

DualEnroll.com Quick Reference Guide for Students

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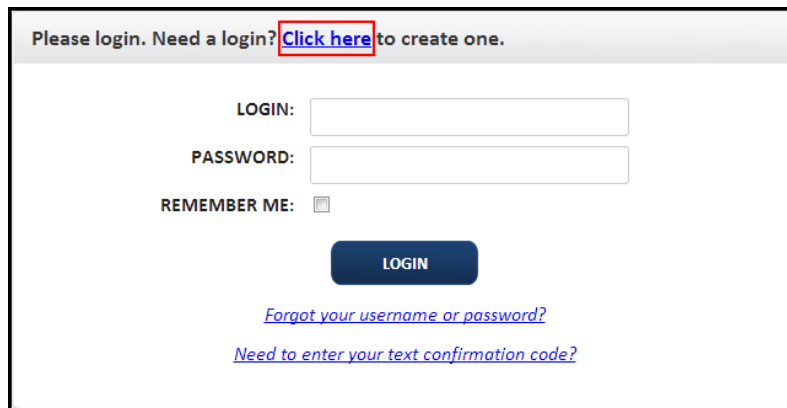
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Introduction

The Student view of the DualEnroll.com solution contains four major sections: Course Registration Wizard, Profile, Courses, and Status. Each of these sections will be explained in detail below. Account creation will also be covered by this guide.

Creating an Account

Students can create a new account by navigating to the custom DualEnroll.com address which will be provided to them by their high school or college. Once there, students will find a link to create a new account, as well as links that will allow them to retrieve their username or password should they forget them, and a link to enter a text message confirmation code.



Please login. 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?](#)

Once the student clicks the link to create a new account, they will be prompted to enter some basic information about themselves. Required fields are marked with asterisks. Students will select their high school on this screen, as well as providing a cell phone number, an email address, or both.

If a student provides a cell phone number, they will receive a text message with a confirmation code. At the same time, their web browser will be automatically redirected to the Text Confirmation Code Entry screen. On that screen, the student must enter the confirmation code and click 'Send'. If the confirmation code is correct, the student will be logged into the application. If a student does not receive the confirmation code immediately and wishes to enter it later, they can return to the login screen and click the link titled 'Need to enter your text confirmation code?'

If a student provides an email address, they will shortly receive an email with a link to the DualEnroll.com site in it. Once the student clicks that link, they will be redirected to the DualEnroll.com site and automatically logged in.

If a student provides both an email address and a cell phone number, they can choose which method of confirmation to use. Both will work. Regardless of which contact method a student uses, DualEnroll will use that information to contact the student periodically during the registration. Students will receive reminders if they have not completed the tasks assigned to them in the system, as well as notifications of when their registrations are completed, accepted, and rejected.

The Course Registration Wizard

Once a student has created an account and logged into the DualEnroll.com system, they will need to complete the Course Registration Wizard before they can register for a class. The Course Registration Wizard helps DualEnroll.com collect basic data about the student and determine how the student will get permission from their parents and their high school.

The first screen of the Course Registration Wizard collects information about the student, and may take the place of a traditional application. This application form has a number of required fields which must be completed before the student can proceed. If a student tries to click the 'Next' button without completing all the required fields, they will be told which fields still need to be completed. The following screenshot is an example, and individual schools' details may vary.

The screenshot shows the first step of the Course Registration Wizard. At the top, there are four tabs: Step 1 (highlighted in orange), Step 2, Step 3, and Step 4. Below the tabs, the heading reads "Now we'll guide you through the enrollment process" with a subtext: "Review/complete the application information below and click 'Next' to continue." The form is for Lewis Monroe College and contains the following fields and options:

- Application year: 2013
- Term: Spring 2013 (dropdown)
- Career Pathway: (dropdown)
- Student Name: First Name: April (text), Middle Name: (text), Last Name: Student (text)
- Home (permanent) address: (text), Mailing address (if different): (text)
- City: (text), State: (dropdown), Zip: (text), County: (text)
- SSN: (text), Gender: (dropdown), Date of birth: 1996-03-23 (calendar icon)
- Are you a U.S. citizen? (dropdown)
- High school: Bishop O'Sullivan High School (text), Grade: (dropdown), Grad date: (calendar icon), UIC #: (text)
- Email: demostudentapril@dualenroll.co (text), Phone: (text)
- Are you Hispanic or Latino? (dropdown)
- Race: White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Pacific Islander
- Interested in attending Lewis Monroe College after graduation? (dropdown)
- Preferred way to contact you: Home phone Mobile phone Email Text/SMS

At the bottom right, there are three buttons: Previous, Next (highlighted in dark grey), and Finish.

