DUAL CREDIT
HOMESCHOOL STUDENT GUIDE

Updated: 11/2019
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NEW STUDENTS APPLY NOW

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 application and can proceed to the Course Registration section.

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://www.uidaho.edu/admissions/apply/other-applicants/dual-credit

1. Enter your legal birth name. Abbreviations or nicknames can delay registration.
2. Enter a personal e-mail that you check frequently.
3. Verify your application says "Undergraduate High School Dual Credit"

Personal Information

Enrollment Information

Academic Information

Additional Information

Name

Demographic Information

Personal Information

Permanent Address

Current students can continue to Course Registration
ENROLLMENT INFORMATION

1. Select a Start Term: If you apply for the incorrect term, you will have to re-apply for admissions for the correct term.

   Spring 2020

HIGH SCHOOL INFORMATION

1. Enter your anticipated graduation date.
2. Enter “Home School”
ADDITIONAL INFORMATION

State of Residence

* Applicant State of Residence
  Idaho

* From Date
  [mm/dd/yyyy]

* To Date
  [mm/dd/yyyy]

Residency Information

Note:
- Answer all questions, unless, otherwise notified within the guidance provided in this section.
- If possible, have your parents or legal guardian guide you with the correct answers.

YOU ARE ABOUT TO SUBMIT YOUR FIRST UNIVERSITY APPLICATION!!
CONGRATULATIONS!

SUBMIT
Click on APPLICATIONS

1. Confirm you applied for the correct term
2. Verify Status: APPLIED

   • If you do not see a status update of Applied, return to the UI application and click Submit.
You will receive an auto-generated e-mail to the email address you provided in your application from: ADMISSIONS@UIDAHO.EDU

- If you have not received this email, check your spam folder.

Thank you for applying to the dual credit program at the University of Idaho. We will follow up with you soon to provide you with information about your admission status. If you have any questions about the program, contact the Dual Credit office at dualcredit@uidaho.edu.

Please note: The Family Educational Rights and Privacy Act of 1974 prohibits the University of Idaho from releasing information to anyone other than the applicant. If you want to designate a person to be able to discuss your student records with University staff, please complete the Consent to Release Student Information form and fax or mail it to our office.

University of Idaho Office of Admissions
875 Perimeter Drive MS 4264
Moscow, ID 83844-4264
Phone: 208-885-6326
Fax: 208-885-9119

If you have not received this email, return to the admissions application page to confirm you clicked SUBMIT.
WE ARE ON SOCIAL MEDIA

Notifications are posted for Parents and Students
Wait 3 – 5 business days before continuing to the next slides
You will receive a 2nd e-mail a few business days later stating your application is complete from: ADMISSIONS@UIDAHO.EDU

- If you have not received an email, check your spam folder.

Dear (Students Name)
Welcome to the University of Idaho! Your application for non-degree admission has been approved. Important information you will need as you pursue your coursework is listed below. Please keep this information, as you will need it to activate your VandalWeb and VandalMail e-mail accounts.

Vandal Number: V12345678

As a next step, please visit www.vandalsetup.uidaho.edu to activate your Vandal accounts.

University of Idaho
Admissions Office
875 Perimeter Drive MS 4264
Moscow, ID 83844-4264
Phone: (208) 885-6326
Fax: (208) 885-9119

V12345678

Write your V# on your registration sheet.

Save your V# you will need it every semester
CHECKLIST

Transcripts
If you have completed courses at another college or university, be sure we have an official transcript from that school showing all of your classes and final grades.

- Send transcripts to:
  Office of Admissions
  University of Idaho
  875 Perimeter Dr MS 4264
  Moscow, ID 83844-4264

Class Placement
Some disciplines may request a placement exam for registration in lower-division Chemistry, English, Math, and Modern Language. Students should submit ACT, SAT, and College Board AP exam scores to the Admissions Office for inclusion with their application. Students should discuss placement with their instructor to ensure they are meeting their requirements and registering for the appropriate classes.

Testing Services
The Counseling & Testing Center offers a variety of testing services to a wide range of constituencies, including non-U of I students.

Campus Map

Campus Visits
We welcome and encourage students to visit the UI campus. Exposure to the university environment is a great way for students to feel that they are a part of the University of Idaho community. Schedule your Visit
Course Registration Steps

- New & Current Students
  - 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) Collect all signatures and Fax payment & Registration Form

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.
Once admitted students automatically receive a UI account called the NetID netid1234@vandals.uidaho.edu. To go through the initial setup process, you will need access to the phone, or email address, you provided on your admission application: Set up Account or New Student Guide

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, so you may skip this step.

