



# HOW TO REGISTER

## Step-by-step

1. Visit <https://slu.dualenroll.com>. This link can also be found on [SLU's Registration Page](#).
2. If you have never taken 1818 credit, create a new account under “new students.” If you are a returning student, log in using the sign in box on the left-hand side. If you are a returning student and don’t remember your log in info, select “Forgot your username or password?” under the log in button.

**Log in to your existing DualEnroll account**

Signed out successfully.

USERNAME:

PASSWORD:

**LOGIN**

[Forgot your username or password?](#)

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

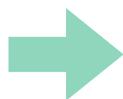
**New students**

**CREATE MY ACCOUNT**

**College staff**

**USE MY COLLEGE LOGIN**

New students continue to page 2 for account setup. Returning students proceed to page 8 for course selection.





## New Student Account Set-Up

1, New students will be prompted to create a login. Login usernames should not be an email address. Log in information should also be the **student's** personal information. Users will be prompted to enter parent contact information later in the registration process.

The screenshot shows a web form titled "New Student Account Creation" with a sub-header "Create your account — Required fields are marked with a \*". A blue note reads: "Please DO NOT create another account if you have already used DualEnroll with another college. Just go back to the login page and log in with your existing account. Your DualEnroll account will work with any DualEnroll college." The form fields are: "HIGH SCHOOL:" with a dropdown menu showing "AFFTON HIGH"; "CREATE LOGIN:" with a text box containing "FirstNameLastName\_1" and a note "Password must be at least 6 characters long"; "CREATE PASSWORD:" and "RETYPE PASSWORD:" with masked text boxes; "FIRST NAME:", "MIDDLE NAME:", and "LAST NAME:" with text boxes containing "FirstName", "M.", and "LastName" respectively, with a note "Please use STUDENT'S correct legal name:"; "DATE OF BIRTH:" with a date picker showing "2006-01-01"; "EMAIL:" with a text box containing "personalemail@gmail.com" and a note "Provide at least one contact method for student. DO NOT use parent contact information."; "CELL PHONE (text messages):" with a text box containing "314-555-1234" and a checkbox "I prefer not to provide a cell phone" which is unchecked. At the bottom, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot", and a blue "CREATE ACCOUNT" button.



**2. Student Information:** Once students have created an account or logged into their existing account, they will be prompted to next section under the student information tab, students should complete all fields using their legal name and contact information. Note that students who have a parent or guardian who works at SLU may now self-identify.

Debra Schachner | Help | Logout

Profile Courses Status

**Debra Schachner - AFFTON HIGH**

First Name \* Middle Name Last Name \*

First Name Middle Name Last Name

Preferred Name

Preferred Name

Gender \* Date of Birth \*

Prefer not to disclose 2005-08-14

Street Address \*

22 Other Street

City \* State \* Zip \*

St. Louis MO 63210

Cell Phone \* Student Personal Email \*

6182225524 Personalemail@yahoo.com

SSN \*

111111111

Student High School Email \*

bobsstudent@highschool.org

Does your parent/guardian work at Saint Louis University? (If yes, provide first and last name below)

UPDATE

**APPLICATION STEPS**

- Account
- Student Information
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School



3. **Student Demographics:** Students should enter their student demographics and select update when completed.

The screenshot shows a user profile page for Debra Schachner - AFFTON HIGH. The main content area contains the following fields:

- Citizenship Status: US Citizen (dropdown)
- citizenship\_country: United States (dropdown)
- Are you Hispanic/Latino?: Not Hispanic (dropdown)
- Select one or more of the following racial categories to describe yourself:
  - American Indian/Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian/Pacific Islander
  - White
  - Prefer not to disclose

An UPDATE button is located at the bottom of the form.

On the right side, there is an APPLICATION STEPS sidebar with the following items:

- Account
- Student Information
- Student Demographics (highlighted in orange)
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School

6. **Terms and Conditions:** Review the content in this section along with links before continuing.

The screenshot shows the same user profile page, but now displaying the Terms and Conditions section. The main content area contains the following text:

Saint Louis University - 1818 Advanced College Credit Program Terms and Conditions

The student agrees to the following:

I understand that dual credit students must comply with all applicable Saint Louis University policies, including [Title IX](#) and [Academic Integrity](#). More information about 1818 student obligations and rights may be found in the [1818 Student Handbook](#). I affirm that all the information given by me in the application is true to the best of my knowledge. I understand that falsification of information may be grounds for dismissal. I have no intention to willfully defraud the University or its sponsoring agencies.

