

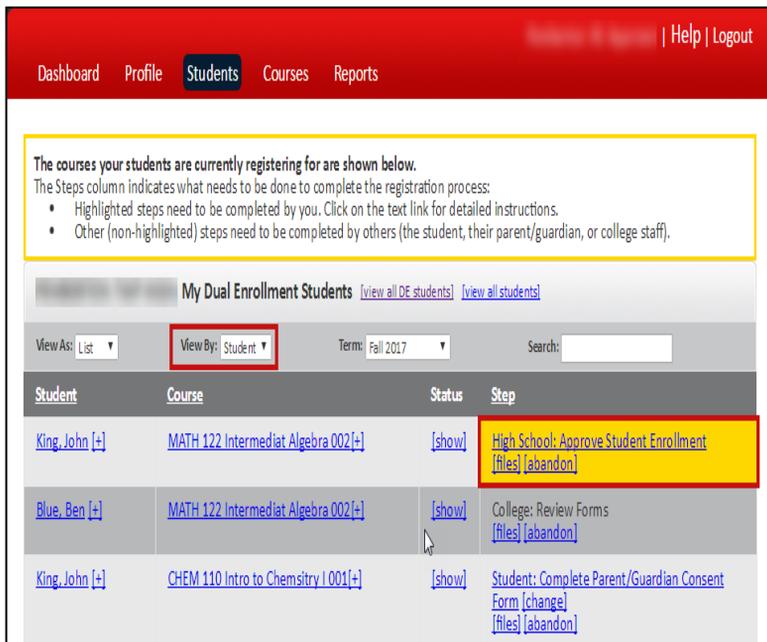
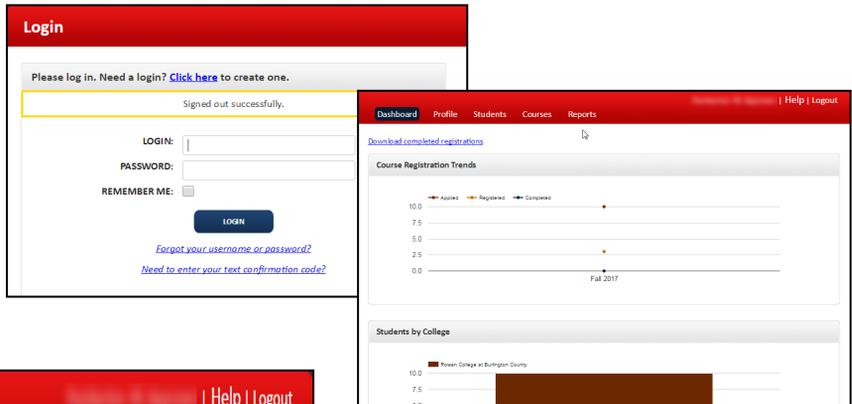
Welcome to the dual enrollment program at Rowan College at Burlington County!  
RCBC provides a convenient online registration process using DualEnroll.com.  
Here's how to complete the **High School Approver** tasks associated with student registrations.

## High School Approver Registration Tasks

Login from your computer or tablet by entering your credentials on the URL below:

<https://rcbc.app.dualenroll.com>

The Dashboard tab is displayed upon logging into the system.



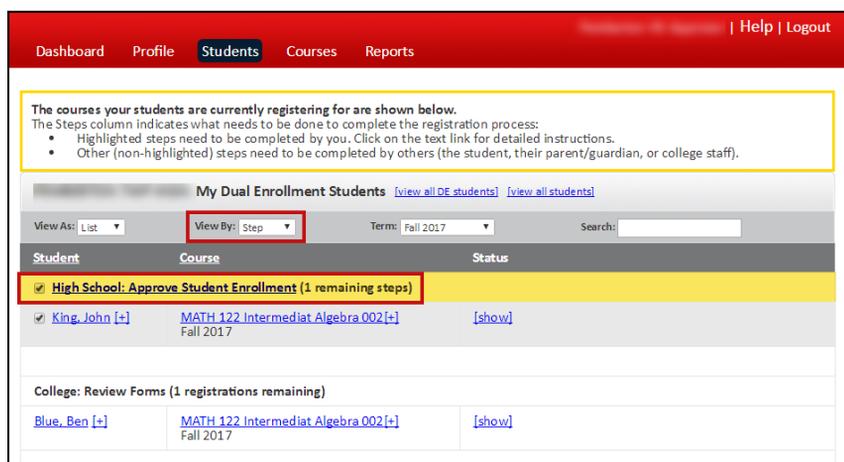
Click on the **Student** tab at the top of your dashboard to access the list of students who have initiated registration with the system.

