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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](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”

Current students can continue to Course Registration

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**Personal Information**

1. Enter your **legal birth name**. Abbreviations or nicknames will delay registration.
   → The information entered is used to create your official University of Idaho account.
2. Enter a personal e-mail that you check frequently.
3. Complete all sections and select NEXT

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**Enrollment Information**

**Academic Information**

**Additional Information**

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**Name**

**Demographic Information**

**Personal Information**

**Permanent Address**
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.
2. If you have questions ask your high school Dual Credit liaison.

Fall 2019

HIGH SCHOOL INFORMATION

1. Enter your anticipated graduation date.
2. Please enter the high school/secondary school from which you will be graduating.
   1. If you are home-schooled, please view the Student Home School Guide.
3. For best search results leave out common terms such as high school, preparatory, or academy. For instance, if you attended Moscow Senior High School, search 'Moscow.' Select your High School from the drop down, The address boxes will then auto fill with the high school information.
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.

3. Print page and submit to your high school counselor or instructor.
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
WE ARE ON SOCIAL MEDIA

Notifications are posted for Teachers, 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
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) Advanced Opportunities 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.
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.

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

Microsoft Office 365

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
Name – Enter Full Legal Name

Vandal # Incorrect Vandal number will cause errors and delay course registration

• New Students need to complete the admission application. When you receive the second e-mail, they 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
COURSE REGISTRATION INFORMATION

Example Course:

<table>
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<tr>
<th>Subj</th>
<th>Cse</th>
<th>Sect</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 allow for students to individualize their high school learning plan to get a jump start on their future. Students in grades 7-12 attending a public school in Idaho have an allocation of $4,125 to use toward the cost of: Overload Courses, Dual Credits, Exams. Contact your high school’s Advanced Opportunities designee to learn about local guidelines and funding request. For more information visit: Fees & Payment

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, it will delay registration

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: Chris Menter
- Do not submit incomplete course registration forms, it will delay registration
- Course registration is not processed until payment is received

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.
**Vandal ID Card**

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.

Requirements:

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

**On Campus:** Cards may be obtained by visiting the Vandal Card office, located in the Bruce M. Pitman Center Room 124.

**By Mail:** Students not located in the Moscow area can order a card by contacting the Vandal Card Office and arranging a Skype meeting to verify identity and e-mailing a photo. Schedule an appointment by email vcoffice@uidaho.edu, or calling (208) 885-7522.

**Benefits of a college ID:**

- Amazon Student
- Movie Discount
- Dining Discount
- 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@VANDAL.UIDAHO.EDU)

V12345678

write it down • print it • screenshot • save to your phone • save to your email
VANDALWEB

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

MAKE SURE YOUR ACCOUNT IS ENROLLED IN DUO
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.

Vandal Web
1. Registration
2. Select correct term
3. Weekly Schedule
4. Detail Schedule
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.

Vandal Web
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

Vandal Web
1. Student Tab
2. Degree Audit & Transcript
3. Unofficial Transcript
TRANSFERRING TO ANOTHER INSTITUTION?

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.
HIGH SCHOOL SENIORS
EASILY TRANSITION TO CONTINUE YOUR EDUCATION AT UI
Regionally Accredited High School Students
First-year students who graduate from a regionally accredited high school must meet all admission requirements in effect for the year they graduated.

These students include:

- Those enrolling directly from high school.
- Those enrolling directly from high school who have completed college-level work while in high school.

Please note:

- If a student gets their AA during high school and starts with UI immediately following high school “graduation” they will be considered a first year with college credit (regardless the # 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 transfer student.

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. Official high school transcript showing graduation date. If you have not yet graduated from high school, a transcript showing all completed work may be accepted for early admission.
5. Official transcripts from any colleges or universities attended.
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<td>Natural Resources</td>
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<td>Science</td>
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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

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

www.dualcredit.uidaho.edu