COURSE REGISTRATION

Updated: 12/2019
Course Registration Steps

- Take purposeful courses which satisfy requirements for your intended major.

1) Complete Student Information
2) Verify that you completed the admission application if necessary and select courses
3) Advanced Opportunities/Payment and Signatures

Course Registration Form
The form is a fillable PDF, you can fill in as much as you can before printing.

- Do not submit incomplete course registration forms, it will delay registration.
**Name:** Enter Full Legal Name

**Vandal #**

- Incorrect Vandal number will cause errors and delay course registration.
- A Vandal number confirms a student applied for admissions.

- **New Students** need to complete the admission application. When you receive the second e-mail, you can add the V# to your course registration sheet.

- **Current dual credit** students if you cannot remember your student ID go to Account Management

- You can also find your Vandal number:
  - Students Vandal ID Card
  - VandalWeb → “Students” tab → “Student Profile” → Your V# is next to your name
  - Still can't retrieve your Vandal Number call the Student Technology Center (STC) at (208) 885-HELP (Select Option 2)
COURSE REGISTRATION INFORMATION

**Example Course:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGED</td>
<td>251</td>
<td>99</td>
<td>73937</td>
<td>Principles of AG Comm</td>
<td>3</td>
</tr>
<tr>
<td>AGED</td>
<td>258</td>
<td>99</td>
<td>72102</td>
<td>Experiential Learning and SAE Programs</td>
<td>1</td>
</tr>
<tr>
<td>PLSC</td>
<td>201</td>
<td>99</td>
<td>70250</td>
<td>Principles of Horticulture</td>
<td>3</td>
</tr>
</tbody>
</table>

Search Course Selection by Term:
- Fall at High School
- Spring at High School
- On UI Campus

**Teacher Signature**
- Have each teacher sign for course approval

**GPA:** 2.5 GPA on a 4.0 scale is required. However a minimum 2.7 is strongly recommended for dual credit students.

**Student Applied Online:**
- New students, have you completed an admissions application? Review the admission steps in this guide.
  - Did you receive the email with your Vandal ID #?
- Current DC Students, you completed the online application the first semester of your enrollment.

**Advanced Opportunities Payment School Approved**
- Have you completed the Fast Forward Application?
- Has the high school processed the completed AO application?
Advanced Opportunities Create a Fast Forward account to track account balance and request funding. Account verification and funding approvals are done by your High School.

Signatures
- Collect all signatures and return to your high school teacher or counselor for submission.
- Do not submit incomplete course registration forms, students are not registered until AO funds are approved by your high school.

OTHER PAYMENT OPTIONS: If a student does not qualify for Fast Forward they can pay by credit/debit card.

Credit or Debit Card - Fax form along with the course registration form to: Registrar Office Fax: (208) 885-9061 Attn: Dual Credit Payment
- Do not submit incomplete course registration forms, it will delay registration
- Course registration is not processed until AO Funds are “School Level Approved”

FAFSA: Dual Credit students do not qualify for federal financial aid. Federal aid is designated for students who have earned a high school diploma or equivalent.

1) Complete Student Information
2) Verify that you completed the admission application if necessary and select courses
3) Collect all signatures and return to your high school teacher for submission
1. Open a PDF document in Adobe Reader.

2. Click the “Fill & Sign” tool in the right pane.

3. Fill out your form: Complete form filling by clicking a text field and typing in the box.

4. Sign your form: Click “Sign” in the toolbar at the top of the page. Then draw your signature. Then click “Apply” to place your signature on the form.

- Get Adobe
- Course Registration Form
- Class Schedule
HOME SCHOOL STUDENTS
SIGNATURES & PAYMENT

Counselor’s Signature: Parent or Guardian signs
Signatures: Student and Parent/Guardian sign

Credit or Debit Card Form
Fax credit card form along with the Course Registration form to: Registrar Office Fax: (208) 885-9061 Attn: Dual Credit Payment

1. Do not submit incomplete course registration forms, it will delay registration
2. Dual Credit students do not register for courses online (VandalWeb)
3. Student is not registered until payment is received
4. UI does not send bills to students

Federal Student Aid (FAFSA)
- Dual Credit students do not qualify for federal financial aid. Federal aid is designated for students who have earned a high school diploma or equivalent.

For more information visit: Fees & Payment
Home Schooling is education directed by the parent/guardian. Since **Idaho does not regulate or monitor home school education**, it is up to the parent/guardian to select the curriculum they wish to use.

**State Department of Education**
- School Choice in Idaho
- Idaho Content Standards
- Frequently Asked Questions

**Idaho Coalition of Home Educators**
- Homeschooling in Idaho
- Homeschool Support Groups

If the student knows what they would like to major in, they can contact the Department advisor for a guided degree plan. Their advisor will be an important resource as they help plan their academic future.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**
The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, governs the confidentiality of student records. FERPA applies to all admitted students at the University of Idaho. Therefore, parents do not have access to their dual credit student’s educational records without the student’s written consent. Written consent may be obtained by filling out a Consent to Release Student Information form and returning it to the Office of the Registrar: registrarforms@uidaho.edu.
Are you always forgetting your Vandal #? Get your Vandal ID Card and you will always have it with you.