The toolbar at the top of the student list allows you to search, filter, and batch process. **View by Student** is the default and gives you an **alphabetical list** of students with tasks assigned to you highlighted in yellow.

The HS Approver is responsible for two tasks: **Approve Enrollment** and **Indicate Free or Reduced Lunch Cost**. These steps can be completed individually by clicking on the link highlighted in yellow.

**Batch Process** allows you to complete a group of registrations assigned to the same task/step – all at once (as opposed to individually).

To activate batch process, change the **View By** filter to **Step**. Then click on the **step highlighted in yellow** to complete that task for all students listed under that step.



## High School Approver Registration Tasks

### High School: Approve Student Enrollment Step

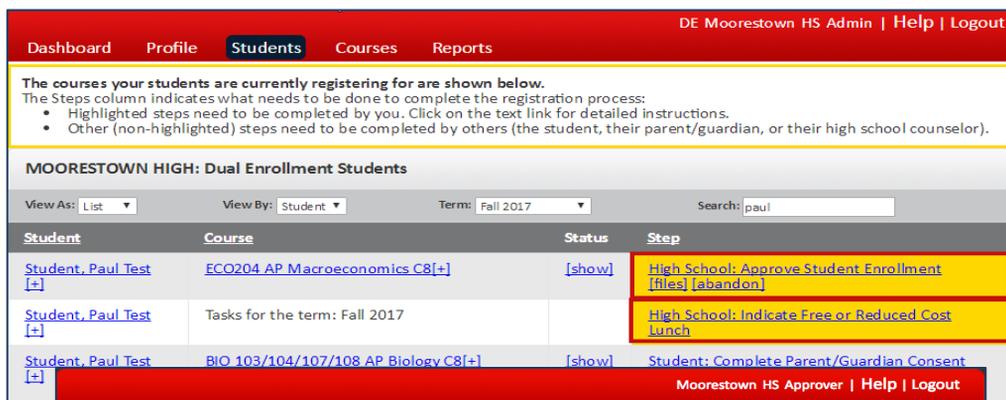
To complete this step, click on the **yellow highlighted link** individually or in batch mode.

For each class registration, you'll need to **indicate your approval decision using the radio buttons** (Yes, No, Decide Later).

### High School: Indicate Free or Reduced Lunch Cost

To complete this step, **click on the yellow highlighted link** individually or in batch mode.

For each student, you'll need to **indicate if they qualify for free or reduced lunch cost** using the appropriate radio button (Free or Reduced Lunch, Regular Fee, Decide Later). This step will only have to be completed once per term.



DE Moorestown HS Admin | Help | Logout

Dashboard Profile **Students** Courses Reports

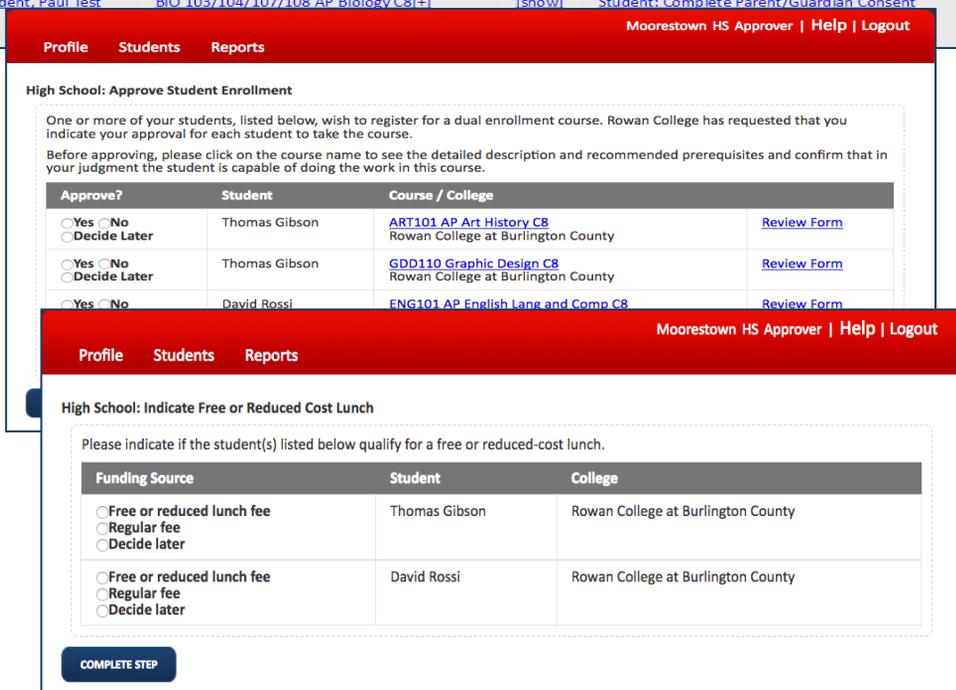
The courses your students are currently registering for are shown below.  
The Steps column indicates what needs to be done to complete the registration process:

- 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 their high school counselor).

