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LCONN EARLY COLLEGE

EXPERIENCE

Student Guide - Account Creation

Welcome to the University of Connecticut Early College Experience concurrent enrollment program!

The college provides a convenient online registration process using DualEnroll.com. Follow these directions to register for your course(s).

Create your DualEnroll.com Account

You can create your account using a computer, tablet or smart phone by going to:

https://uconn.dualenroll.com

Click on the **CREATE MY ACCOUNT** button on the right side of the page or **LOGIN** if you are a returning student. *If you've forgotten your username or password, use the link on the login screen to retrieve your username and/or reset your password.*

Login		
	Log into your existing DualEnroll account	New students
	USERNAME:	CREATE MY ACCOUNT
	PASSWORD:	
	LOGIN	
	<u>Forgot your username or password?</u>	
	Need to enter your text confirmation code?	

New Student Account Creation

Create your account -	Pequire	ad fields are marks	ad with a *	
create your account -	Require	eu neius are marke		
HIGH SCI	HOOL:*		~	•
CREATE L	OGIN:*			_
-		Password must be at lea	st 6 characters in length:	
CREATE PASSV	VORD:*			
RETYPE PASSV	VORD:*			
		Please use STUDENT'S co	prrect legal name:	
FIRST N	IAME:*			
MIDDLE	IAME:			
LAST N	IAME:*			
DATE OF F				
		Provide at least one pref	erred method of contact:	
E	MAIL:			
CELL PHONE (text mess	ages):*	ex: 703-555-1212		
		I prefer not to pr	ovide a cell phone	
		I'm not a rob	ot 🐔	
			reCAP1 Privacy -	Terms
		CREATE ACCOUNT]	

NEW STUDENTS

Complete the **New Student Account Creation page** to create your account. Complete the required profile information including your high school, login name and password. All fields marked with a red asterisk (*) are required. You must provide a **unique** email account or cell phone number to create the account. Use a personal email account rather than a high school provided e-mail as they become inactive upon high school graduation. (*Do not use a parent email or cell phone number for these fields as they will be required later in the process*).

Once you click **Create Account**, you will receive either a text message with an activation code or an email with a link to activate your account. You <u>must</u> confirm your account before you can proceed with the enrollment process. *If using email, be sure to check your junk/spam folder for the email.*

Once you activate/confirm your account it will automatically log you into UConn.DualEnroll.com where you can apply & register.

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Student Guide - Application

Complete Your Application

There are five pages to complete in the UConn ECE application process. Completed pages are listed in green under **Application Steps**, and the current page is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a page. **RETURNING STUDENTS** must review and confirm application data and complete required fields cleared for annual verification.

	Blassom Bloom Help Lagout	Student Add important th	ress page: It is very lat you provide YOUR
	APPLICATION STEPS	student infor be used to cre	mation. This data will eate your student
arly	Account	account with	the University of
tate of Profile Cour Blossom Ble Universit By check I centify taccurate Universit Confirm fe a Profile I confirm fe F Paren U Paret b S O Prefe P U O O	Account Student Address Student Demographics APPLICATION STEPS Account Student Address account	Account with Connecticut. Stude: Stude: Stude: nce Terms and Conditions se conditions" box below: n this application is and rules of the leadlines and program HOOL Relationship:*	the University of ant Demographics APPLICATION STEPS Account Student Address Student Demographics Terms and Conditions Hart Ford Help Logout APPLICATION STEPS Account Student Address Student Demographics Terms and Conditions
pare	nt Email: Profile Courses Status Barry Bolt - BOLTON HIGH SCHO Current Grade* V Have you taken UConn ECE co	OL ourses in the past?	APPLICATION STEPS Account Student Address Student Demographics Terms and Conditions Parent Information High School
	arly ate of Profile Cours Blossom Bl Universi Student By check I certify i accurate Universi I confirm fe Paren Ver I Ver I Ver I Ver I	Blossom Bloom Help Logout APPLICATION STEPS arly Account Student Address Student Demographics Account ate of ApplicATION STEPS Account Student Address Student Address Profile Course Student Address By checking the "I have read and agree with the lead that I will comply with the policies University of Connecticut. Profile Courses Student By checking the "I have read and agree to the program of feet and that I will comply with the policies University of Connecticut. Profile Courses State Pofile Courses State Parent Contact Information Parent Rame:* Parent Rame:* Parent Email: Preference:* Parent Barry Bolt - BOLTON HIGH SCHO Parent Grade* Ver Have you taken UConn ECE component of the second of th	Bissoon Bloom Help Logoxt Student Addingportant the student information in account with the student information in account with the student Address ariy Account Account Student Address Student Demographics Student address ate of Account Bisson Bloom - BLOOMFIELD HIGH SCHOOL University of Connecticut Early College Experience Terms and Conditions Student Bloom - BLOOMFIELD HIGH SCHOOL University of Connecticut Early College Experience Terms and Conditions Student Bloom - BLOOMFIELD HIGH SCHOOL University of Connecticut Early College Experience Terms and Conditions Student Bloom - BLOOMFIELD HIGH SCHOOL I certify that all personal information provided in this application is accurate and parcer to the program deadlines and program Profile Courses Status Parent Contact Information Parent Contact Information Parent

