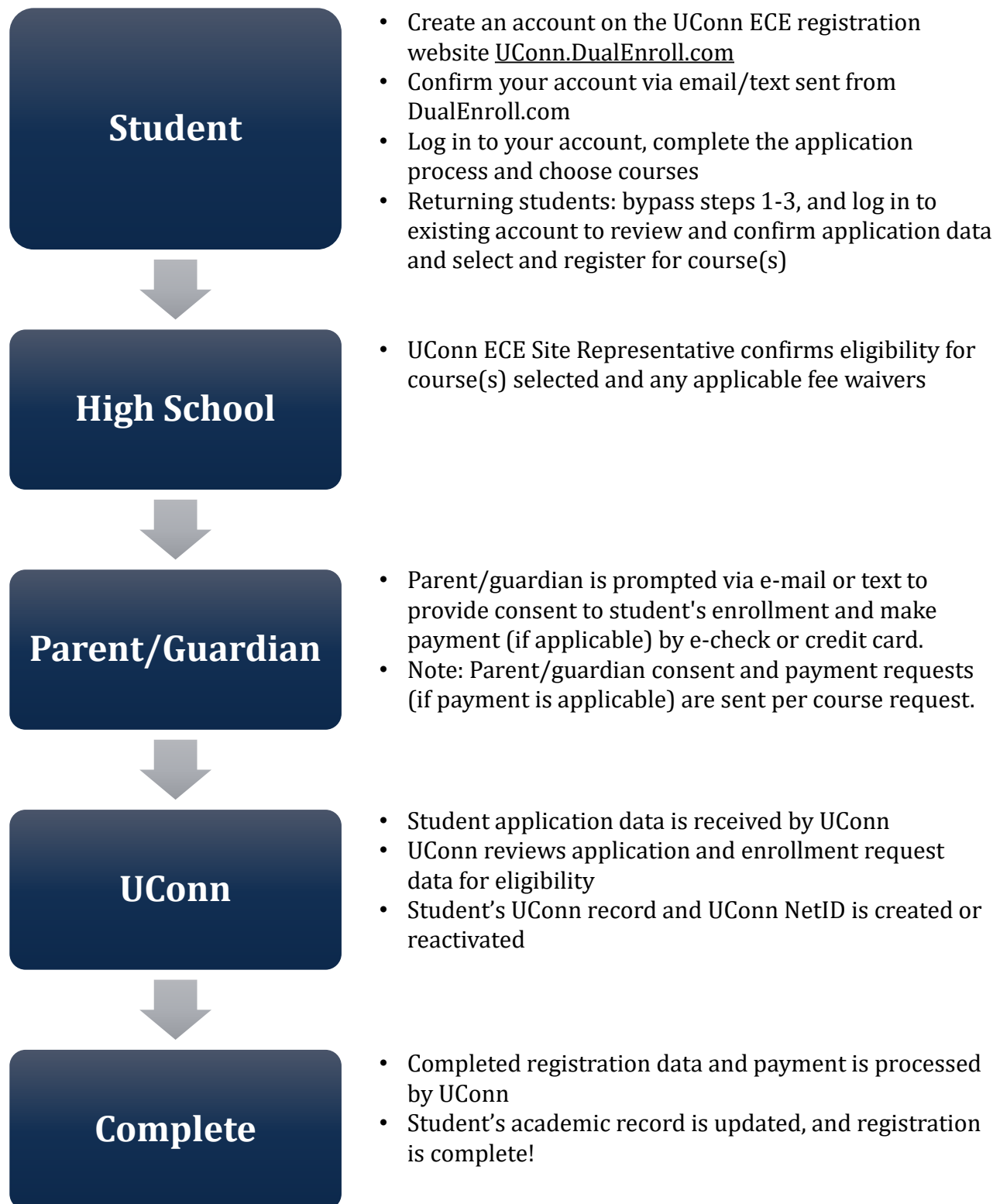


Registration Process



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

Registration Steps Definitions

Final Statuses within UConn.DualEnroll.com

Step	Definition
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Withdraw Complete	Student has withdrawn from a course after the open registration period.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.