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NEW STUDENTS

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. Use a personal e-mail that you have access to Today.
2. Enter your legal birth name. Abbreviations or nicknames delay course registration
3. Enter your Date of Birth
4. Verify the e-mail you entered is correct, you will be sent a PIN to your e-mail once you click CONTINUE
5. Click Continue
6. 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”
7. 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
   • Set Password
8. Start New Application
• Select an application type: Undergraduate

Current students can continue to Course Registration
**Personal Background**

**Name:** Use your legal name; UI Application and Fast Forward Name must match

**Address**

**Permanent Address**

**Email Address**

**Telephone Number**

**Biographical Information**

**Citizenship**

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**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 U of I.** [Fall 2020]
   - If you apply for the wrong term, you will have to re-apply for admissions for the correct term.

3. **U.S. Armed Forces Status:** [None] if you are not in the services.
ACADEMIC HISTORY

Add Institution:

- **High School**
  - Enter the high school from which you will be graduating.
  - Simply 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_ _
  - If you are unsure of your graduation year, use the graduation chart below.

### September 2020 Graduation Year

- **Freshman**: 9th, 2024
- **Sophomore**: 10th, 2023
- **Junior**: 11th, 2022
- **Senior**: 12th, 2021
ADDITIONAL INFORMATION

Residency

- State of Residence: Idaho?
- Idaho residency status MAY be determined by one or more of the following. Please indicate the statements below that are applicable if claiming Idaho residency for tuition purposes. Records may be requested.

One or more of my parents/legal guardians is domiciled in Idaho and has maintained a bonafide domicile in Idaho for at least 12 months prior to the opening day of the term which I plan to enroll, and I receive at least 50% of my financial support from my parents/legal guardians. (If one of your parents has lived in Idaho their whole life, estimate their birth date.)

Yes or No

I receive less than 50% of my financial support from parents/legal guardians. I have continuously resided in Idaho for purposes other than education for at least 12 months prior to the opening day of the term which I plan to enroll.

Yes or No

I am/will be a graduate of an accredited secondary school in Idaho, am domiciled in Idaho, and will matriculate within six (6) years following my secondary school graduation.

Yes or No

I completed six (6) years of elementary and secondary education in Idaho, am domiciled in Idaho, and will matriculate within six (6) years following my secondary school graduation.

Yes or No

I am married to an Idaho resident. (Are you, the high school student married?)

Yes or No

I or my spouse is a member of the Armed Forces stationed in Idaho on military orders. (Are you the high school student married?)

Yes or No

I am an officer or an enlisted member of the Idaho National Guard.

Yes or No

One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces of the United States who entered service as an Idaho resident and who has maintained Idaho resident status, but is not stationed within the state of Idaho on military orders.

Yes or No

One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces stationed in Idaho.

Yes or No

I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering the University of Idaho within one year of the date of separation.

Yes or No

I have been separated under honorable conditions from the Armed Forces after at least two years of service. I intend to make Idaho my state of residence and will actively establish domicile within one calendar year.

Yes or No

I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene, Eastern Shoshone, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, Kootenai.

Yes or No

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.

ADDITIONAL INFORMATION
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.
Thank you for applying to the University of Idaho.

We are excited you've taken 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……………
WE ARE ON SOCIAL MEDIA

Tag us: #uidualcredit

Notifications are posted for Teachers, Parents and Students
Wait ....

Your admissions application will take 3 – 5 business days to process and for you to receive your Vandal #.
You will receive a Decision Notification e-mail from: ADMISSIONS@UIDAHO.EDU

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

Log into your application status page to view your acceptance letter with your Vandal Number by clicking on View Update >> link on your status page:

**Status Update**

An update to your application was last posted June 10, 2020.

**Verify Address**

Save your Vandal number to your phone. You will need your V# every semester.
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.
**STUDENT INFORMATION**

**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 Vandal 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)

**Student Information:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Legal Name</td>
<td>Vandal Joseph</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>123 Main Street</td>
</tr>
<tr>
<td></td>
<td>Moscow Idaho 83843</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:joevandal@yahoo.com">joevandal@yahoo.com</a></td>
</tr>
<tr>
<td>Birth Date</td>
<td>01/15/2002</td>
</tr>
</tbody>
</table>

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

**Link:** Course Registration Form
COURSE REGISTRATION INFORMATION

Example Course:

<table>
<thead>
<tr>
<th>Subj</th>
<th>Crs</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?

Link: Course Registration Form
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**.

- 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
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.
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 all students once admitted.

Your University of Idaho Account provides access to BbLearn, E-mail and VandalWeb.
How do I access my new student account?

First time 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). 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.
SECURITY CONTACTS

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.
FORGOT YOUR PASSWORD?

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 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
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
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
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.
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
Marilyne Perez
E-mail
dualcredit@uidaho.edu

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

www.dualcredit.uidaho.edu