I have read and agree with these terms and conditions \*

An UPDATE button is located at the bottom of the form.

On the right side, the APPLICATION STEPS sidebar is the same as in the previous screenshot, but now 'Terms and Conditions' is highlighted in orange.



4. **FERPA Consent:** FERPA grants students various rights pertaining to the privacy of their student data. Please review the FERPA guidelines thoroughly before proceeding. Note: For students that do not consent, the 1818 Office can not send billing statements to parents, or communicate student information to parents.

Debra Schachner | Help | Logout

Profile Courses Status

### Debra Schachner - AFFTON HIGH

#### Saint Louis University - 1818 Advanced College Credit Program FERPA Consent

Once a person is enrolled in SLU courses, even as a SLU 1818 student who is still enrolled in high school, that person is considered a SLU student and their educational and financial records are protected by the Family Educational Rights and Privacy Act, a federal law known as FERPA. According to [FERPA](#) and [SLU's FERPA Policy](#), information in the student's educational records is kept confidential and may be disclosed only with the student's permission or under other provisions of the law. For purposes of compliance with FERPA, the University considers all students, regardless of age or tax dependency status, to be independent. As a result, with only limited exceptions, we need each SLU student's documented permission to communicate with their parents/guardians about their 1818 courses and tuition bills.

If you **grant permission** for a parent(s) or guardian(s) to access your educational and financial records in your capacity as a SLU student, please check here and enter the name(s) of the specific person(s) to whom access to your educational records may be given.

**IMPORTANT:** If you do **not** grant permission for a parent(s) or guardian(s) to access your educational and financial records, be advised that SLU staff will **not** be able to communicate with your parents/guardians about your registration in courses OR YOUR BILL. If you want your parents/guardians to assist in paying your 1818 Program tuition, you are advised to grant permission per the note above.

I consent to the release of my SLU educational and financial records to any parent or guardian identified in this application or any subsequent record I submit to this university.

I do not consent to the release of my SLU educational and financial records to any parent or guardian identified in this application or any subsequent record I submit to this university. This means that your parent/guardian(s) will not have access to your bill, and the 1818 Office is not able to discuss this with them.

**UPDATE**

#### APPLICATION STEPS

- Account
- Student Information
- Student Demographics
- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School



5 **Parent Information:** Complete the contact information for the parent below and select update.

Debra Schachner - AFFTON HIGH

Parent or Guardian Contact Information

Parent Or Guardian Name:\*

Parent Name

Relationship:\*

Parent

Contact Preference:\*

Email And Text

Parent Or Guardian Email:\*

Momsemail@yahoo.com

Verify Parent Or Guardian Email:\*

momsemail@yahoo.com

Parent Or Guardian Cell Phone:\*

618-222-1234

Verify Parent Or Guardian Cell Phone:\*

618-222-1234

UPDATE

APPLICATION STEPS

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After updating, should a parent need to add an additional parent contact, they need only return to the parent information tab and select "add."

Debra Schachner - AFFTON HIGH

Parent or Guardian Contact Information

Click on a name/email address to edit, 'Add' for new.

Parent Name	<a href="#">momsemail@yahoo.com</a>	<a href="#">6182221234</a>	ADD
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UPDATE

APPLICATION STEPS

- Account
- Student Information
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- FERPA Consent
- Parent Information
- High School



6. **High School:** Complete the student's high school and academic data and select update.

Debra Schachner | Help | Logout

Profile Courses Status

### Debra Schachner - AFFTON HIGH

High School (change if incorrect)  
AFFTON HIGH

Current Grade Level \*  
Junior

Anticipated Graduation Date \*  
April 2024

Coordinator \*  
I don't know

Cumulative GPA \*  
3.0

UPDATE

#### APPLICATION STEPS

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# Course Selection for New and Returning Students

1. **Course Selection:** Select the course in which you'd like to register for in the options listed. This list is populated based on the courses offered at the high school you've selected. If you are a returning student, your previous 1818 coursework will be listed on this main page.

