University of Idaho

STUDENT GUIDEBOOK

Updated: 4/2022
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 Payment 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://futurevandals.uidaho.edu/apply)

1. Use a personal e-mail that you have access to [Today](https).
2. Enter your legal birth name. Abbreviations or nicknames cause registration errors.
3. Verify the e-mail you entered is correct, you will be sent a PIN to your e-mail once you click [CONTINUE](https).
4. A temporary PIN has been sent to your e-mail address. If you do not receive this message in a few minutes, please check your junk mail folder. [Activate your Application Account](https).
5. Once you Activate your Application, set your password & Save your Password. You will receive a Decision Notification e-mail requesting you to log back in to view your Acceptance Letter and Vandal #.
   - At least 12 characters
   - At least 1 letter
   - At least 1 capital letter
   - At least 1 number
6. [Start New Application](https://futurevandals.uidaho.edu/apply)
   - Select an application type: [Undergraduate](https://futurevandals.uidaho.edu/apply)

Current students can continue to Payment and then Course Registration.
**Personal Background**

**Name:** Use your legal name; U of I Application and your Fast Forward Name must match.

- **First (Given):** Your first name as written on legal documents.
- **Middle:** Leave Blank unless it is written on your legal documents.
- **Last (Family):** Your last name as written on legal documents.
- **Suffix:** A suffix is Jr, Sr, II, III. Leave Blank unless it is written on your legal documents.
- **Preferred First:** A Preferred Name is a name a student wishes to be known by in the University community that is different from a student's Legal Name.

**Permanent Address**

**Email Address**

**Telephone Number**

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**Enrollment Information**

**Enrollment Information**

- **Degree or program I am seeking:**
  - High School Dual Credit

**Notes:**

- If you apply to the incorrect program, you will have to re-apply for admissions for the Dual Credit Program.
- If you apply for the wrong term, you will have to re-apply for admissions for the correct term.

**Enter the term you wish to start your studies at U of I**

- **Fall 2022**

**Continue**
ACADEMIC HISTORY

Add Institution:
- High School
  - Enter the high school from which you will be graduating.
  - Begin typing the name of your school to see available options.
  - Select your high school and the address will auto populate.
- Dates Attended: August to June _ _ (Graduation Year)
- Level of Study: High School
- Degree: High School Diploma/Certificate
- Date Conferred or Expected; Graduation Year: June 20_ _ (Graduation Year)
  - If you are unsure of your graduation year, use the graduation chart below.

Dates Attended and Date Conferred should match your graduation Month/Year.

<table>
<thead>
<tr>
<th>September 2022</th>
<th>Graduation Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>9th</td>
</tr>
<tr>
<td>Sophomore</td>
<td>10th</td>
</tr>
<tr>
<td>Junior</td>
<td>11th</td>
</tr>
<tr>
<td>Senior</td>
<td>12th</td>
</tr>
</tbody>
</table>
I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

If you are satisfied with your application and are ready to submit it, click Submit Application.
CLICK ON APPLICATIONS

1. Confirm you applied for the **correct term**: [https://futurevandals.uidaho.edu/apply](https://futurevandals.uidaho.edu/apply)

2. Verify Status: **Submitted**
   - If you do not see a status update of Submitted, return to the UI application and click Submit.

3. Print or take a photo for your records.
Wait ..... 

Your admissions application will take 3 – 5 business days to process and for you to receive your Vandal #.
On-Campus Option

TAKE CLASSES ON-CAMPUS WITH OTHER UI VANDALS!

The On-Campus Option allows high school students to take courses directly from the University of Idaho at the university campus or online through the dual credit program.

- Students must consult with their high school counselor for the consideration of these credits to count toward high school core requirements.
- Students interested in courses taught at the University of Idaho campus must be 16 years or older at the start of the semester or course and be prepared for the demands of college-level coursework.
  - Per OSBE policy, “Students under the age of 16 who are enrolled in a secondary school may seek admission to enroll in courses provided on the post-secondary campus by submitting a petition to the high school principal's office and to the admissions office of the post-secondary institution.” Counselor and Teacher signatures on the course registration form meet this requirement.

High school students participating in the on-campus option adhere to the same deadlines as regular University students. To view the academic calendar, payment deadlines and drop or withdrawal deadlines, visit the Registrar’s Dates & Deadlines web page.

Sign up to receive an e-mail reminder about the Dual Credit admission and registration deadline for the On-Campus options.

- REGISTER
You will receive an auto-generated e-mail from: admissions@uidaho.edu your application has been submitted.
- If you have not received this email, check your spam folder.

Thank you for applying to the University of Idaho.

Thank you for taking the first step. We will follow up with you soon on any missing items, as well as provide you with information about your next steps. Make sure to keep an eye on your email account for more.

Applications will take 3-5 business days to process. Once your account has been generated you will receive an e-mail update from: admissions@uidaho.edu with a link to your account update and account information.

Dear __, Thank you for your interest in the University of Idaho. There has been an update to your application. You may log into your application status page to access the update.