MOORESTOWN HIGH: Dual Enrollment Students

View As: List View By: Student Term: Fall 2017 Search: paul

Student	Course	Status	Step
<a href="#">Student, Paul Test</a> <a href="#">[+]</a>	<a href="#">ECO204 AP Macroeconomics C8[+]</a>	<a href="#">[show]</a>	<a href="#">High School: Approve Student Enrollment</a> <a href="#">[files]</a> <a href="#">[abandon]</a>
<a href="#">Student, Paul Test</a> <a href="#">[+]</a>	Tasks for the term: Fall 2017		<a href="#">High School: Indicate Free or Reduced Cost Lunch</a>
<a href="#">Student, Paul Test</a> <a href="#">[+]</a>	<a href="#">BIO_103/104/107/108 AP Biology C8[+]</a>	<a href="#">[show]</a>	<a href="#">Student: Complete Parent/Guardian Consent</a>



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Profile Students Reports

High School: Approve Student Enrollment

One or more of your students, listed below, wish to register for a dual enrollment course. Rowan College has requested that you indicate your approval for each student to take the course.  
Before approving, please click on the course name to see the detailed description and recommended prerequisites and confirm that in your judgment the student is capable of doing the work in this course.

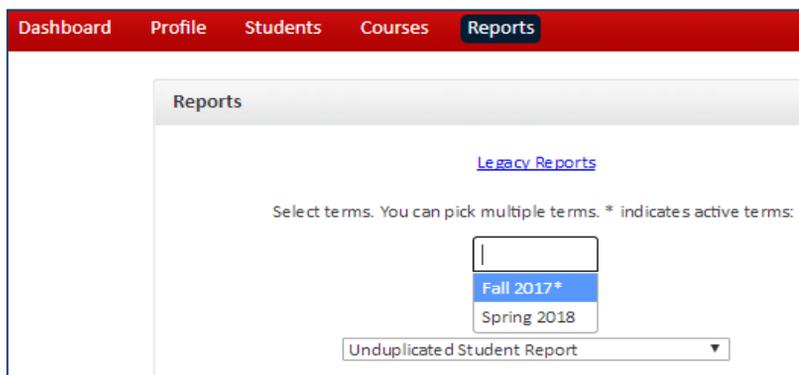
Approve?	Student	Course / College	
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Decide Later	Thomas Gibson	<a href="#">ART101 AP Art History C8</a> Rowan College at Burlington County	<a href="#">Review Form</a>
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Decide Later	Thomas Gibson	<a href="#">GDD110 Graphic Design C8</a> Rowan College at Burlington County	<a href="#">Review Form</a>
<input type="radio"/> Yes <input type="radio"/> No	David Rossi	<a href="#">ENG101 AP English Lang and Comp C8</a>	<a href="#">Review Form</a>

High School: Indicate Free or Reduced Cost Lunch

Please indicate if the student(s) listed below qualify for a free or reduced-cost lunch.

Funding Source	Student	College
<input type="radio"/> Free or reduced lunch fee <input type="radio"/> Regular fee <input type="radio"/> Decide later	Thomas Gibson	Rowan College at Burlington County
<input type="radio"/> Free or reduced lunch fee <input type="radio"/> Regular fee <input type="radio"/> Decide later	David Rossi	Rowan College at Burlington County

**COMPLETE STEP**



Dashboard Profile Students Courses **Reports**

Reports

[Legacy Reports](#)

Select terms. You can pick multiple terms. \* indicates active terms:

Fall 2017\*  
Spring 2018

Unduplicated Student Report

### Running Reports

You can access several standard reports by clicking on the **Reports Tab**.

**Select the term/semester** you'd like the report to pull data from. Then **select the report** you'd like to run and click **Generate**. Once the report has been run, a Download button will appear. Click **Download** to view the report.

**You're done! The High School Approver tasks for registration have been completed**

Upon your approval, the College will evaluate and process the registration.  
**Students are enrolled in a course once their status indicates Complete.**