The second screen of the Course Registration Wizard requires the student to accept the terms and conditions set for dual enrollment students by the college. The student must indicate that they have read and agree with the terms set forth on this page before they can advance. The following screenshot is an example, and individual schools' details may vary.

Step 1

Step 2

Step 3

Step 4

Accept Lewis Monroe College Terms

QUALIFYING SCORES FOR EARLY COLLEGE

To be eligible for Early College students must have acceptable scores on the PLAN, ACT, SAT, LMC Compass or Asset assessment. Acceptable PLAN scores are: *Math 18, Reading 17, English 18. (PLAN scores can be used if a student has not taken the ACT and are only applicable while the student is in high school.)

Acceptable ACT scores are: *Math 18, Reading 17, English 18.

Acceptable SAT scores are: Verbal 490 for Reading and Writing and *Quantitative Score 400 for Math.

Compass minimum passing scores are *Pre-Algebra Math 46, Reading 78 and Writing 78.

Students may take the Compass assessment a maximum of twice per semester.

Please study prior to taking the assessment. Review materials can be found at

www.lewismonroecollege.edu/earlycollege

*Asset/Paper and Pencil minimum passing scores are *Math 41, Reading 11.8 and Writing 44.*

*(*The above math scores meet the basic math prerequisite. Higher level math courses require additional math assessments or higher PLAN/ACT/SAT scores.)*

PAYMENT INFORMATION IF STUDENT/PARENT WILL BE PAYING

Payment is due at the time of registration in the form of a check or money order. If the student/parent is responsible for payment, a check or money order for the total amount due MUST be stapled to this form before registration can be processed. Checks or money orders should be made payable to Lake Michigan College.

Credit card payments will be accepted at all Lewis Monroe College campuses. Completed registrations with credit card information must be brought to the College at the time of the payment.

PAYMENT INFORMATION IF SCHOOL WILL BE PAYING

Payment is due 30 days after receiving invoice from Lewis Monroe College.

School will be invoiced for all students and classes which the school agrees to pay for.

The third screen of the Course Registration allows the student to indicate how they wish to obtain consent from their parent or guardian. Students who are 18 years of age or older will not need to complete this step. Three options are offered, but depending on the college's configuration, not all of these options may be available.

First, students may choose to get electronic consent from their parent/guardian. To do so, students must provide a valid email address for their parent or guardian. Students will be asked to confirm this email address in a second field. If a student chooses to get electronic consent from their parent/guardian then:

- An email will be triggered to the parent/guardian email address, containing a link.
- The link will redirect the parent to the DualEnroll.com site, and prompt them to provide their consent.
- The parent may also be prompted to provide payment at this time (if applicable).
- If a parent does not provide their permission within three days, they will receive a daily reminder email.
- The student will also receive an email offering them the ability to get parental/guardian consent through other options if their parent/guardian doesn't receive the email or the email address was entered incorrectly.

Second, students can opt to attach an electronic version of the signed consent form. If a student chooses to attach an electronic version of the signed consent form, then:

- The student will receive an extra workflow step after they select a course.
- That step will prompt them to print out a paper consent form.
- Once the parent has signed the form, the student must scan and upload the form.
- Once the form is scanned and uploaded, the student can attach the form in the same extra workflow step. The student must then click 'Complete' on the extra workflow step.
- The signed form will then be sent to the college.

Finally, students can elect to mail a signed consent form to the college. If a student chooses to mail a signed consent form to the college, then:

- The student will receive an extra workflow step after they select a course.
- That step will prompt them to print out a paper consent form.
- That step will also provide the physical address to which the form must be mailed or dropped off.
- Once the student’s parent/guardian has completed the form and mailed it, the student must click ‘Complete’ on the extra workflow step.

In all cases, these consent forms will be reviewed by the college.

