

DualEnroll: Approve GPA (Coordinators)

1. You will receive an email notification when a task has been assigned to you. Click on the blue link in the email to log into the system. **Be sure to check your Junk/SPAM folder if you are not receiving emails.**

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

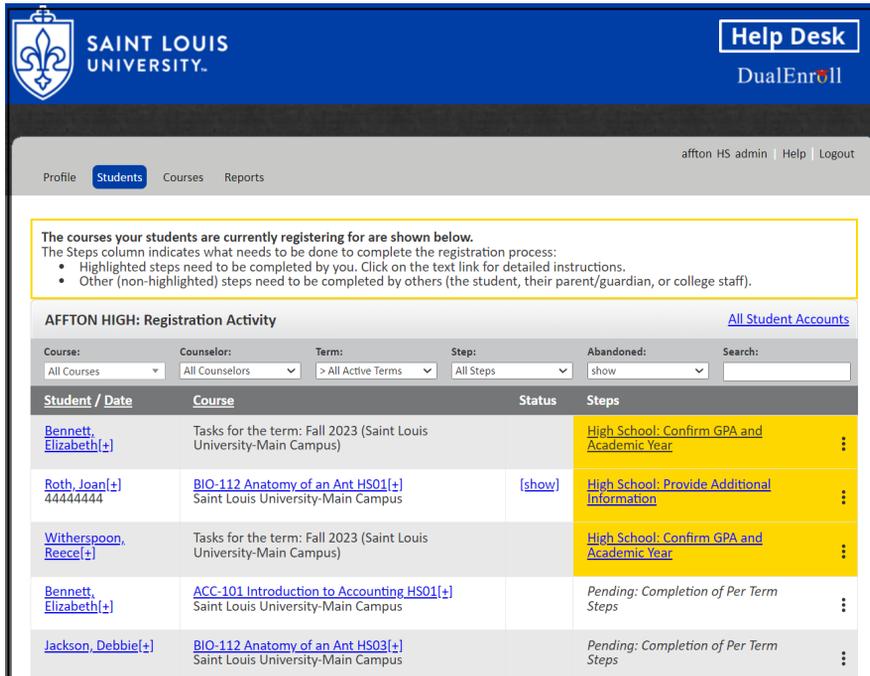
LOGIN

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

You can also **login directly** here: <https://slu.dualenroll.com>

2. Click on the **Student** tab at the top of your dashboard to access the list of students who have initiated registration with the system.



The courses your students are currently registering for are shown below. The Steps column indicates what needs to be done to complete the registration process:

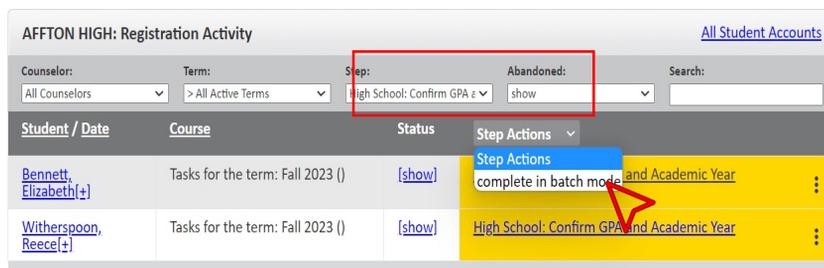
- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (the student, their parent/guardian, or college staff).

AFFTON HIGH: Registration Activity [All Student Accounts](#)

Course:	Counselor:	Term:	Step:	Abandoned:	Search:
All Courses	All Counselors	> All Active Terms	All Steps	show	
Student / Date	Course	Status	Steps		
Bennett, Elizabeth (+)	Tasks for the term: Fall 2023 (Saint Louis University-Main Campus)		High School: Confirm GPA and Academic Year		
Roth, Joan (+) 44444444	BIO-112 Anatomy of an Ant HS01 (+) Saint Louis University-Main Campus	[show]	High School: Provide Additional Information		
Witherspoon, Reece (+)	Tasks for the term: Fall 2023 (Saint Louis University-Main Campus)		High School: Confirm GPA and Academic Year		
Bennett, Elizabeth (+)	ACC-101 Introduction to Accounting HS01 (+) Saint Louis University-Main Campus		Pending: Completion of Per Term Steps		
Jackson, Debbie (+)	BIO-112 Anatomy of an Ant HS03 (+) Saint Louis University-Main Campus		Pending: Completion of Per Term Steps		

Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations.

3. Under the "Step" Dropdown, select "Complete in batch mode." This allows you to complete an action for multiple students at once.



AFFTON HIGH: Registration Activity [All Student Accounts](#)

Counselor:	Term:	Step:	Abandoned:	Search:
All Counselors	> All Active Terms	High School: Confirm GPA e	show	
Student / Date	Course	Status	Step Actions	
Bennett, Elizabeth (+)	Tasks for the term: Fall 2023 ()	[show]	complete in batch mode and Academic Year	
Witherspoon, Reece (+)	Tasks for the term: Fall 2023 ()	[show]	High School: Confirm GPA and Academic Year	

4. Coordinator: Confirm GPA and Academic Year

Confirm student's academic year and GPA. If the student is ineligible, you may select "Do not proceed."

If a student is a junior or senior and has a GPA under 3.0, you must request an exception. Click **COMPLETE STEP**.

High School: Confirm GPA and Academic Year

Confirm student Academic Year and GPA range.

