

# Admission and Course Registration

## New Dual Credit Students

### 1. Apply for Admissions

- [uidaho.edu/dual-credit](http://uidaho.edu/dual-credit)
- Use your legal birth name.
  - The information provided is used to create your official University of Idaho account.
- Select "High School Dual Credit" as your degree.
- Enter a personal e-mail that you have access to today.



## New & Returning Students

### 2. Select Courses

- Make an appointment with the Dual Credit office or an UI academic advisor to discuss course options.

### 3. Submit Payment

- Advanced Opportunities
  - Work with your high school to get your Advanced Opportunities funds School Level Approved.
- Self-Payment
  - Credit Card Form
  - In-person at the Cashier Window in Pitman #125



- 4. Submit the form to your high school counselor for approval and enrollment.

<p><b>I. Account Management</b></p> <p>As a student, you are automatically provided with one University of Idaho account. To go through the initial setup process to activate your account, you will need access to the phone number or e-mail address provided on your admissions application.</p> <ol style="list-style-type: none"> <li>1) Start by resetting your password at <a href="http://vandalsetup.uidaho.edu">vandalsetup.uidaho.edu</a></li> <li>2) Enter your Vandal number found on the Admissions e-mail. (ex. <b>V00123456</b>)</li> <li>3) A 6-digit code will be sent to your e-mail or phone to verify access.</li> <li>4) Change your password, and be sure to save your Vandal e-mail, (joev1234@vandals.uidaho.edu) and new password.</li> <li>5) Set up your Security Profile in Account Management. You can opt. out of the security profile, but this will mean that any time you forget your password, you will need to contact the Student Technology Center to gain access.</li> </ol>
<p><b>II. VandalWeb</b></p> <p>Access to verify course enrollment, view grades, find your vandal number, and view your unofficial transcript. <a href="https://vandalweb.uidaho.edu">https://vandalweb.uidaho.edu</a></p>
<p><b>III. Student Computers</b></p> <p>You may use any of the U of I computer labs, a great place to do your homework, or receive FREE tutoring!</p>
<p><b>IV. Student Technology Center</b></p> <p>If you are having issues with your Vandal accounts, please call (208) 885-4357.</p>
<p><b>V. Vandal ID Card</b></p> <p>Navigate to <a href="http://uidaho.edu/vandalcard">uidaho.edu/vandalcard</a> and click "Request a Vandal Card" After you are registered for courses. Log in with your Vandal Net ID and password.</p>

## Dual Credit Program

Physical Address:  
Blake House  
1150 Blake Avenue  
Moscow, ID 83844  
[dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu)

**STUDENT INFORMATION**

Full Legal Name _____			UI Vandal Number V _____		
Last _____		First _____		Middle _____	
Mailing Address _____ Street / PO Box _____ City _____ State _____ ZIP _____			E-mail _____ Current Grade: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
High School Name _____			Birth Date ____ / ____ / ____		
			Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____		

**CLASS REGISTRATION INFORMATION**

A non-degree student may register for no more than 12 credits each semester and may complete a maximum of 60 semester credits at the University of Idaho.

CRN <i>Ex: 12345</i>	Subject <i>ENGL</i>	Number <i>101</i>	Sect <i>99</i>	Credit <i>3</i>	Title <i>Intro to College Writing</i>	Additional Fees \$	Professor or Dept. Signature

**HIGH SCHOOL:** Signatures confirm that the above-named student satisfies enrollment criteria, such as having a GPA of at least a 2.5, junior standing, or other factors established by the school district, the institution, and the State Board of Education Governing Policies and Procedures. It is understood that it is the high school's responsibility to apply classes toward high school graduation requirements.

Student GPA \_\_\_\_\_  [Advanced Opportunities](#) is **School Level Approved** or  [Self-Pay: Student Account Office](#)

✘ **Counselor Signature** \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT & PARENT PLEASE READ BEFORE SIGNING**

- 1) I understand that my Advanced Opportunities funds must be “**School Level Approved**” in the portal, and/or payment information must be submitted to the Student Account office before I will be registered. I am responsible for paying all fees that are not covered by my Advanced Opportunities funds or scholarships. I have reviewed the [Dual Credit](#) website for further fee payment information.
- 2) I understand I will be bound by the policies and procedures of the University of Idaho regarding fees, refunds, and academic regulations, and student conduct.
- 3) I understand that the grades I earn will become part of my permanent college record. If I decide to drop or withdraw from a class, my high school counselor must confirm my request to drop or withdraw by sending a request to the Registrar's Office at [registrar@uidaho.edu](mailto:registrar@uidaho.edu).
- 4) I understand that some courses require the completion of two semesters to earn college credit; a decision not to complete both semesters will require withdrawal. Withdrawing from class(es) will result in my permanent transcript showing withdrawal.
- 5) I understand that no refunds are granted for withdrawals.
- 6) I understand my educational records are protected under [FERPA](#) and my personal signature is required to release them by submitting a [Consent to Verbally Release Student Information](#) form.
- 7) I understand how to release my FERPA protected educational records to my parents or adult guardian voluntarily and can contact the university to do so at [registrar@uidaho.edu](mailto:registrar@uidaho.edu).
- 8) I understand that credit transfer is determined by my high school and/or any future college or university and that each university has its transfer policy.
- 9) I understand content of a university course may be more mature in nature (discussions, readings, visual material, etc.) I understand that my behavior and performance will be expected to be comparable to that of a university student in each class.
- 10) 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 Professor or Department signatures on this form meet this requirement.
- 11) I will verify that I am registered for the correct classes by logging into my VandalWeb at: <http://vandalweb.uidaho.edu>.

✘ **Student Signature** \_\_\_\_\_ Date \_\_\_\_\_

✘ **Parent Name** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**Parent E-Mail** \_\_\_\_\_ **Parent Phone Number** \_\_\_\_\_ **Date** \_\_\_\_\_