



## Steps to Apply to IUP's Dual Enrollment Program

The email address you use to create your admissions account is how we will communicate with you. Make sure you check it frequently including your spam/junk filter.

1. Complete the free online application:
  - a. Go to [www.iup.edu/dual](http://www.iup.edu/dual) and you will find the application link at the bottom of the page in the **How to Apply** section of the website.
    - Dual enrollment students who enrolled for summer/fall will sign into their account by clicking the **sign-in** link in the upper left corner of the page to complete the application.
    - You will create an **Admissions Profile** with your personal information. **Do not use your school email address.** Many schools block outside emails and you won't receive important information from us. The email address you use to create your admissions account is how we will communicate with you!
    - Please note that if you use a Gmail account, they often send us to your spam folder. Make sure you check your spam folder regularly, so you don't miss important information from us.
2. Enter your contact information, permanent address, and high school information.
3. Under Enrollment Information your student type is accelerated learner, your program is High School Student (UNCL-HS), and your term is Spring 2024.
4. You'll create a unique password-make sure you remember it as you will need it again in the future! Then click Apply Now. Your profile information will auto-populate into the application.
5. Verify your name and permanent address are correct. Fill in any missing fields click save and continue.
6. Complete the citizenship field and optional ethnic information fields. Complete the additional information fields and the parent information field. Click save and continue.
7. On the Dual Enrollment Plans screen verify your application term, select location, and answer the STEM Academy question. Verify your high school information click save and continue.
8. Review and answer the Undergraduate Direct Admission question. You do not need to submit a separate undergraduate admissions application If you select yes to this question. Click save and continue.
9. Answer the certification question and enter your signature. **Click the submit application button.**

\*\*Please see your school counselor to pick up the course registration and official transcript request forms. All students must have a minimum of a 3.0 CGPA or better to participate each semester. \*\*



## How to Access the University-Wide Class Schedule

- Please visit [www.iup.edu/myiup](http://www.iup.edu/myiup)
- On the right side of the page, below the clock, click on "University-Wide ClassSchedule."
- Select the term from the dropdown box: (ex. **Spring 2024,etc.**) and click continue
- If you know what course you would like to register for, select the course subject from the dropdown and enter the course number before hitting the "search" button. (Dual enrollment students should be registering for one hundred level courses.)
- If you do not have a specific course in mind, click on "Advanced Search."
  - Select "Undergraduate" in the "Level" menu.
  - Using the Advanced Search feature, select the campus you would like to attend under "Campus" or select "Online" under "Class Location (Building or Online)" to view online course options.
  - To find liberal studies courses, you may use the "Attribute" dropdown menu. Forexample, if you select "Meets LS-Social Science," all the classes displayed will satisfy a social science liberal studies requirement. (You can select multiple items from the "Attribute" dropdown menu.) Please visit this page for moreinformation about IUP's liberal studies requirements: <https://www.iup.edu/liberal/categories/>
  - Additionally, if you are hoping to select a course that takes place on certain days and/or at certain times, you may utilize the "Meeting Days," "Start Time,"and "End Time" search functions as well. Please note that if you select a start time, but not an end time, all classes that start after that start time may be displayed.
- **IMPORTANT:** Please be sure to click on the course title to view the course description,as well as a list of any prerequisites that are required before you can enroll in that course.
- When completing the registration form, please include all the following information:CRN (5-digit number), Title Subject, Days, Course Number, Time, Section Number, Building, Course Instructor
- If you have any questions, please call 724-357-2789 or email [kaohara@iup.edu](mailto:kaohara@iup.edu) forassistance.



# Dual Enrollment Registration Form

<b>Banner ID (if known)</b> @	<b>Semester</b> (Please indicate fall, spring, or summer and year)
<b>Student Name (Last, First, MI)</b>	<b>High School</b>

CRN	Subject	Course Number	Section Number	Days	Time	Bldg./Room	Instructor

### ALTERNATE COURSE SELECTIONS \*

\*Please provide an alternate selection in case course(s) requests are closed.

CRN	Subject	Course Number	Section Number	Days	Time	Bldg./Room	Instructor

### Schedule Approval

Signature acknowledges and approves the courses selected.

\_\_\_\_\_

Student signature Date School Counselor Date

If the applicant is under 18 years of age, please provide parent or guardian signature below.

\_\_\_\_\_

Parent/Guardian signature Date

### NOTES:

- (1) Selecting courses does not guarantee registration. After admission, you will receive confirmation of your registration via email.
- (2) All new students must attend Dual Enrollment Orientation. Please note that any
- (3) Students who wishes to register for a Math or English course must complete placement testing and will not be registered until the placement test has been completed and the test scores have been reviewed to determine eligibility.
- (4) By signing this registration form you authorize IUP to report your mid-term grades to your High School (including home school)



Registrar's Office  
Clark Hall, 3<sup>rd</sup> Floor  
Indiana, PA 15705  
[registrars-office@iup.edu](mailto:registrars-office@iup.edu)  
724.357.2217

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## TRANSCRIPT REQUEST FORM FOR DUAL ENROLLMENT STUDENTS

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Student Identification Number: @\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

### ***Student Contact Information***

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zipcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Non-IUP email: \_\_\_\_\_

### **TRANSCRIPT RECIPIENT INFORMATION**

*Transcripts will be sent to the recipient **after** semester final grades are processed.*

Recipient's full name: \_\_\_\_\_

### **Recipient's Contact Information**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Family Educational Rights & Privacy Act [FERPA] requires student to sign and date this consent form\**

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### **REGISTRAR'S OFFICE USE ONLY**

Date Processed: \_\_\_\_\_ Date Sent to Recipient: \_\_\_\_\_

Staff Name: \_\_\_\_\_