Student Name	Academic Year	Current GPA	Exception?	Action
Elizabeth Bennett	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior	<input type="text" value=""/>		<input type="radio"/> Complete <input type="radio"/> Do not proceed <input type="radio"/> Save for Later

COMPLETE STEP

High School: Confirm GPA and Academic Year

Confirm student Academic Year and GPA range.

Student Name	Academic Year	Current GPA	Exception?	Action
Sam Weller	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input checked="" type="radio"/> Junior <input type="radio"/> Senior	<input type="text" value="less than 3.0"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Complete <input type="radio"/> Do not proceed <input type="radio"/> Save for Later

5. Coordinator: Request Jr/Sr Exception

For exceptions, upload the student's transcript. Approve the exception on your end – or reject or defer. Defer allows you to return to the student at a later time.

Click **COMPLETE STEP**.

High School: Request Jr/Sr Exception

Request Jr/Sr exception.

Student Name: [Sam Weller](#)
 High School: AFFTON HIGH
 Student ID:
 Term: Fall 2023

No file chosen Kind of Document:

- Approve
- Reject.
- Defer.

Comments

Comments will be visible to all college users but not the instructor.

Or upload a comments file (PDF only): No file chosen

Private?

COMPLETE STEP

6. Instructor: Confirm Course

For each course, instructor or counselor must approve enrollment.

Click **COMPLETE STEP**.

Instructor: Confirm DE Course

Confirm student course section.

Student Name: [Elizabeth Bennett](#)
High School: AFFTON HIGH
Student ID:
Term: Fall 2023
Course: Introduction to Accounting ACC-101 (HS01)

Document	Date	Filename
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- Approve
- Defer
- Decline

Comments

Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only): No file chosen

Private?

COMPLETE STEP

7. Coordinator: Provide Additional Information

The college may require additional information to approve the student, which will be specified here. You can upload documents and submit comments in response to their request.

Click **COMPLETE STEP**.

High School: Provide Additional Information

Provide additional information.

Student Name: [Amy Roth](#)
High School: AFFTON HIGH
Student ID: 1111111
Term: Fall 2023
Course: Micro-Economics ECN-210 (HS01)

Document	Term	Date	Filename
transcript	Fall 2023	2023-05-11 DE Administrator	transcript.pdf

No file chosen

Kind of Document:

Comments from College (06/11/2023): see attached
Comments from College (06/11/2023): see attached

Comments

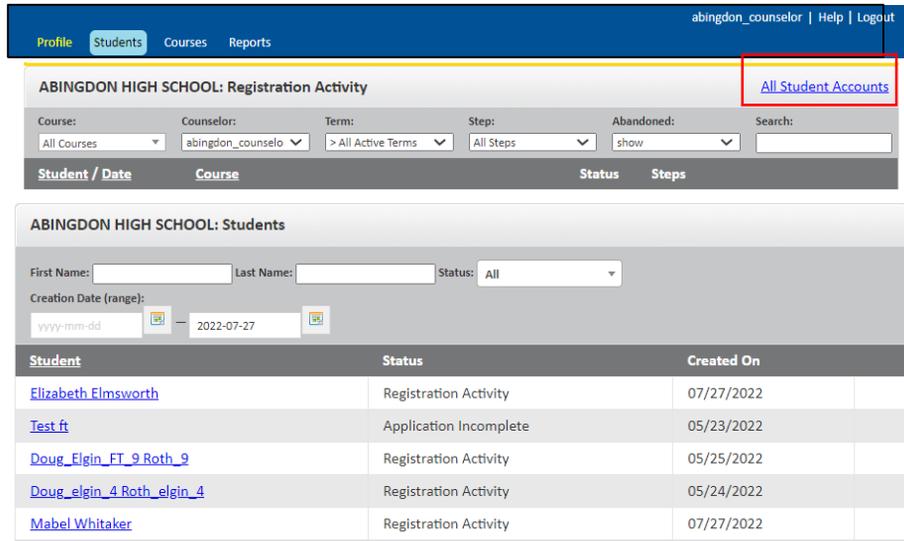
Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): No file chosen

COMPLETE STEP

Navigating All Student Accounts

If you would like to see where a student is in the registration process, select "all student accounts."



abingdon_counselor | Help | Logout

Profile Students Courses Reports

ABINGDON HIGH SCHOOL: Registration Activity [All Student Accounts](#)

Course: All Courses Counselor: abingdon_counselo Term: > All Active Terms Step: All Steps Abandoned: show Search:

Student / Date Course Status Steps

ABINGDON HIGH SCHOOL: Students

First Name: Last Name: Status: All

Creation Date (range): yyyy-mm-dd 2022-07-27

Student	Status	Created On
Elizabeth Elmsworth	Registration Activity	07/27/2022
Test ft	Application Incomplete	05/23/2022
Doug_Elgin_FT_9 Roth_9	Registration Activity	05/25/2022
Doug_elgin_4 Roth_elgin_4	Registration Activity	05/24/2022
Mabel Whitaker	Registration Activity	07/27/2022

Click on a student's name to view their Profile.

- **DE Account Not Yet Confirmed:** the student has created an account but has not yet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- **Application Incomplete:** the student has created their account and started, but not finished their application. You can delete their account and have them start again.
- **Application Complete:** the student has completed their application but has not registered for courses
- **Registration Activity:** the student has registered for a course. Status will be visible on the Students tab.