Your application is now complete, and you will be prompted to register for courses.

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Student Guide – Course Registration

Now that your application is complete or updated (returning students), it will prompt you to register for your courses.

The tabs at the top of the screen will bring you to different pages. **Profile** will take you to information you entered when creating your account, **Status** will show you the status of any existing registrations, and the **Courses** tab will show you all courses currently available to you.

Profile Courses Status					
Narrow your Search	Browse al	l courses o	or narrow th	e selections displayed using the search crit	eria
BY TERM	Remembe	er that usir	ig multiple si	earch criteria may eliminate all courses	
Select Term V	Colle	ege Camp	us 🔎 Hig	h School 📮 Online Course 🔋 Region	al Center
BY KEYWORD	<u>Course</u>	Туре	<u>Subject</u>	<u>Title</u>	College
Enter Keyword(s)	0001	1	test	onetermtest	University of Connecticut
	AH 1100	(AH	Intro to Allied Health Profess	University of Connecticut
Choose all that apply:	AH 2001	•	AH	Medical Terminology	University of Connecticut
🗌 College Campus 🏛	AH 4092	•	AH	EMT Training	University of Connecticut
High School 🍽	AMST 1201	•	AMST	Intro to American Studies	University of Connecticut
Online	ANSC 1602	•	ANSC	Behav/Traing Domestic Animals	University of Connecticut
BY SCHEDULE	ANSC 1676	(ANSC	Intro to Companion Animals	University of Connecticut
Show only classes meeting on:	ANTH 1000	•	ANTH	Peoples and Cultures of the Wo	University of Connecticut
□ Mon □ Tue □ Wed	Art 01		art	<u>Art 01</u>	University of Connecticut
□ Thu □ Fri □ Sat	ART 1030	(ART	Drawing I	University of Connecticut

Under the **Courses** tab, the course finder shows you which courses are being offered to you for the current year.

Be sure to enroll in all Fall, Spring, and Fullyear courses during the initial registration period in the fall. There is a small window to adjust your Spring course enrollment in February, but that is it for the year.

Use any of the filtering options on the left to narrow down your search. The **BY KEYWORD** filter is useful to look for courses by title; you can search by any part of the course title.

Click on the **title link** to select a course. The system will display detailed information about the course including the sections offered.

Some courses are offered in combination with another UConn course at your high school. If that is the case, you will receive a pop-up message reminding you to check your list of approved UConn courses and enroll in both courses if applicable.

list to be sure you are enrolled in all UConn courses you are taking at your high school. Reach out to your UConn Site Representative for further guidance. The course detail page will provide additional information about the course and will show all

This Course is Typically Selected Alongside Another Course

with another UConn course (e.g. SPAN3178/SPAN3179,

You have registered for a course that is typically offered in combination

BIOL1107/1108, HIST1501/HIST1502 etc.). Check your UConn course

information about the course and will show all available sections. Pay special attention to the section you select to make sure you are choosing the correct course and instructor.