The screenshot shows a workflow interface with four steps: Step 1 (green), Step 2 (green), Step 3 (orange), and Step 4 (grey). The current step is Step 3, titled "Parent/Guardian Consent". Below the title, the question "How would you like to get permission from your parent/guardian?" is displayed. There are three radio button options: "Email a link to consent electronically. Email address: [text box] and re-enter: [text box]", "I will attach an electronic version of the signed consent form to my application.", and "I will mail a signed consent form to Lewis Monroe College".

The fourth and final screen of the Course Registration Wizard asks the student to confirm their guidance counselor (or the appropriate contact for the Dual/Concurrent enrollment program.) This individual represents the high school and will provide admission, transcript/GPA, and payment information. The student will be able to select from a list of individuals provided by the high school, and will also have ‘Not listed’ and ‘I don’t know’ options.

The screenshot shows a workflow interface with four steps: Step 1 (green), Step 2 (green), Step 3 (green), and Step 4 (orange). The current step is Step 4, titled "Guidance approval for credit toward high school graduation". Below the title, there are two confirmation fields: "Confirm your high school" with a dropdown menu showing "Bishop O'Sullivan High School", and "Confirm your guidance counselor" with a dropdown menu. The dropdown menu for the guidance counselor is open, showing three options: "Andrew Stein", "I don't know" (highlighted in blue), and "Not listed".

Once the student clicks ‘Finish’, they will be automatically redirected to the *Courses* screen, from which they can select a course for which to register.

Courses

The Courses section allows students to search for courses, either by looking through all offered courses, or by locating high school requirements and viewing courses which meet those requirements. The Courses section also allows students to filter by the days on which courses meet, the times at which they meet, the physical location at which they meet, by the term, and by keyword.

Dashboard Profile **Courses** Status Eric Banker | Logout

Narrow your Search

BY TERM

Spring Summer
 Fall Winter

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

College Campus
 High School
 Online

BY SCHEDULE

Show only classes meeting on:

Mon Tue Wed
 Thu Fri Sat
 Sun

Show only classes meeting between:

and

SEARCH BY HIGH SCHOOL REQUIREMENT

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

Course	Title	College	Save
AAA 001	Import Test Course #1	Huntington Community College	<input type="checkbox"/>
AAA 002	Import Test Course #2	Huntington Community College	<input type="checkbox"/>
ADJ 100	Survey of Criminal Justice	Huntington Community College	<input type="checkbox"/>
ADJ 105	The Juvenile Justice System	Huntington Community College	<input checked="" type="checkbox"/>
ADJ 110	Introduction to Law Enforcement	Huntington Community College	<input checked="" type="checkbox"/>
ADJ 247	Criminal Behavior	Ethan Pierce University	<input type="checkbox"/>
APP 132	Applied Hydraulics	Ethan Pierce University	<input type="checkbox"/>
ARCH 221	Architectural Blueprint Reading	Fort Quinn College	<input type="checkbox"/>
ART 217	3-D Graphics	Ethan Pierce University	<input type="checkbox"/>
ARTS 101	Basic Musicianship I	Huntington Community College	<input type="checkbox"/>

1 2 3 4 5 ... Next > Last »

SAVE TO MY COURSES

Searching for College Courses

Students can search for college courses by several different elements. The elements by which students can search are:

By Term: This will display courses offered in any of the terms which have been checked – Spring, Summer, Fall, or Winter.

By Keyword: This will display courses which match the keyword entered by the student.

By Course Type: This will display courses offered in the locations which have been checked – College Campus, High School, or Online.

By Schedule: This will display courses which meet on any of the days that have been checked – Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday. Students can also restrict the search to show only courses which meet during a certain timeframe, e.g. 4pm – 6pm.

After a new criterion is set, there will be a short pause before the screen refreshes. This is to allow the student to make multiple changes at once before the screen automatically refreshes, if desired.

Searching by High School Requirement

To search by high school requirement, click the ‘Search by High School Requirement’ button in the search filter window, as illustrated below.

Narrow your Search

[SEARCH BY HIGH SCHOOL COURSE](#)

BY TERM

Spring Summer
 Fall Winter

BY KEYWORD

BY COURSE TYPE

Choose all that apply:

College Campus
 High School
 Online

BY SCHEDULE

Show only classes meeting on:

Mon Tue Wed
 Thu Fri Sat
 Sun

Show only classes meeting between:

and

The next screen will show the courses at the student’s high school which are eligible for dual enrollment, and on the right hand side of the list, will display the number of options the student has to meet that requirement.

