be for the High School Approver, Parent, and College to complete their tasks and reviews. The student can log in at any time to see the status of their registration. A course is not successfully registered or until the Next Steps Column on the Status Page says "Complete."

Whitney Houston | Help | Logout

Profile Courses **Status**

Western Civilization 1 was successfully added.

The courses you are currently registering for are shown below.  
The Next Steps column indicates what needs to be done next to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your guidance counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Next Steps
<a href="#">HIST-101 Western Civilization 1 005D</a> College of Western Idaho Cole Valley Christian Herring, Dixie FA16	Parent Permission: Need Registration: Pending High School Permission: Need	Processing: Application XML Data Exchange Parent: Provide Consent [ <a href="#">resend</a> ] High School: Approve Student Enrollment <a href="#">[abandon]</a>

**Your Saved Courses**

You do not have any saved courses yet.