Student Guide – Account Creation

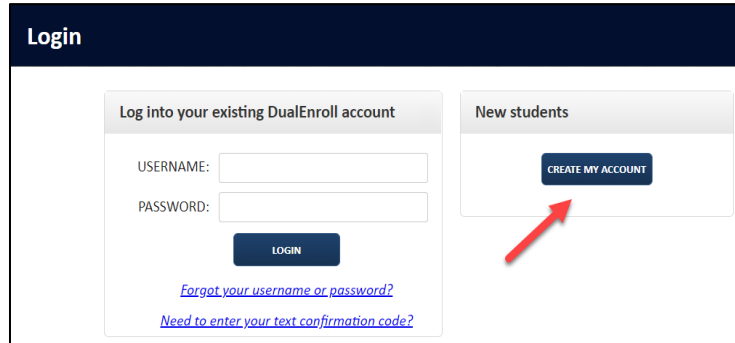**Welcome to the University of Connecticut Early College Experience concurrent enrollment program!**

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:
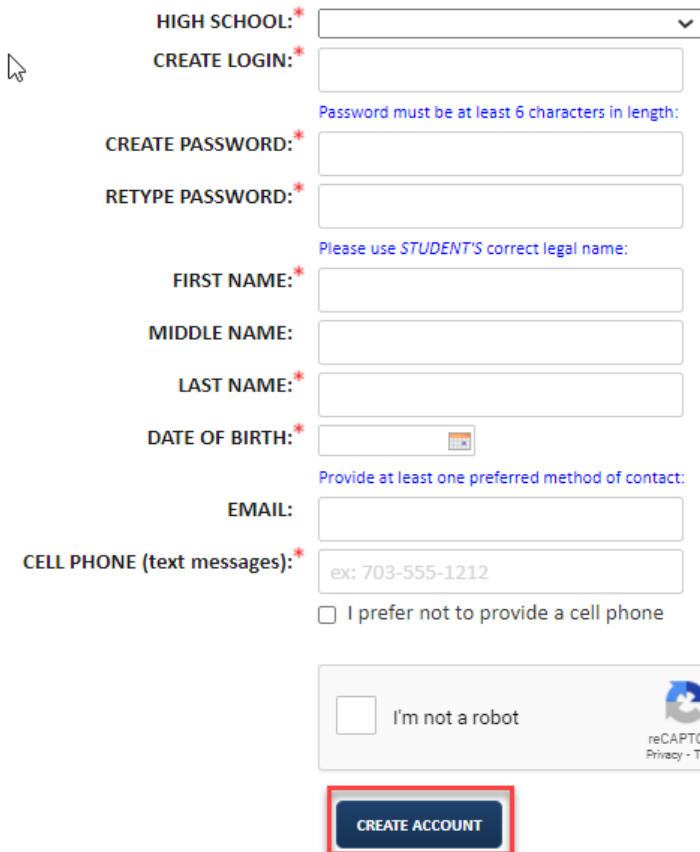
https://uconn.dualenroll.com

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.*

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 e-mail 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 **must** 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.

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.

Student Address page: It is **very important** that you provide **YOUR** student information. This data will be used to create your student account with the University of Connecticut.

Student Demographics

Terms and Conditions: Please read and acknowledge the terms and conditions. You are agreeing to abide by these terms.

Parent Information: Please provide your parent/guardian contact information and preferred method of contact.
Your parent/guardian will be asked to provide consent and payment before the registration is completed with UConn ECE. The parent contact information must be different than the student's.

High School Information: Please provide your current high school grade level and if you have taken UConn ECE courses in the past.

You can always go back and edit any of the pages by clicking on your **Profile** tab at the top of the screen.

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

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.

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 Full-year 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.

This Course is Typically Selected Alongside Another Course

You have registered for a course that is typically offered in combination with another UConn course (e.g. SPAN3178/SPAN3179, BIOL1107/1108, HIST1501/HIST1502 etc.). Check your UConn course 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.

dismiss

The course detail page will provide additional 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.**

No Further Actions Required

You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time.
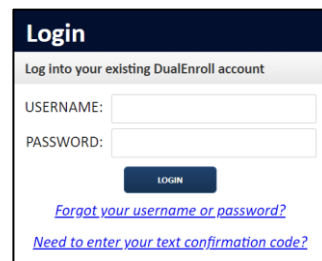
Please select one of the options below:

select another course | view status | logout

Student Guide

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.

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 UConn.DualEnroll.com 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 Spring course, you may do so on UConn.DualEnroll.com at this time. **Any paid program fees for dropped Spring courses during this time will be refunded.**

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

DROPS: Log into your UConn.DualEnroll.com 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.

Withdrawals

Fall and Full-year courses not dropped in UConn.DualEnroll.com by October 20 and Spring courses not dropped in UConn.DualEnroll.com 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.