DualEnr 11.com



High School Registration Tasks

Welcome to the dual enrollment program at Allen Hancock College College! Hancock College provides a convenient online registration process using DualEnroll.com. Here's ow to complete the College user tasks.

	Dear High School Counselor,	
You will receive an email notification when a task has been assigned	You have a task, Confirm Student P	articipation Dual/Talon/ECW, related to the following:
to you. Click on the blue link in email to log on system. <i>Be sure to</i>	Student: Doug Simth	Login
check your Junk/SPAM folder if you are not receiving emails.	Term: Fall 2022	Log into your existing DualEnroll account
You can also login directly by going to the URL listed below and	Click here to review the documentat	USERNAME:
entering your login credentials:	No additional instructions provid	PASSWORD:
https://hancockcollege.dualenroll.com	LOGIN	
		Forgot your username or password?
Click on the Student tab at the top of your dashboard to access the	list of students	Need to enter your text confirmation code?
and a large initiate day and the time with the second and		

who have initiated registration with the system.

Profile	e Students Course	s Reports			
The st	courses your student Steps column indicate Highlighted steps ne Other (non-highlight aff).	s are currently registerin es what needs to be don ed to be completed by y ed) steps need to be con	g for are shown below. e to complete the regis rou. Click on the text lin mpleted by others (the	tration process: Ik for detailed instruc student, their paren	ctions. t/guardian, or college
HOL	BROOK HIGH SCHO	OL: Registration Activi	ty		All Student Accounts
Cours All C	e: Counse ourses T Holbro	lor: Term: ok Counselc • All Active	Step: Terms V Counselor: Approv	Abandoned:	Search:
×	<u>Student</u> / <u>Date</u>	Course	Status	Step Actions~	
	Simth, Doug[+] n000004	BIO 181 Intro to Biolo Northland Pioneer Coll Fall 2022	<u>gy 34[+] [show]</u> ege	Contractions Contractions Contractions	tch mode

The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select All Active Terms to see all active registrations. Use the Counselor drop down to select a specific counselor or **All Counselors** to get a list of all registrations with an open High School step.

Profile Studen	ts Courses Re	ports				
HOLBROOK H	IGH SCHOOL: R	egistration Activity	/		All Stu	dent Accounts
Course: Counselor: Term: Ste		Step:	Abandoned:	Sear	ch:	
All Courses	* Holbrook Court	selc > All Active Ter	rms ✔ Counselor: Approv Ŷ	✓ show	~	

All Student Accounts

From the **Students** tab click on **All Student Accounts** to search for an individual student, even if they do not have registration activity.

		Creation Date (range):
First Name:	Last Name: Status: All	▼ 2022-03-24
<u>Student</u>	Status	Created On
<u>Qallen Jones</u>	Registration Activity	03/24/2022
Terrance Lewis	DE Account Not Yet Confirmed	03/24/2022 DELETE

- DE Account Not Yet Confirmed: the student has created an account but has not vet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- Application Incomplete: the student has created their account and started, but not finished their application. You can delete their account and have them start again.
- **Application Complete** the student has completed their application but has not registered for courses
- **Registration Activity**: the student has registered for a course. Status will be visible on the Students tab.

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High School Registration Tasks

High School Counselor: Verify Course Selection and Prerequisites

Upload the student's high school transcript or other documents when needed.

You need to check the checkbox saying you reviewed the student's eligibility to take the course.

Click **COMPLETE STEP** when done.

Placeholder text.				
Student Name: High School: Student ID: Term: Course: Course Prerequisites:	Kay Allen ACHIEVEKIDS 99999999 Summer 2023 Managerial Acco Prerequisite: AC	unting ACCT 140 CT 130 or ACCT 1	(1234) 31 and ACCT 132.	
Document	Term	Date	Filename	
other	Spring 2023	2022-11-15	residence.docx	UPDATE
other	Summer 2023	2022-11-09	test.pdf	UPDATE
Choose File no file selected		Kind of Document:	other ᅌ	
 I verify the student's Defer. Decline; student does 	grade level eligibilit	y, course selection a	and pre-requisites . rse.	

Provide feedback to the de	ean.			
Student Name: High School: Student ID: Ferm:	Brian HomeSchool HOME SCHOOL (HANCOCK) Summer 2023			
Document	Term	Date	Filename	
home_school_affidavit	22/23 Academic Year	2023-07-29	<u>home_school affidavit.pd</u> <u>f</u>	UPDATE
transcript	22/23 Academic Year	2023-07-29	transcript.pdf	UPDATE
Choose File no file selected	l i	Kind of Document:	other 😌	
Comments from Dean of Comments from College Comments Note: comments entered h	f Student Services (07/29/2023): Appendix of the service of the se	(07/29/2023): I opeal for credits, gr cated to the studer	Please verify the transcript is co rade level and GPA at and will be visible to other pa	prrect. Prticipants.
	(PDF only): Choose Fi	no file selected		

High School Counselor: Provide Feedback

You will get this step during a student appeal process when the Dean of Student Services requests information from you,

You can upload a file and enter text in the **Comments** box.

Click **COMPLETE STEP** when done.