ADMISSIONS AND REGISTRATION GUIDE

SCAN QR CODE
Students can find detailed information in the Student Guidebook located on Dual Credit website or by scanning the QR code.

- Apply for admission detailed guide
- Course Registration
- How to get a Vandal ID Card
- How to get your Vandal number
- How to log into VandalWeb
- View Grades
- Verify Enrollment
- How to order official transcripts
- How to apply as a High School Senior

Only new dual credit students need to apply. Continuing dual credit students or those who have taken a class from University of Idaho in the past two years do not need to submit an admissions application and can proceed to Step 2.

Step 1: Admissions

I am:
✓ A first time dual credit student or have not taken courses from University of Idaho within the past two years.
✓ First time applying (Fall or Spring) but did not enroll in any courses.
Apply: https://dualcredit.uidaho.edu/students/#enroll

Admissions Application
1. Use a personal e-mail that you have access to today.
2. Enter your legal birth name. Abbreviations or nicknames delay course registration
3. Verify the email you entered is correct, you will be sent a PIN to your email once you click CONTINUE
4. A temporary PIN has been sent to your email address. If you do not receive this message in a few minutes, please check your junk mail folder. “Activate your Application Account”
5. Start New Application, Select: Undergraduate

Personal Information
1. Enter your legal birth name. Abbreviations or nicknames delay registration.
   ✓ The information entered is used to create your official University of Idaho account.
2. Complete all sections: Name, Demographic Information, Personal information, Permanent Address

Enrollment Information
1. Degree or Program I am seeking: High School Dual Credit
   • If you apply for the incorrect program, you will have to re-apply for admissions for the Dual Credit Program.
2. Enter the term you wish to start your studies at the U of I.
   • If you apply for the wrong term, you will have to re-apply for admissions for the correct term.

Academic History
1. Add Institution, High School. Enter the high school from which you will be graduating. Select your school and the address will auto populate.
2. Level of Study: High School Diploma
3. Date Conferred or Expected: Graduation Year:
4. If you are unsure of your graduation year, use the graduation chart.

Additional Information
1. State of Residence, Answer all questions.
2. Use the Student Guide Book for assistance in this section.

<table>
<thead>
<tr>
<th>September 2019</th>
<th>Graduation Year</th>
</tr>
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<tbody>
<tr>
<td>Freshman</td>
<td>9th</td>
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<tr>
<td>Sophomore</td>
<td>10th</td>
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<tr>
<td>Junior</td>
<td>11th</td>
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<tr>
<td>Senior</td>
<td>12th</td>
</tr>
</tbody>
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YOU ARE ABOUT TO SUBMIT YOUR FIRST UNIVERSITY APPLICATION! CONGRATULATIONS!
Print Application Confirmation Page
Click on APPLICATIONS on the upper left corner
1. Verify your status says: Submitted
2. Print page and submit to your counselor or Dual Credit Teacher.
   1. If you do not see a status update of Submitted, return to the UI application, and click, SUBMIT.

Application Received: 1st E-mail
You will receive an auto-generated email after submission to the e-mail you provided in your application from:
admissions@uidaho.edu
➢ If you have not received an email, check your spam folder or return to the application to verify you clicked SUBMIT.

WAIT 3-5 DAYS BEFORE CONTINUING THROUGH THE NEXT STEPS

Application Processed: 2nd E-mail
You will receive a 2nd e-mail 3-5 business after submission stating your application is complete from: admissions@uidaho.edu
This email will provide you with your Vandal ID number, your Vandal number in the format; V12345678 which is needed for your course registration form. If you have not received an e-mail, check your spam folder

Net ID
Once admitted students automatically receive, a UI account called the NetID netid1234@vandal.uidaho.edu. To go through the initial setup process, students will need access to a phone, or email address, provided on their admission application: https://help.uidaho.edu/#/VandalSetup. Your Net ID is used for Campus Computer's, Blackboard, Campus Wi-Fi, VandalWeb, and Vandal E-mail.

Tutorials:
1. Security Profile: https://youtu.be/Mwg-SZy0y8
   • Setup your security profile by adding verified contact information and security questions. This will allow you to reset your password online without needing to visit the ITS Help Desk in person.
2. You will be directed to enroll in DUO MFA when you set up your Vandal account. Please Note: Dual Credit students are exempt from DUO.

Step 2: Payment

Advanced Opportunities Funds
Create a Fast Forward account to track account balance and request funding. Contact your school’s Advanced Opportunities designee to learn about local guidelines and funding request. Funding approvals are done by your local school district.

• http://www.sde.idaho.gov/student-engagement/advanced-ops
• Enter your full legal birth name. Abbreviations or nicknames delay course registration.

Step 3: Course Registration

Course Registration Form
Registration Form: https://www.webpages.uidaho.edu/dualcredit/docs/dual-credit-registration.pdf
The form is a fillable PDF; you can fill in as much as you can before printing.
1. Name: Enter your legal birth name. Abbreviations or nicknames delay registration.
2. UI Student ID Number: V12345678
   a. Incorrect Vandal number cause errors and delay course registration
   b. A Vandal number confirms you applied for admissions
   c. New Dual Credit students, the second email from the admissions office contained your V#.
   d. Current Dual Credit students if you cannot remember your V# call the STC Help Desk at (208) 885-HELP (Option 2)
3. Add course information: https://dualcredit.uidaho.edu/courses-high-schools
4. Collect all required signatures.
5. Turn in form to your high school counselor or dual credit teacher.

It is important to remember your Net ID and Vandal #, you will need it every semester, save it, write it down, take a screenshot.