

1818 REGISTRATION: NEW STUDENTS

01 CREATE ACCOUNT

- SLU.DUALENROLL.COM
- CLICK CREATE ACCOUNT



02 COMPLETE STUDENT PROFILE

- DO NOT USE EMAIL ADDRESS IN "CREATE LOGIN" FIELD
- USE STUDENT'S PERSONAL EMAIL IN NON-HIS EMAIL FIELD

03 STUDENT PROFILE CONT.

- SSN REQUIRED FIELD; NON-US CITIZENS MAY ENTER ALL 9'S

04 STUDENT DEMOGRAPHICS

- STUDENTS DO NOT HAVE TO DISCLOSE THEIR RACE OR ETHNIC BACKGROUND

05 TERMS & CONDITIONS

- STUDENT ACKNOWLEDGES THAT THEY ARE BECOMING A SLU STUDENT

06 FERPA-VERY IMPORTANT

- STUDENTS CHOOSES WHETHER PARENTS/GUARDIANS CAN VIEW THEIR RECORDS OR PAY THEIR BILL. IF STUDENT DOES NOT AGREE, PARENT/GUARDIAN.

07 PARENT/GUARDIAN CONTACT INFO

- IF YOU WOULD LIKE MORE THAN ONE PARENT/GUARDIAN TO BE ADDED, UPDATE THIS PAGE, GO TO THE NEXT PAGE, AND THEN RETURN TO ADD SECOND PARENT/GUARDIAN.

08 HIGH SCHOOL INFO

- SELECT YOUR HIGH SCHOOL, GRADE LEVEL, GRAD DATE, & WEIGHTED, CUMULATIVE GPA
- SELECT YOUR 1818 COORDINATOR

09 COURSE SCREEN

- PAGE WILL POP UP SHOWING ALL COURSES OFFERED FOR SLU 1818 CREDIT AT YOUR HIGH SCHOOL

10 COURSE SELECTION

- STUDENTS CLICK LINK FOR COURSE(S) THEY WOULD LIKE TO ADD
- HIT SUBMIT

11 SELECT ANOTHER CLASS OR LOG OUT

- POP UP GIVES THE OPTION OF SELECTING ANOTHER CLASS OR LOGGING OUT

1818 REGISTRATION: RETURNING STUDENTS

01 STUDENT

- RETURNING STUDENTS LOG IN. IF FORGOTTEN LOGIN INFO, RESET USING "FORGOT PASSWORD." DO NOT CREATE NEW ACCOUNT.



02 COURSE SCREEN

- AFTER LOGGING IN, THIS SCREEN WILL SHOW ALL OF THE 1818 COURSES YOU'VE TAKEN IN THE PAST

03 COURSE SELECTION

- STUDENTS CLICK LINK FOR COURSE(S) THEY WOULD LIKE TO ADD FOR CURRENT SEMESTER
- HIT SUBMIT

04 SELECT ANOTHER CLASS OR LOG OUT

- POP UP GIVES THE OPTION OF SELECTING ANOTHER CLASS OR LOGGING OUT

05 UPDATE STUDENT PROFILE

- RETURNING STUDENTS WILL BE PROMPTED TO UPDATE THEIR PROFILE. FIELDS THAT WILL NEED TO BE UPDATED WILL BE HIGHLIGHTED IN ORANGE.
- SELECT "UPDATE" AT THE BOTTOM OF EACH PAGE AFTER REVIEWING ALL FIELDS.

WHEN FINISHED (NEW AND RETURNING):

CONGRATULATIONS!

- YOU HAVE COMPLETED YOUR REGISTRATION!
- ONCE YOUR SCHOOL HAS CONFIRMED YOUR GPA, YOU WILL RECEIVE A CONFIRMATION EMAIL VERIFYING YOUR ENROLLMENT.
- BILLING STATEMENTS WILL BE SENT VIA MAIL AND EMAIL IN OCTOBER (FALL) AND MARCH (SPRING).



SAINT LOUIS UNIVERSITY
1818 ADVANCED COLLEGE CREDIT
PROGRAM