

Directions for Early College Students

Welcome to Yavapai College's Early College Program! This guide is here to help you **Register for Yavapai College Dual Enrollment** or **JTED classes**. Once you have accomplished these steps, Dualenroll.com will be sending you update emails and or text messages as to what your next steps are in order to complete the registration process at Yavapai College.

VERY IMPORTANT that you understand that this is your education and your responsibility. These are the same challenging college courses that are offered on the Yavapai College campuses and are to be taken seriously. Early college classes **can potentially impact future financial aid** and will remain on your permanent college transcript.

All Yavapai College Early College students must have these items available to apply and register:

- Student email
- Parent email
- Social Security Number
- Anticipated Graduation Date



STEP 1:

Go to yc.dualenroll.com.

Here you will select the **LOGIN** link.

(Next to the HELP DESK button.)



STEP 2:

Click on [Click here](#) link to create a new login.

New Student Registration

Register now — Required fields are marked with *

If you are under the age of 13, please STOP. Get a parent or guardian and have them use the DualEnroll.com system for you.

HIGH SCHOOL:*

CREATE LOGIN:*

CREATE PASSWORD:* at least 6 characters

RETYPE PASSWORD:*

FIRST NAME:*

MIDDLE NAME: optional


LAST NAME:*

DATE OF BIRTH:* ex: 1996-07-31

Preferred Method of Contact (provide at least one):

EMAIL:

CELL PHONE (text messages): ex: 703-555-1212

I'm not a robot  reCAPTCHA
Privacy Terms

STEP 3:

Please read the following on this screen, select your **high school** with the **drop down arrow** and fill-out the required fields.

Be sure to save your username and password!! Write it down for safe keeping.

It is **required** that you provide an **EMAIL** and you must be able to **access and confirm your registration through this email address at this time.**

It is best if you fill out both EMAIL and CELL PHONE for (text messages). If you provide your cell phone number, it will send you a code via text. However, **you will also receive an email with a link to confirm your account** if you prefer this method.

DualEnroll.com: Please activate your new account

Inbox x



noreply@dualenroll.com via mail187-8.suw11.mandrillapp.com
to me

Feb 2 (3 days ago) ☆



Welcome Student!

You can confirm your 'username' account using the link below:

[Confirm my account](#)

STEP 4:

You must **confirm your account** through one of these devices mentioned in step 3, via email or text code.

Here is an example of the email you will receive.

Step 1 Step 2 Step 3 Step 4

Now we'll guide you through the enrollment process
 Review/complete the application information below and click "Next" to continue. Required fields are marked with a *

Yavapai College

First Name:* Mathew Middle Name: Last Name:* Fabian
 SSN:* Previous Last Name (Maiden Name, etc.):
 Address:*
 City:* State:* Zip:* County:
 Phone:* Date of birth:* 1998-08-22
 High school: PRESCOTT HIGH SCHOOL Anticipated Grad Date: *
 Citizenship:* Where were you born? List city and state: *
 What is your ethnicity? Hispanic or Latino Not Hispanic or Latino
 Select one or more races to indicate what you consider yourself to be.
 White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Pacific Islander
 Family member attended YC?? None
 Did either of your parents complete a four-year degree? Yes No

Previous Next Finish

STEP 5:

After you have confirmed your account information:

Note: If you are having trouble opening the link, you may have to access your email in a Firefox or Internet Explorer web browser.

You will need your **SSN** (social security number) and your **Anticipated Graduation Date** (if you do not know your graduation date enter May 15th and the year of your anticipated graduation).

Once you have completed all the questions, select next.

Step 1 Step 2 Step 3 Step 4

Accept Yavapai College Terms

Application Agreement: Early College Students at Yavapai College
 When a student is enrolled in both a high school and Yavapai College, the two schools will exchange information on that student. By completing this application, Early College applicants understand that information from their education records may be released to their parent(s) or guardian(s) while enrolled at Yavapai College as an Early College student.

In accordance with Arizona state law, Yavapai College may admit a person who is under the age of 18 if granted special approval. Yavapai College approval is granted when the following requirements are met:
 • Students must complete the online application.
 • Course prerequisites and/or placement score requirements must be met prior to registering for class(es).

The college learning environment encourages critical thinking and promotes contrasting perspectives of the world. This environment is one of adult interaction where students will likely be exposed to concepts, lectures and materials that are generally focused toward adults and adult audiences, including unrestricted internet access.

- College courses may expose students to graphic depiction or discussion of mature themes.
- Early College students establish a permanent college academic record and transcript that may be required by future colleges or universities. This permanent academic record may negatively impact eligibility for university admissions and future financial aid if courses are not successfully completed.
- All students are expected to be in compliance with all current published college policies, rules, and regulations. (www.yc.edu/v5content/academics/catalog/)

I have read and agree with these conditions.

Previous Next Finish

STEP 6:

Read and Accept Yavapai College Terms, by selecting the box in the lower left corner and select next.

A copy of these terms will be sent to your parents to review via email.

Step 1 Step 2 Step 3 Step 4

Parent/Guardian Contact Email

Tell us how to contact your parent/guardian

Email address: and re-enter:

STEP 8:

It is required to provide a parent or guardian's contact email.

Step 1

Step 2

Step 3

Step 4

Guidance approval for credit toward high school graduation

Confirm your high school

Confirm your guidance counselor

Please select your guidance counselor:

Finish

STEP 9:

Confirm your guidance counselor by selecting their name with the drop down arrow. If you are unsure who your counselor is, select I don't know. If their name is not listed, select Not listed, then select **Finish**.