Vandal ID card requirements:
1. Currently registered for UI classes
2. Tuition payment fees processed
3. State or government ID

Not located in Moscow? Visit the [Dual Credit website] for more locations.
YOU NEED TO KNOW YOUR NET ID AND VANDAL NUMBER (NETID1234@VANDALS.UIDAHO.EDU)
V00123456

write it down • print it • screenshot • save to your phone • save to your email • get a Vandal ID Card
Set up your Vandal account before logging into VandalWeb!
A Vandal account is created for new students upon admission.

Your University of Idaho Account provides access to BbLearn (course materials), Email (@vandals), VandalWeb (unofficial transcript, and other personal records) and more.
If this is your first time logging into VandalWeb activate your University of Idaho account.

Set your password:

1. First time logging into VandalWeb: Start process at help.uidaho.edu on the account lookup page, enter your Vandal number (V1234578) provided in your admissions e-mail, or the e-mail address you provided on your Admissions Application. Your application e-mail will only work the first time you access Account Management.

2. A six-digit code will be sent to your email address or phone to verify your access.

3. Once verified, you will be directed to "Change Password" page. Be sure to save your NetID (joev1234 @vandals.uidaho.edu) and new password.

- **Password suggestion:** A passphrase is multiple words strung together in a memorable fashion (e.g. DollarMovieFriday). Consider using a passphrase for even stronger security. Compared to traditional passwords, passphrases are harder for an attacker to break because of their length.

- Keep your password somewhere safe where it cannot be accessed by others. Never share your password with anyone, for any reason, including with ITS. They do not need to know anyone’s password to assist you.
You can Opt-out of the security profile, but this will mean that any time you forget your Vandal #, NET ID, or password, you will need to contact the Student Technology Center (208) 885-HELP (4357) (option 2) to gain access to your account.
1. You can Opt out of the security questions, but this will mean that any time you forget your password or it expires, you will need to contact the student technology center (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Please add 3 security questions to your account.

3. Answers to security questions are not case sensitive and must contain at least 5 alphanumeric characters.
SECURITY CONTACTS

1. You can opt out of the security contacts, but this will mean that any time you forget your Vandal #, NET ID or password, you will need to contact the Student Technology Center (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Only add email addresses and phone numbers YOU own.

3. Add at least one personal email that you have access to today and after high school graduation.

4. Add your high school email address.

If you need to reset your password a six-digit code will be sent to your email address, or phone, to verify your access.
1. Current students- is someone who has logged in and forgot their password: Answer the security questions.
   - A six-digit code will be sent to your email address, or phone, to verify your access.
   - If you did not complete the security profile you will need to call (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Once verified you will be directed to "Change Password" page. Be sure to save your new password.
   - **Password suggestion**: A passphrase is multiple words strung together in a memorable fashion (e.g. DollarMovieFriday1). Consider using a passphrase for even stronger security. Compared to traditional passwords, passphrases are harder for an attacker to break because of their length.
   - Keep your password somewhere safe where it cannot be accessed by others. Never share your password with anyone, for any reason, including with ITS. They do not need to know anyone’s password to assist you.
Microsoft Office 365 Suite

Download Word, Excel, PowerPoint, and more through the Office 365 portal at no extra cost.

Log in with your UI credentials (joev1234@vandals.uidaho.edu) and follow our tutorial for Apple or Windows. You can also use these applications online or on a mobile device. Your license will be valid for as long as you are enrolled in classes.
WHAT IS A NETID?

The username for your account is called your NETID, (joev1234@vandals.uidaho.edu). Your email is your key to access university computer and electronic resources including: student E-mail, VandalWeb, internet access, Bblearn, computer labs, kiosks, and many other resources.
WHAT IS A VANDAL NUMBER?

Your Vandal ID is 9-digits **(V12345678)** assigned to every student as a unique identifier. Please make note of your number and keep it in a secure location.

Don't know your V-number? It's easy to find.
- Log-in to [VandalWeb](#)
- Click on the "Students" tab
- Click on "Student Profile"
- Your V-number is next to your name
VANDALWEB

- Verify Enrollment
- View Final Grades
- View your Unofficial Transcript
VandalWeb

Sign in with your complete Vandal e-mail address:
- joev1234@vandals.uidaho.edu
Unofficial Transcript

VandalWeb
1. Student Tab
2. Degree Audit & Transcript
3. Unofficial Transcript
FINAL GRADES

Check your final grades at the end of each semester.

University and High School Grades
The high school grade and the university grade do not have to be identical.

1. Courses offered for dual credit; the school district must follow UI policies (meaning any change or variation to the university course or syllabus must be reviewed and approved by the academic department and in line with the institution).
2. If there is variation between the two classes (i.e., high school and University of Idaho DC), the teacher keeps two grade books, one to meet the high school policy, and one to meet the UI policy.
   a. There could be two different grades for a course to satisfy both policies.
   b. Contact your teacher if you have any questions about your final UI grades.

VandalWeb
1. Select Students tab
2. Select Degree Audit & Transcripts
3. Select Final Grades
4. Select semester from drop-down list and click Submit