University of Idaho

HIGH SCHOOL DUAL CREDIT REGISTRATION INSTRUCTIONS

- 1. Have you taken dual credit classes through the University of Idaho before?
 - YES—write your student ID number on the registration form and go to Step 2.
 - NO—you must first be ADMITTED as a student. Apply for admission online at <u>www.dualcredit.uidaho.edu</u>. Students will receive an admission letter with important account information in the mail—make sure to keep this information!
- 2. Fill out the **Student Information** and the **Class Information** blocks on the registration form completely and legibly. <u>DO NOT USE PENCIL</u>.
- 3. Collect **ALL** signatures (A, B, and C). Note that state statute requires parent signature regardless of student's age.
- 4. Attach payment—Check, Money Order, or <u>Credit Card Payment Form</u> from Dual Credit website (**NO CASH ACCEPTED**). Also attach a copy of your Advanced Opportunities Student Data form and/or scholarship application if applicable.
- 5. Return completed registration form with attached payment to your high school.
- 6. High School must mail registration forms, payment, and **copy of school spreadsheet*** to:

University of Idaho Office of the Registrar 875 Perimeter Dr MS 4260 Moscow, ID 83844-4260

*Electronic copy of spreadsheet must be submitted to Student Accounts Office, kclancy@uidaho.edu.

The High School Counselor(s) and/or Teacher(s) will be notified via email if any registration problems are encountered.

Registration and student account information <u>cannot</u> be discussed with parents without the student's signed consent to do so due to federal regulation (FERPA). Students, who wish to allow parents to be able to discuss this information with the University, must also complete and submit the <u>Consent to Release Student Information</u> form.

University of Idaho

HIGH SCHOOL DUAL CREDIT REGISTRATION

□ Fall □ Spring □ Summer Year									
Please type or use blue or black ink to complete legibly STUDENT INFORMATION									
	Student's Legal Name							UI Student ID Number	
	Last		_						
	Mailing Add	dress						of Birth	
	Street / PO	Street / PO Box City State ZIP SSN required by IRS law for 1098T tax reporting of education expenses						//	
l	Email	mail						act Phone	
Ī	High School Current Grade: 🔲 9 🔲 10 🔲 11 🔲 12								
	Name of High School				City, State GPA			Anticipated Graduation Date	
Ī	CLASS INFORMATION								
	CRN <i>Ex: 12345</i>	,		Section 99	Credit 3			Instructor Signature * (under 16 or permission required to register)	
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MO atte	HIGH SCHOOL: By signing this form, I certify that the above named student satisfies either (A) the eligibility requirements as outlined in Item 3 of the MOU for students attending courses on the high school campus, or (B) is at least 16 years of age by the 10th day of the university's term for students attending courses on the University of Idaho campus (★ see Instructor Signature column above). I understand it is the responsibility of the high school to apply classes toward high school graduation requirements. I confirm that this information is true and complete to the best of my knowledge.								
۱.)	High School	Date							
<u>Sτ</u> 1. 2. 3. 4.	 Payment MUST be attached to this form. I am responsible for paying any and all fees. See <u>Dual Credit</u> website for further fee payment information. Scholarship application does not guarantee award. Scholarship awardees will be refunded the amount of the scholarship. I agree to follow the policies and procedures of the University of Idaho regarding fees, refunds, and academic regulations; see <u>Dual Credit</u> website for details. The grades I earn will become part of my permanent college record. If I decide to drop a class, my high school counselor must confirm my request to drop by sending a request to <u>registrar@uidaho.edu</u>. Some classes require the completion of two semesters to earn college credit; a decision not to complete both semesters will require the student to withdraw. Withdrawing from the class(es), will result in a permanent transcript showing withdrawn. No refunds are granted for withdrawals. I understand that credit transfer is determined by my high school or any future college or university. 								
3.)	Student's Signature Date								
C.)	Parent/Gua	rdian Signa	ature					Date	