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

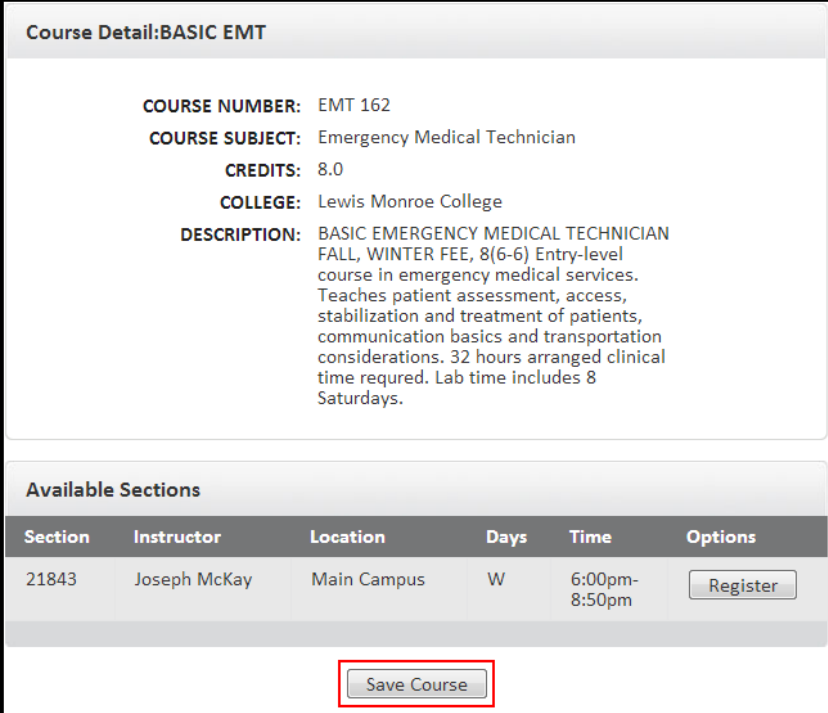
Course	Title	Options
ENG301	English 11	9
ENG401	English 12	9

Clicking on the title of a course will display detailed information about the course, and show a list of the individual courses which have been listed as Approved Course Equivalentents (ACEs). A student can click the title of each of those courses to see more details on the course and view available sections.

Saving a Course

Students may review multiple courses before choosing a course for which to register. As students review courses, if they find offerings that look particularly interesting, they can choose to save that course without beginning the registration process.

To save a course, a student must simply open a course, and locate the button labeled 'Save Course' in the bottom center of the screen.



The screenshot displays the 'Course Detail: BASIC EMT' page. It includes the following information:

- COURSE NUMBER:** EMT 162
- COURSE SUBJECT:** Emergency Medical Technician
- CREDITS:** 8.0
- COLLEGE:** Lewis Monroe College
- DESCRIPTION:** BASIC EMERGENCY MEDICAL TECHNICIAN FALL, WINTER FEE, 8(6-6) Entry-level course in emergency medical services. Teaches patient assessment, access, stabilization and treatment of patients, communication basics and transportation considerations. 32 hours arranged clinical time required. Lab time includes 8 Saturdays.

Below the course details is a section titled 'Available Sections' with a table:

Section	Instructor	Location	Days	Time	Options
21843	Joseph McKay	Main Campus	W	6:00pm-8:50pm	Register

At the bottom center of the page, there is a button labeled 'Save Course' which is highlighted with a red rectangular box.

When a student clicks that button, the course will be saved to their 'My Saved Courses' section on the Status page. From the Status page, saved courses can be easily accessed.

Registering for Courses

To register for a course, a student must first locate the course. The desired course can be located either by searching for it on the Courses page, or by selecting it from the Status Page if the student has already saved the course. Once the student has located the course for which they wish to register, the student should open the course to the Course Details page, an example of which is shown below.

Course Detail:Automotive Electronics

COURSE NUMBER: AUT 123
CREDITS: 3.0
COLLEGE: Huntington Community College
DESCRIPTION: Prerequisite is AUT 241. Introduces field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week

Available Sections

Section	Instructor	Location	Days	Time	Options
101	Philips	Main	Tu-Th	2:00pm-3:00pm	<input type="button" value="Register"/>
102	Phillips	Online	W	7:00pm-9:20pm	<input type="button" value="Register"/>

To begin the registration process for a course, simply click the 'Register' button on the Available Sections list, outlined above.