Narrow your Search

SEARCH BY HIGH SCHOOL COURSE

BY TERM

- Spring
- Summer
- Fall
- Winter

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

- Choose all that apply:
- College Campus
 - High School
 - Online

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

- Taught at College Campus
- Taught at High School
- Online Course

Course	Type	Subject	Title	College
ACCT-201		Accounting	Introduction to Financial Accounting	Yavapai College
ENGL-101		English	Introduction to English Literature	Yavapai College
MAT 142		MAT	Math 142	Yavapai College
SPA 202			Intermediate Spanish II	Yavapai College

STEP 10:

Here you will select the link for your course(s). Scroll page by page, until you find your course pre-fix and number.

Ex: **Wishlist** MAT 142

Select the link in the middle, under the column "Title".

Profile Courses Status

Course Detail: Math 142

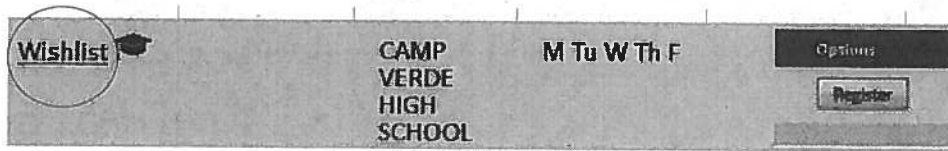
COURSE NUMBER: MAT 142
 COURSE SUBJECT: MAT
 CREDITS: 3.0
 COLLEGE: Yavapai College
 DESCRIPTION: Math Test

Available Sections

Section	Type	Instructor	Location	Time/Days	Options
Wishlist Spring 2016			PRESCOTT HIGH SCHOOL	M Tu	Register

Save Course

Yes: Select a **Wishlist** section and Register.



STEP 11:
Here you will select the **Register** button.

Note: If you **Save Course**, you are not registered.

You **must select and register** for a **“Wishlist”** course first. This will start the registration process.

Course Sections: College Mathematics				
Section	Instructor	Campus	Days	Time
<u>31462</u>	George T Diehl	BAGDAD HIGH SCHOOL	M Tu W Th F	11:40am-12:30pm

Do not register for a CRN (as seen to the left).

Note: By selecting a wishlist class, you are only early shopping. Final registration takes place after HS approval and College approval, in STEP 24.

Warning: Do not select a class (like the one above) with a section number or times.

Profile Courses Status

Math 142 was successfully added.

The courses you are currently registering for are shown below.
The Next Steps column indicates what needs to be done next 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 (your guidance counselor, parent/guardian, or college staff).

Your Dual Enrollment Courses

Course	Status	Next Steps
MAT 142 Math 142 Wishlist	High School Upload Transcript Test Scores: Need High School Permission: Need College Create Final Course Sections: Need Student Select Course Section: Need Registration: Pending	Processing: Application XML Data Exchange High School: Upload Transcript/Test Scores High School: Approve Student Enrollment [abandon]

STEP 12:
The course(s) you selected will then be reviewed by your High School. Your **High School** will need to **Upload Transcript/Test Scores** and **Approve Student Enrollment**.

If you have accidentally signed up for the wrong course, you can abandon your selection. Only do this, if it is absolutely necessary. Your counselor can always abandon a class for you later.

Profile

Courses

Status

STEP 13:

If you need to select another course, go to the menu bar and select **Courses** to repeat the registration process.

STEP 14: STOP



Logout and wait for an email response in order to complete the registration process.

This process may take months or days, depending on when you initiate your registration process.

DualEnroll.com: Select Sections (ref #2036) inbox x



actionrequired@dualenroll.com via mail136-24.at41.mar
to me

2:45 PM (19 hours ago) ☆



You may now complete your registration for *MAT 142 College Mathematics* at *Yavapai College*.

[Click here](#) to do so.

DualEnroll.com

STEP 15:

Once your approval process is complete, you will receive an email from

actionrequired@dualenroll.com

Go to the [Click here](#) link and login to complete the registration process.

Select Course Section for SPA 202 Intermediate Spanish II

Section	Instructor	Location	Meets
13098	Anna Richardson	PRESCOTT HIGH SCHOOL	10:00am-12:00pm Mon Wed

COMPLETE STEP

STEP 16:

Complete Registration: There are many ways you can get into you DE.com account

Select the section and **COMPLETE STEP.**

Now, you are officially registering for your college course.

VERY IMPORTANT :

Take a Moment and be sure that you understand this is your education and your responsibility. These are the same challenging college courses that are offered on the Yavapai College campuses and are to be taken seriously. Early college classes **impact future financial aid eligibility** and will remain on your **permanent college transcript.**

STEP 17:

You are finished with your part!

MAT 142 College Mathematics 13056 Yavapai College Spring 2016	High School Upload Transcript Test Scores: Complete High School Permission: Complete College Create Final Course Sections: Complete Student Select Course Section: Complete Registration: Pending	Processing: Registration XML Data Exchange Intimidat
---------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------



Dear Student,

Congratulations! Yavapai College has enrolled you in:

MAT 142 College Mathematics 13056 Spring 2016
10:00am-12:00pm Mon Tue
Schoenfeld, K S

Class begins on January 4!

Reminder: your student number is YXXXXXXXX

STEP 18:

You are Registered!

When your registration is complete, you will receive an email congratulating you!

This email will include your Y number. Please keep this number in your records. An easy way to do this is by taking a **screen shot** or using the **snipping tool**. You can also **take a picture with your phone**.

If you receive the following email from Yavapai College, you must contact the Answer Center:

One or more existing student records detected within Banner, and/or insufficient or invalid information provided on application. Please contact the Yavapai College **Answer Center at 928-776-2149 (Prescott) or 928-634-6520 (Verde)** to get the issue resolved.

Need Help?

Please contact our Dual Enrollment Specialist Brandi Fabian at 928.776.2161 for assistance.

UPDATED 2.11.16