Debra Schachner | Help | Logout

Profile **Courses** Status

**Narrow your Search**

**BY TERM**

> All Terms

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Choose all that apply:

College Campus

High School

Online

Regional Center

**BY SCHEDULE**

Show only classes meeting on:

Mon  Tue  Wed

Thu  Fri  Sat

Sun

Show only classes meeting between:

Start Time: [dropdown]

End Time: [dropdown]

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
ENGL 1500	High School	ENGL	<a href="#">The Process of Composition</a>	Saint Louis University - 1818 Advanced College Credit Program
ENGL 2650	High School	ENGL	<a href="#">Technology, Media &amp; Literature</a>	Saint Louis University - 1818 Advanced College Credit Program
HIST 1600	High School	HIST	<a href="#">History of the U.S. to 1865</a>	Saint Louis University - 1818 Advanced College Credit Program
SPAN 1010	High School	SPAN	<a href="#">Spanish for Beginners</a>	Saint Louis University - 1818 Advanced College Credit Program
SPAN 1020	High School	SPAN	<a href="#">Expl. Hisp. Wld.: Beginning Span</a>	Saint Louis University - 1818 Advanced College Credit Program



2. **Course Selection cont.:** Review the information of the course you've selected. Check that the instructor is correct and submit.

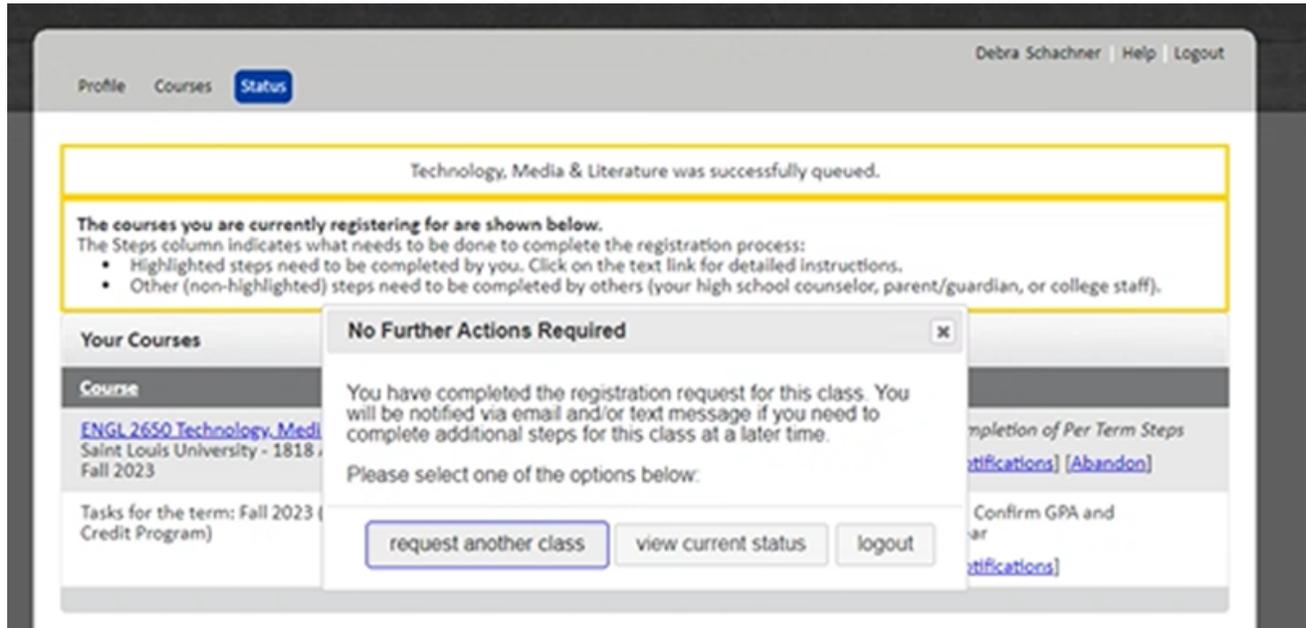
The screenshot shows a user interface for course selection. At the top right, the user's name 'Debra Schachner' is displayed along with 'Help' and 'Logout' links. Below this, there are navigation tabs for 'Profile', 'Courses' (which is active), and 'Status'. The main content area is titled 'Course Detail: Technology, Media & Literature'. It lists the following information: COURSE NUMBER: ENGL 2650, COURSE SUBJECT: ENGL, CREDITS: 3.0, COLLEGE: Saint Louis University - 1818 Advanced College Credit Program, and a DESCRIPTION: 'This course introduces literary study within the context and theme of Technology and Media. Through the reading of a wide variety of genres - including drama, poetry, and fiction - the course engages students in literary ways of knowing. Methods include close reading, comparative textual analysis, and argumentative writing.' Below the course details is a section titled 'Available Sections' which contains a table with the following data:

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
17717 Fall 2023 AP English Literature		Brian Jennings	AFFTON HIGH	(Lecture) 7:00pm-6:00pm Affton High School- 260010	08/21/23 - 12/17/23	<input type="button" value="Submit"/>