Next, click the **Register** button for the desired section. This will initiate the registration process. *If* you select a course or section by mistake, you can go to the status screen and use the **[abandon]** option to cancel the course/section.

The system will display a prompt to select your next action: Select Another Course, View Registration Status, or Logout.

Profile	Courses	Status							
Course	Detail: Bio	ology 🏛	•						
	COURSE	NUMBER:	BIO-110						
	COURSE	SUBJECT:	BIO						
		CREDITS:	4.0						
		COLLEGE:	University of Connecticut						
	DES	CRIPTION:							
Availat	le Section	IS							
Section		Туре	Instructor	Location	Days/Time	Start/End Date	Options		
2 Fall 202 BIO	0	血			M (Fully Online) 9:00am-10:00am		Register		
3 Fall 202 3	0			HARTFORD PUBLIC HIGH SCHOOL	(Lecture) (Lecture)		Register		
3				HARTEORD PURUC	(Lecture)		Register		
Fall 202 3	1		No Further Acti	ons Required					
ctio I s ,	n: or		You have comple be notified via en complete addition Please select on	eted your registrationail and/or text me nal steps at a later e of the options be	on request. You ssage if you nee time. low:	will ed to			
		L	select anothe	r course view	status log	out			



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To Return to Login to UConn.DualEnroll.com

To update profile info, check your registration status, update your course schedule, etc.

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

Login				
Log into your existing DualEnroll account				
USERNAME:				
PASSWORD:				
LOGIN				
Forgot your username or password?				
Need to enter your text confirmation code?				

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Course Adjustment Periods

September 18, 2023- October 20, 2023

If your Fall, Spring or Full-year course schedule has changed and you need to add or drop a course, be sure to log in to your <u>UConn.DualEnroll.com</u> account between **September 18, 2023** and October 20, 2023. Any paid program fees for dropped courses during this time will be refunded.

Click on **Status** on the top menu bar and then **Drop** next to the course you wish to drop. An approval step will be sent to your Site Representative to finalize the drop.



February 5, 2024- February 9, 2024- Spring Course Adjustment Period

If you need to add or drop a <u>Spring course</u>, you may do so on <u>UConn.DualEnroll.com</u> at this time. **Any paid program fees for dropped Spring courses during this time will be refunded.**

ADDS: If you have a preexisting <u>UConn.DualEnroll.com</u> account from Fall 2023, log into your account and add a Spring course(s). If you DO NOT have a <u>UConn.DualEnroll.com</u> account, you must create an account and add your spring course(s).

DROPS: Log into your <u>UConn.DualEnroll.com</u> account, click on Status on the top menu bar and then Drop next to the Spring course you wish to drop (as shown above).

All requests must be approved by your Site Representative to be processed.

The University of Connecticut does not allow retroactive credit. Students must register online for all UConn courses they wish to receive credit for by the posted registration deadlines.





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Student Guide

Withdrawals

Fall and Full-year courses not dropped in <u>UConn.DualEnroll.com</u> by October 20 and Spring courses not dropped in <u>UConn.DualEnroll.com</u> by February 9 respectively require a Withdrawal Form to be submitted. The Withdrawal Form can be found on our website.

Withdrawal requests are **NOT** processed through UConn.DualEnroll.com.

Program fees for Fall and Full-year courses dropped after October 20 and Spring courses dropped after February 9 are non-refundable.

Students must complete and submit a Withdrawal Form found on the UConn ECE website by **December 12 for Fall courses** and **May 1 for Spring and Full-year courses**. Students cannot withdraw from a course after the posted deadlines. Students do not earn credit for withdrawn courses, nor will the course impact a Student's grade point average (GPA). If a Student does not complete and submit a Withdrawal Form by the posted deadline, the Instructor will calculate the Student's grade according to the grading rubric applied to all Students in the course, averaging zeros for all work not submitted.