

## Registration Process

**Student**

- Create an account on the UConn ECE registration website [UConn.DualEnroll.com](https://UConn.DualEnroll.com)
- Confirm your account via email/text sent from DualEnroll.com
- Log in to your account, complete the application process and choose courses
- Returning students: bypass steps 1-3, and log in to existing account to review and confirm application data and select and register for course(s)

**High School**

- UConn ECE Site Representative confirms eligibility for course(s) selected and any applicable fee waivers

**Parent/Guardian**

- Parent/guardian is prompted via e-mail or text to provide consent to student's enrollment and make payment (if applicable) by e-check or credit card.
- Note: Parent/guardian consent and payment requests (if payment is applicable) are sent per course request.

**UConn**

- Student application data is received by UConn
- UConn reviews application and enrollment request data for eligibility
- Student's UConn record and UConn NetID is created or reactivated

**Complete**

- Completed registration data and payment is processed by UConn
- Student's academic record is updated, and registration is complete!



## Registration Steps Definitions

It is important for both Students and Site Representatives to monitor the steps completed and the processing of student registration request(s).

Below are the common *Steps* notifications and statuses you will see in UConn.DualEnroll.com and what they mean.

### Steps to be completed after the student has selected courses

Step	Definition
Site Rep: Confirm Course Assignment	Site Representative must confirm or deny course enrollment request
Parent: Provide Consent and Payment	Parent/Guardian must complete electronic consent and provide payment if applicable
Pending: Completion of Per Term Steps	Site Representative must confirm waiver eligibility utilizing the CSDE Direct Certification List as referenced in the ECE Waiver Policy.

### Processing/Pending steps within the UConn system

Step	Definition
Pending: Application Response	UConn reviews application data and student UConn record is created or reactivated
PS: Processing Course Registration	UConn reviews enrollment request for eligibility and processes course request

**Final Statuses within UConn.DualEnroll.com**

<b>Step</b>	<b>Definition</b>
Complete	All consents and payment have been received by UConn and the enrollment request is successfully processed.
Failed	Student incorrectly selected/is not eligible for a course and the enrollment request was not successfully processed.
Abandoned	Student has successfully removed the course from their schedule and no record of the course will appear on their transcript OR all required registration steps were not completed by the deadline and the enrollment request was not processed.
Drop Complete	Student has successfully dropped the course within the open registration period. No record of the course will appear on their UConn transcript and student will be refunded any paid course fees.
Withdraw Complete	Student has withdrawn from a course after the open registration period. The course will appear on their UConn transcript with a final grade of a W or WAU and paid course fees will not be refunded.