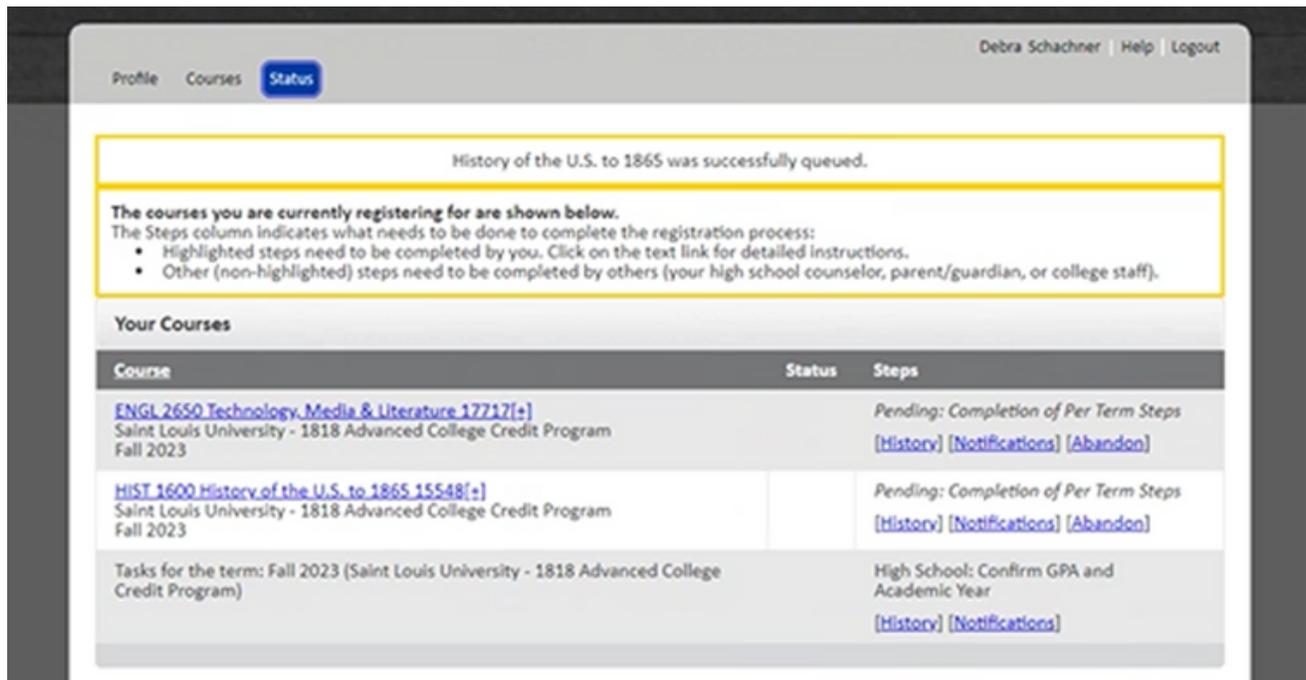
At the bottom left of the interface, there is a 'Back' link.



3. **Course Selection cont.:** After submitting the course, you'll be presented with the option add additional courses. If you are done registering, select "view current status."



4. **Review:** Review the classes you've selected to ensure that your course schedule looks correct. If you've selected the wrong course, select "abandon" to delete the course. You may return to the portal later on to do this as well if you choose not to take a course for 1818 credit. This must be done before any stated drop deadlines.



5. **Update Profile (returning students only):** Under “profile,” application steps highlighted in orange will need to be reviewed. Update all steps in orange before closing out your application. Select “update” on each page when complete.

Debra Schachner - CHAMINADE COLLEGE PREP SCHOOL

Please complete the Application Steps for Saint Louis University - 1818 Advanced College Credit Program

First Name \* Barney Middle Name Last Name \* Billiken

Preferred Name

Gender \* Female Date of Birth \* 2006-07-04

Street Address \* 1111 Lake Drive

City \* St. Louis State \* MO Zip \* 63123

Cell Phone \* 3149771818

Student Personal Email \* jimstudent@highschool.org

SSN \* 111111111

Student High School Email \* jimstudent@highschool.org

Does your parent/guardian work at Saint Louis University? (If yes, provide first and last name below)

**UPDATE**

APPLICATION STEPS

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5. **After submission:** Once you’ve selected your coursework, your high school coordinator and parent will receive an email that will require them to verify that a) you are enrolled in the course and b) your parent consents to you being in the course. Once these steps are completed, you will formally be enrolled in the course and no further action is needed.