After a student has registered for a course, they will be automatically redirected to the *Status* screen, shown below, where they can view any classes for which they have registered and complete any remaining steps.

Profile Courses **Status** [April Student](#) | [Help](#) | [Logout](#)

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
BIO 101 BIOLOGY I 23943 Lewis Monroe College Main 10:15am-11:30am Mon Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Complete High School Transcript/Test Scores: Review Payment: Review Registration: Pending	College: Review Forms

Your Saved Courses

Course	College
EMT 162 BASIC EMT	Lewis Monroe College

Status

The Status section of the application is used to complete and track the registration workflow. The Status page is divided into two sections. The first section, labeled 'Your Dual Enrollment Courses' contains information about the courses for which a student has registered. The second section, labeled 'Your Saved Courses' contains information about courses that a student has saved, but for which the student has not registered.

The 'Your Dual Enrollment Courses' section is the most important part of the 'Status' screen. This section is broken into three columns, labeled 'Course', 'Status', and 'Next Steps.' The 'Course' portion displays basic information about the course for which the student is registering. The 'Status' column displays the status of each of the items which must be completed for the registration to be accepted by the college. The 'Next Steps' column displays the steps which must be completed next in order to continue processing the registration. If the 'Next Steps' column is highlighted in yellow as shown below, the person who is logged in (in this case, the student) is responsible for completing the next step.

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:		
<ul style="list-style-type: none">• 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
BIO 101 BIOLOGY I 23943 Lewis Monroe College Main 10:15am-11:30am Mon-Thu Sherman Thomas	Parent/Guardian Permission: Need High School Permission: Need High School Transcript/Test Scores: Need Payment: Need Registration: Pending	Student: Complete Parent/Guardian Consent Form. High School: Approve Student Enrollment, High School: Decide Student Or High School Pays, High School: Provide Transcript/Test Scores, College: Check Student Duplication

If the 'Next Steps' column is not highlighted in yellow, then the person who is logged in is not responsible for completing the next step. However, a user can always determine who is responsible for completing the next step for a particular registration by looking at the contents of the 'Next Steps' column. In the example below, the 'Next Steps' column contains several steps which must be completed, but since the column is not highlighted, the student can tell that none of those tasks are assigned to them. The 'Status' column also displays the individual status of each step which must eventually be completed.

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:		
<ul style="list-style-type: none">• 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
BIO 101 BIOLOGY I 23943 Lewis Monroe College Main 10:15am-11:30am Mon-Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Need High School Transcript/Test Scores: Need Payment: Need Registration: Pending	High School: Decide Student Or High School Pays, High School: Provide Transcript/Test Scores, High School: Approve Student Enrollment, College: Check Student Duplication

Once a student has completed all of the steps assigned to them, they can log out of the system. If for any reason the student needs to return to the system, they will be notified via email or text message. Reasons that a student might need to return to the application include payment processing and re-completing steps which were rejected by the college or high school.

Next Steps

Once a student has chosen the class or classes for which they want to register, they have completed most of the work that will be required of them. However, the student clicking register does not mean that they are automatically registered for the class. Several more steps have to be completed before the student is registered.

Tracking Registration Status

Once the student has completed all the steps assigned to them, the 'Next Steps' column on their Status page will no longer be highlighted. Several more steps must be completed, though, before the student is officially registered. Students can keep track of the status of their registration(s) by looking at the 'Next Steps' column at any time. In the example below, the student can see that the next steps are assigned to the college. In this example, the college must complete two steps, entitled 'College: Check Student Duplication' and 'College: Review Forms' before the registration can continue.

Your Dual Enrollment Courses		
Course	Status	Next Steps
BIO 101 BIOLOGY I 23943 Lewis Monroe College Main 10:15am-11:30am Mon Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Complete High School Transcript/Test Scores: Review Payment: Complete Registration: Pending	College: Check Student Duplication, College: Review Forms

This information will allow the student to know who to contact in the event that they have a question about the status of their registration. There are several more steps which may need to be completed before a registration can be processed. Those additional steps are outlined below.