- Your Net ID is used for Campus Computer's, Blackboard, Campus Wi-Fi, VandalWeb and Vandal E-mail

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 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.

Current dual credit students if you cannot remember you NET ID or Vandal # 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 ITS Help Desk at (208) 885-HELP
**STUDENT INFORMATION**

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<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Legal Name</strong></td>
<td><strong>Vandal Joseph</strong></td>
<td><strong>UI Vandal Number</strong></td>
<td><strong>V</strong></td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
<td><strong>123 Main Street</strong></td>
<td></td>
<td><strong>Email</strong></td>
<td><a href="mailto:joevandal@yahoo.com">joevandal@yahoo.com</a></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Moscow</td>
<td><strong>State</strong></td>
<td>Idaho</td>
<td><strong>ZIP</strong></td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td><strong>Home School Student</strong></td>
<td><strong>Current Grades</strong></td>
<td>9, 10, 11, 12</td>
<td><strong>Birth Date</strong></td>
</tr>
</tbody>
</table>

**Name:** Enter Full Legal Name  
**High School:** Home School Student  
**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 ITS HELP DESK at (208) 885-HELP (Option 2)
COURSE REGISTRATION INFORMATION

Search Courses
- Class Schedule
- Campus Map

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 e-mail with your Vandal ID #?
- Current DC Students, you completed the online application the first semester of your enrollment.

Advanced Opportunities Payment School Approved
- Does not apply to Home School students mark N/A
- Home School students do not qualify for Advanced Opportunities Fast Forward Funds. According to Idaho code 33-4602, the Fast Forward program is available to all students who attend an Idaho public school. Attendance policies around the state vary from district to district. In some cases, districts requires that students attend 3 or more periods a day in order to be enrolled, while other districts only require enrollment in a single class. Many homeschool and/or private school students choose to enroll in an online public charter school that allows them to get access to Fast Forward funding, while maintaining schooling in a homebound environment.

Example Course:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
<th>Teacher Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>10113</td>
<td>AGED</td>
<td>180</td>
<td>Into to Agricultural Ed</td>
<td>John Hancock</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10113</td>
<td>AGED</td>
<td>180</td>
<td>Introduction to Agricultural Ed</td>
<td>Aug 26, 2019</td>
<td>Dec 20, 2019</td>
<td>1</td>
<td>T</td>
</tr>
</tbody>
</table>

Registration Deadline: September 03, 2019
SIGNATURES & PAYMENT

1) Complete Student Information
2) Verify that you completed the admission application if necessary and select courses
3) Collect all signatures and Fax payment & Registration Form

Counselors 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: Chris Menter

1. Do not submit incomplete course registration forms, it will delay registration
2. Student is not registered until payment is received
3. 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.
A University of Idaho Vandal ID card can provide limited to full access to several University of Idaho campus facilities. It will indicate Dual Credit Student on the face of the card until a student has graduated from high school. This card will assist you every semester when completing your dual credit course registration form.

Requirements:
1. Currently registered for UI classes
2. Tuition Payment fees processed
3. State or Government ID

U of I Moscow Campus
Vandal Card office, located in the Bruce M. Pitman Center Room 124.

U of I Coeur d’Alene Campus
Vandal Card office by appointment: Make Appointment or call 208-667-2588

U of I Boise Campus
Vandal Card office by appointment: Make Appointment or call 208-364-4001

By Mail
- Students not located in Moscow, Boise, or Coeur d’Alene area can order a card by contacting the Vandal Card Office using their official University of Idaho e-mail account, and including a current photo to vcoffice@uidaho.edu.
- Contact Vandal Card Office by submitting a Request Service ticket (NOTE: you must be logged in using your official University of Idaho account)
- For more information call (208) 885-7522.
- Vandal Card Website

Reasons to get a Vandal ID:
- Amazon student benefits
- Movie discounts
- Dining discounts
- Shopping discounts at your favorite stores
- Always having your Vandal # handy
- And much more...
You need to know your
Net ID and Vandal Number

NETID1234@vandals.uidaho.edu
V12345678

write it down • print it • screenshot • save to your phone • save to your email • get a Vandal ID Card
VANDALWEB

- Verifying Enrollment
- View Final Grades
- View your Unofficial Transcript
VERIFYING ENROLLMENT

Student Detail Schedule
This page lists the classes for which you are registered for the term. All of the detail information about the class(s) is included.