Save your Vandal number to your phone. You will need your V# every semester.
SAVE YOUR VANDAL CREDENTIALS
NETID1234@VANDALS.UIDAHO.EDU
V00123456

write it down • print it • screenshot • save to your phone • save to your e-mail • get a Vandal ID Card
Advanced Opportunities Funds
To use Advanced Opportunities Fast Forward funds, you need to request funding for each course through Advanced Opportunities.

Advanced Opportunities Portal
- Link: AO Video Instructions
- Link: Fast Forward Participation Form

Self-Paying Students
All registration forms must have proof of payment in the form of a check, or credit card payment form in order to be registered for courses. Include payment for fees, such as those for online textbooks, lab and web fees.

Visit the Dual Credit website for more information on Fees and Payment
Take purposeful courses which satisfy requirements for your intended major.

**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.
### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Full Legal Name</th>
<th>UI Vandal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandal Joseph</td>
<td>v 0 0 1 2 3 4 5 6</td>
</tr>
</tbody>
</table>

- Incorrect Vandal number will cause errors and delay course registration.
- A Vandal number confirms you applied for admission.

- **New Students** complete the admission application. When you receive the second e-mail, you can add the V# to your course registration form.
- **Current dual credit** students if you cannot remember your Vandal ID go to Account Management to re-set your password.
- 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) to manually reset your password to your VandalWeb account.

#### Mailing Address

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main Street</td>
<td>Moscow</td>
<td>Idaho</td>
<td>83843</td>
</tr>
</tbody>
</table>

- Name: Enter Full Legal Name
- Vandal #

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Credit</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>73937</td>
<td>AGED</td>
<td>Principles of AG Comm</td>
<td>99</td>
<td>3</td>
<td>Principles of Ag Comm/Leadership</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.

Advanced Opportunities Payment School Approved
- Have you completed the Fast Forward Application?
- Has the high school processed the completed AO application?
Note: Students are registered once payment is received. Please review the dates and deadlines to avoid registration delays.
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 before signing.

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
Are you always forgetting your Vandal #? Get your Vandal ID Card and you will always have it with you.

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.
A Vandal account is created for all students once admitted.

Your University of Idaho Account provides access to BbLearn, E-mail and VandalWeb.

Set up your Vandal account before logging into VandalWeb!
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#8). 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 call (208) 885-HELP (4357) (option 2) to gain access to your account.
1. Please add 3 security questions to your account.
2. Answers to security questions are not case sensitive and must contain at least 5 alphanumeric characters.
1. Only add email addresses and phone numbers YOU own.

2. Add at least one personal email that you have access to TODAY.

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 at: help.uidaho.edu
   - 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. DollarMovieFriday8). 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 VANDAL NUMBER?

Your Vandal ID is 9-digits (V00123456) 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
Sign in with your complete Vandal e-mail address: joev1234@vandals.uidaho.edu

VandalWeb

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

Vandal Mail

Check your U of I Email Account (Regularly)!

Many U of I departments and staff, billing and your professor(s), will only communicate with you via this e-mail address, so it is important that you check it regularly.

Canvas

Communicate with your professor to see if Canvas will be used for their course.
VERIFY 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.

**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
To comply with UI policy and NACEP accreditation, all students have the opportunity to evaluate their U of I 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
UNOFFICIAL TRANSCRIPT

VandalWeb

1. Student Tab
2. Degree Audit & Transcript
3. Unofficial Transcript

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UNIVERSITY OF IDAHO VANDAL WEB

Students

- Registration
- Degree Audit & Transcript
- Student Profile
- Proof of Enrollment
- Change My Major
- For undergraduate students
- Apply to Graduate
- Spring 2023: $29 ($60 after 1/23/19); Summer 2019: $25.
- Ceremony Reservation and Hometown
- Graduation Application Status
- Instructor / Course Evaluation
- Student Accounts
- Student Health Insurance
- Housing & Residence Life
- VandalStar

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UNIVERSITY OF IDAHO VANDAL WEB

Student Records

- Degree Audit
- Unofficial Transcript
- Holds
- Test Scores
- Transfer Articulation
- Early Warning Grades
- Early Warning Grades are now in VandalStar. Clicking
  - Midterm Grades
- Final Grades
- Grades are currently being processed and not final; please
  Change of Study Plan Form

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UNIVERSITY OF IDAHO VANDAL WEB

Display Transcript

- Transfer Credit
- Institution Credit
- Transcript Totals
- Courses in Progress

**This is NOT an official transcript. Courses which are in progress may also be included on this transcript.**

- Transcript Data
- STUDENT INFORMATION
  - Name: Joe Vandal
  - Curriculum Information

- B.S.E.E.
  - Program: B.S. Electrical Engineering
  - College: Engineering

***This is NOT an Official Transcript***
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.
Dual Credit Program
Casie Moreland  
(208) 885-1167
Marlyne Perez  
(208) 885-4074
E-mail  
dualcredit@uidaho.edu

Campus Resources
Student Help Desk  
(208) 885-HELP
Disability Access and Resources (CDAR)  
(208) 885-6307
Vandal Store  
(208) 885-6469
Vandal Card Services  
(208) 885-6111 (option 6)
Library Access  
www.lib.uidaho.edu

STUDENT RESOURCES

www.dualcredit.uidaho.edu