Parent/Guardian Consent

Students who are 18 years of age or older will not need to complete the Parent/Guardian Consent step at all. If a student under the age of 18 chose to have their parent or guardian provide consent electronically, they will not have an additional workflow step that appears in the 'Next Steps' column on the status page. If the student's parent or guardian is unable or unwilling to consent electronically, the student will have received an email with directions on how to complete the consent form using other methods.

If a student chooses to attach an electronic version of the signed consent form, then:

- The student will receive an extra workflow step after they select a course.
- That step will prompt them to print out a paper consent form.
- Once the parent has signed the form, the student must scan and upload the form.
- Once the form is scanned and uploaded, the student can attach the form in the same extra workflow step. The student must then click 'Complete' on the extra workflow step.
- The signed form will then be sent to the college.

If a student chooses to mail a signed consent form to the college, then:

- The student will receive an extra workflow step after they select a course.
- That step will prompt them to print out a paper consent form.
- That step will also provide the physical address to which the form must be mailed or dropped off.
- Once the student’s parent/guardian has completed the form and mailed it, the student must click ‘Complete’ on the extra workflow step.

High School Consent

Once a student has chosen the class or classes for which they wish to register, their high school will also have to provide certain information. The information that the high school must provide will vary from college to college, but some examples are:

- Providing the student’s transcript
- Providing test scores
- Providing GPA
- Determining payment status

The high school will complete the appropriate steps to provide the information required by the college. In the event that the high school makes a decision which will require the student to complete an additional step, the student will be notified via email or text message as appropriate.

Payment

In some instances, the Student will be asked to provide payment for the courses for which they are registering. Depending on the college’s requirements, the parent or guardian may receive the request for payment immediately following the request for consent, or the student may receive an additional workflow step requiring them to provide payment, as shown below.

Your Dual Enrollment Courses		
Course	Status	Next Steps
BIO 101 BIOLOGY I 23943 Lewis Monroe College Main 10:15am-11:30am Mon Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Complete High School Transcript/Test Scores: Review Payment: Need Registration: Pending	Student: Provide Payment College: Check Student Duplication

Whether the student clicks on the workflow step as shown above or the parent is simply directed to provide payment following their consent, they will be directed to the Provide Payment screen. The Provide Payment screen allows the payer to choose between Credit Card payment and eCheck payment using radio buttons at the top of the screen. The Provide Payment screen also indicates the amount that the payer will be charged.

The credit card payment fields are:

Cardholder First Name: The first name of the credit card holder.

Cardholder Last Name: The last name of the credit card holder.

Credit Card Number: The number of the credit card.

Card Expiration Date: The month and year in which the credit card expires.

CVV2: The three digit number found on the back of Visa, Mastercard, and Discover cards, or the four digit number on the front of American Express cards.

Billing Address: The address at which the credit card holder receives their bills.

Billing City: The city in which the billing address is listed.

Billing State/Province: The state/province in which the billing address is listed.

Billing Zip/Postal Code: The zip code or postal code of the billing address.

Billing Country: The country of the billing address.

Billing Phone: A phone number at which the payer can be reached.

The eCheck payment fields are:

First Name: The first name of the account holder.

Last Name: The last name of the account holder.

Routing Number: The routing number of the bank which holds the checking account.

Account Number: The account number of the checking account.

Once the payer has chosen their payment method, they can simply click 'Complete Step' and the payment will be processed.

Provide Payment

Bishop O'Sullivan High School has indicated that you will be paying the fees associated with your registration in BIO 101 BIOLOGY I at Lewis Monroe College. The fee for this course is \$120.00.

Please choose a method of payment: Credit Card eCheck

Cardholder First Name:	John
Cardholder Last Name:	Sample
Credit Card Number:	1234-5678-9012-3456
Card Expiration Date:	Month 5 - May Year 2015
CVV2:	111
Billing Address:	123 Main Street
Billing City:	Ashburn
Billing State/Province:	VA
Billing Zip/Postal Code:	20147
Billing Country:	USA
Billing Phone:	(555) 123-4567

Note: this will appear on your credit card statement as a charge from DUALENROLL.COM