VandalWeb
1. Registration
2. Select correct term
3. Weekly Schedule
4. Detail Schedule
FINAL GRADES

Check your final grades at the end of each semester.

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

To comply with UI policy and NACEP accreditation, all students have the opportunity to evaluate their UI Dual Credit course.

Purpose
Student evaluation of teaching has two purposes:
• To assist individual instructors in improving their own teaching;
• To assist academic administrators in counseling instructors about their teaching.

The following link is a shortcut through VandalWeb to the Student Portion of the online Student Evaluation. Course evaluation is available after your course mid-term.

If the above link doesn't work for you, try VandalWeb.
1. Student Tab
2. Instructor/Course Evaluation

For more information visit: Student Evaluation
UNOFFICIAL TRANSCRIPT

VandalWeb
1. Student Tab
2. Degree Audit & Transcript
3. Unofficial Transcript
Order an Official University of Idaho Transcript

1. Order your transcript through the National Student Clearinghouse. This option allows a Social Security Number or Vandal ID number.

2. Order a transcript by Fax, Mail, or In Person using the Transcript Request Form. This option allows a Date of Birth or Vandal ID number.

It is recommended that students check their record (unofficial transcripts) to verify that grades are posted before submitting an official request.

Credits earned at the UI are recorded on an official transcript and can be transferred to other colleges and universities. Students are encouraged to consult with the institution of their choice regarding the transferability of credits earned, prior to registering for dual-credit courses.
HOME SCHOOL SENIORS
EASILY TRANSITION TO CONTINUE YOUR EDUCATION AT UI
Home-Schooled Students

First-year students who have been home-schooled either partially or completely for grades nine through 12 and have earned fewer than 14 transferable semester credits since graduating from home-school will have their application for admission referred to the Admissions Committee for a decision.

Please note: If a student gets their AA during high school and starts with us immediately following the high school “graduation” date they will be considered a first year with college credit (regardless the number of credits during high school). If the student receives the AA degree and then takes 14 credits elsewhere after high school graduation date then they would be considered a true transfer.

Early admission may be granted based on a sixth or seventh semester high school transcript if it appears that the student will meet admission requirements.

You must submit:
1. An application for admission.
2. $60 application fee (nonrefundable). No application fee required for Idaho residents!
3. ACT or SAT test scores. You may request copies of your ACT or SAT scores. If your ACT or SAT scores are on your school transcript, you do not need to have them sent separately.
4. Home-school transcript or a description of your educational background including subjects studied.
5. Official transcripts from any secondary school attended prior to or in addition to home schooling.
6. A copy of the GED test results or a letter asking for a waiver of the GED requirement.
7. Official transcripts from any colleges or universities attended.
8. Three signed letters of recommendation from individuals who can attest to the student's academic ability.
9. A written statement from the student that includes the student's goals, educational and/or professional objectives, an explanation of past academic performance, information and/or documentation regarding any extenuating circumstances, and anything else the committee might find useful when reviewing your file.
COLLEGES
- Agricultural and Life Sciences
- Art and Architecture
- Business and Economics
- Education, Health and Human Sciences
- Engineering
- Graduate Studies
- Law
- Letters, Arts and Social Sciences
- Natural Resources
- Science

CAMPUSES AND CENTERS
- Boise
- Coeur d'Alene
- Idaho Falls
- Moscow
- Research and Extension Centers

ONLINE LEARNING
- Online Options
- Certificates
- Graduate Programs
- Programs and Courses

LIBRARIES
- University of Idaho
- College of Law

RESOURCES
- Determine Costs
- Explore Admission Requirements
- Find a Class
Once you’ve been accepted to the University of Idaho

- File your FAFSA
- Sign up for UIdaho Bound
- Set Up Your Vandal Accounts
- Explore your On-Campus Living Plans
- Find Your Advisor
Dual Credit Program
Linda Gollberg, Program Manager (208) 885-4074
Marlyne Perez, Coordinator (208) 885-1168
E-mail dualcredit@uidaho.edu

Registrar’s Office
Chris Menter (208) 885-2029
Registration & Payment Fax (208) 885-9061
E-mail registrar@uidaho.edu

Student Accounts & Cashier’s Office (208) 885-7447

Campus Resources
ITS Help Desk (208) 885-HELP
Disability Access and Resources (208) 885-6307
Vandal Store (208) 885-6469

www.dualcredit.uidaho.edu