



Welcome to the dual enrollment program at University of Idaho provides a convenient online registration process using DualEnroll.com. Here's how to register for your course(s).

First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <https://uidaho.dualenroll.com> and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

uidaho has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

Step 1: Student Address

Make sure to select any additional programs you are participating in as well as if you participate in FRL.

Step 2: Student Demographics

Step 3: Terms and Conditions

Accept uidaho terms and conditions.

Step 4: Financial Terms and Conditions

Accept uidaho financial terms and conditions.

Step 5: Parent Information

Enter parent contact preference and information. **PARENT CONTACT information can not be the same as the student contact information.**

Step 6: High School

Enter your EDUID number and select your HS counselor from the dropdown list box. If you are a homeschooled student, this step will ask you for an approver and their email address.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.



If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which uldaho courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REQUEST COURSE** button to start the registration process.

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
01 Spring 2023	Classroom	Robert Stone	Moscow	(Face-to-face)	01/11/23 - 05/12/23	Request Course ☐ Complete?
02 Spring 2023	Online	Robert Stone	Online	(Fully Online)	01/11/23 - 05/12/23	Request Course ☐ Complete?

Your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**. You will receive an email from uldaho letting you know when your registration is complete or if they need more information from you.

If your parents are having a problem with the consent, you can click on **Resend** or **Change contact** under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

Enjoy your class!

Student Guide - Course Registration

Student: Request waiver from instructor

You may get this step if the college requests more information from you.

The Explanation box will describe what action you need to do to satisfy the requirement.

Choose the appropriate option.

Resubmit my registration request, choose this option to resend the registration for processing. **I am not able to take this course, please terminate my request**, choose this option if you do not qualify to take the course.

Click **COMPLETE STEP**.

Student: Request waiver from instructor

Student Name:

Mary Roth

High School:

Homeschool - ID

Student ID:

V00803501

Term:

Spring 2023

Course:

Intro Financial Acctg ACCT 201 (01)

Course Prerequisites:

ACCT 100

Your request to enroll in ACCT 201 Intro Financial Acctg 01 Spring 2023 was submitted but could not be processed for the reason shown below. If you would still like to take this course, please contact the faculty member teaching the course and request an override. Once the override has been granted, log back in, select the "Resubmit my registration request option", then click the "Complete Step" button at the bottom of this page.

Explanation:

Error registering student: Student Status prevents registration.

Resolve Declined Registration Actions

☐ Resubmit my registration request
 ☐ I am not able to take this course, please terminate my request

COMPLETE STEP

Approver: Approve Course

For Home School students, their Home School approver needs to confirm their registrations..

Choose the option for the student's registration:

- Approved
- Decline; terminate registration

When you choose **Approved** the registration will be processed.

Choosing Decline; terminate registration will terminate the registration.

Click **COMPLETE STEP** when done.

Approver: Approve Course

Student Name:

Mary Roth

High School:

Homeschool - ID

Student ID:

V00803501

Term:

Spring 2023

Course:

History of US & World Ag. AGED 263 (01)

The counselor has reviewed your eligibility and has indicated that you must meet additional testing standard or other requirements. Please review the counselor's comments. When you have completed the additional requirements, including possibly uploading documents, click "Complete Step".

Choose File

no file selected

Kind of Document:

other

☐ Approved
 ☐ Decline; terminate registration

COMPLETE STEP

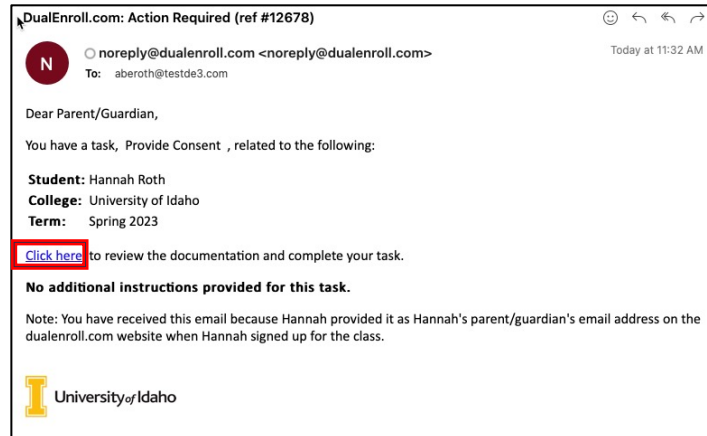


University of Idaho

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Please review and acknowledge the conditions of participation that apply to your student:

1. I understand that my Advanced Opportunities (AO) funds must be "School Level Approved" in the AO portal. I am responsible for paying all tuition and fees that are not covered by my Advanced Opportunities funds or scholarships. I have reviewed the "How to Pay" section on the [Dual Credit website](#) for further fee payment information.
2. I understand I will be bound by the policies and procedures of the University of Idaho regarding fees, refunds, deadlines, academic regulations, and student conduct.
3. I understand that the grades I earn will become part of my permanent college record. If I decide to drop or withdraw from a class, my high school counselor must confirm my request to drop or withdraw by sending a request to the Registrar's Office at registrar@uidaho.edu.
4. I understand that some courses require the completion of two semesters to earn college credit; a decision not to complete both semesters will require withdrawal. Withdrawing from class(es) will result in my permanent transcript showing withdrawal.
5. I understand that no refunds are granted for withdrawals after the drop period.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and University of Idaho, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by University of Idaho if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification. You can review the full Terms and Conditions Agreement on the Student Accounts website at: <https://www.uidaho.edu/current-students/student-accounts/general-information>

Please contact Student Accounts at 208-885-7447 with any questions.

Sign electronically by entering your first and last name:

☐ Decline Parent Consent

Click 'Complete Step' to give permission for your child to take this course and agree to the above.

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems or questions regarding payment or permission, [click here](#) to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at uidaho.

Click **COMPLETE STEP**.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.