COMPLETE STEP

College Approval

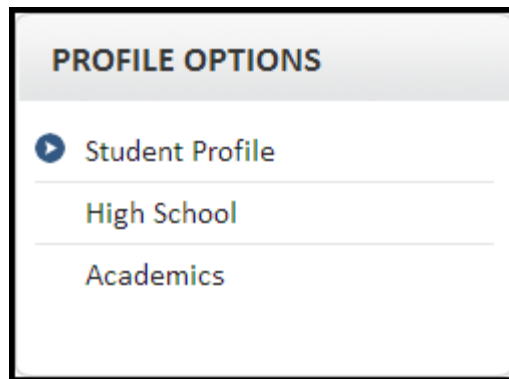
Once the high school has completed all of the appropriate steps to provide the college with all necessary information, and payment has been collected where applicable, the college will review and approve the forms which have been submitted. The college will review each form or step individually, and can choose to accept or reject each of those forms individually as well.

If the college rejects one of the forms or steps, the party who originally completed that step will be notified. For example, if the college rejects the Parent/Guardian Consent step, then the parent or guardian will be notified. If the college rejects the Provide Transcript step, the high school will be notified. The college can provide comments with any rejection which will indicate the action that must be taken for the college to accept the form or step. Once that action has been taken, the step can be re-completed, and the college will review it again.

Once the college has reviewed all the forms and steps and approved all of them, the college will process the student's registration. The student and the high school will be notified via email and/or text message when a final decision is made on the registration. When a registration is accepted, students will receive a confirmation email with more information, should the college elect to provide more information at that time.

Profile

The Profile section is made up of three subsections: Student Profile, High School, and Academics. These sections contain demographic information, information about the student's high school, and portions of the student's academic record, respectively. The data stored in the Profile is largely informational, and there are only a few things that a student might want to do in their profile section.



Student Profile - Overview

The Student Profile contains demographic information about the student. The specific fields on the Student Profile are as follows:

First Name: The first name of the student.

Middle Name: The middle name of the student.

Last Name: The last name of the student.

SSN: The social security number of the student.

Street: The first line of the street address of the student.

Street 2: The second line of the street address of the student.

City: The city in which the student resides.

State: The state in which the student resides.

Postal Code: The postal code of the city in which the student resides.

Email: The student's email address.

Phone: The student's phone number.

Date of Birth: The birth date of the student.

Gender: The gender of the student.

Citizenship Country: The country of which the student is a citizen.

Visa Type: The type of the student's visa (if applicable.)

Sample College Student - Bishop O'Sullivan High School

FIRST NAME:

MIDDLE NAME:

LAST NAME:

SSN:

STREET:

STREET 2:

CITY:

STATE:

POSTAL CODE:

COUNTY:

EMAIL:

PHONE:

DATE OF BIRTH:

GENDER:

CITIZENSHIP COUNTRY:

VISA TYPE:

The information in these fields will be entered based upon the information entered into the Course Registration Wizard. A student might want to access this information if a key piece of information changes for them. If, for instance, a student gets a new cell phone number or email address, they may wish to update that data.

High School – Overview

The High School section contains basic information about the student's high school, and their status at that high school. Specific fields tracked in the High School section are:

High School Student ID: The student ID assigned to the student by the high school.

Current Enrollment Status: The status of the student; whether they are enrolled at a high school, home schooled, have graduated high school, or are a full time college student.

Current Grade: The current grade of the student.

Expected Graduation Date: The date on which the student is expected to graduate.

Guidance Counselor: The student's guidance counselor.

A student may wish to update their High School profile section if their guidance counselor has changed, their expected graduation date has changed, or if they did not know their High School Student ID when they first registered, but have obtained that information at a later date.

Academics – Overview

The Academics section is used by the student's high school to track their academic record. A student cannot update their own Academics section. Specific fields tracked on the Academics section are:

High School GPA: The student's high school GPA.

SAT Composite: The student's composite score on the SAT.

SAT Verbal: The student's score on the verbal section of the SAT.

SAT Math: The student's score on the math section of the SAT.

SAT Written: The student's score on the written section of the SAT.

ACT Composite: The student's composite ACT score.

ACT English: The student's score on the English section of the ACT.

ACT Math: The student's score on the Math section of the ACT.

ACT Reading: The student's score on the Reading section of the ACT.

ACT Science: The student's score on the Science section of the ACT.

Students cannot update their own Academics section, but they may wish to review it. If a student has re-taken standardized tests and has scored better, they may wish to alert their guidance counselor so that the scores in the DualEnroll.com application can be updated.