Rowan Dual Credit Application & Registration Instructions

Thank you for your interest in Rowan's Dual Credit Program. To ensure a smooth application and registration process, please carefully review and follow the instructions below.

Note to Parents/Guardians: The application and registration forms must be completed by students only. Parents will still receive an email to inform them that their student is eligible to enroll in a Dual Credit course.

Step 1: Completion of Activation Form

Application

Students will click on the link that they were previously sent via email from dualcredit@rowan.edu.

Please complete the Activation Form from the link that was provided in the initial email. Please fill out the Activation Form in its entirety.

Once the form has been submitted, within 24-48 hours, you will receive a second email with your Banner ID number and detailed instructions on how to activate your Rowan account and complete registration.

NOTE: We encourage students to use an email address that they frequent the most so that they do not miss any emails that come from our office. Students can use a personal or school email address for the registration process.

Step 2: Register for Classes

Please follow the link for step-by-step instructions to set up and activate your Rowan account: Step-by-step instructions.

NOTE: If you experience any errors or have issues with setting up your Rowan account, you will need to contact our Support Desk/IRT at support@rowan.edu.

After your account has been activated, you will search the Rowan equivalent course in our course offerings website called Section Tally: IRT / ASA / Web Processes / Section_Tally (rowan.edu). You will select the current term and click on **Part of Term**.

You will select the high school you currently attend. All courses from your high school will produce. The first five numbers in front of the course are called the CRN (EX: 12345). You will need these numbers to register for the course.

You will then register for courses in Self-Service Banner. Please follow our step-by-step registration instructions. Once you have completed registration, you will close out the webpage.

NOTE: If at any point through the registration process you experience any issues/concerns regarding registration, please email dualcredit@rowan.edu for further assistance.

Step 3: Payment of Classes

To pay for courses, go to the Homepage: www.rowan.edu. The student will click on MyRowan on the right-hand side of the page. Once signed in, type into the Search bar Payment. You will click on the first task that says Manage Your Student Bursar Account. You will click on that task and then you will be redirected to the ePay Center. You will sign in with your username and password you previously created. From there, the statement with the current course(s) you have registered for should appear. You then be able to click on the Make Payment button under the Student Account.

Please visit Office of the Bursar Home (rowan.edu) for more payment information.

NOTE: ***Please be advised that non-matriculated students are not eligible for financial aid. If you need financial assistance, please contact your school district for further information. All tuition must be paid upon registration of courses to avoid late fees.***

Step 4: Final Grades

Final grades will be posted after the high school course has been completed. Final grades normally post around late June-early July.

If you have any questions regarding final grades, please email dualcredit@rowan.edu.

Step 5: Access Rowan Transcript

To view/request your Rowan transcript, students will complete an electronic request through the National Student Clearinghouse: National Student Clearinghouse |. Students will click on the Order-Track-Verify link on the top right of the website. Students will need to pay the associated fee to request their transcript electronically.

If the student has any transcript-related questions, please email our Registrar's Office at registrar@rowan.edu.

***Please note if you do not see any courses produced when requesting your transcript, this means you have not completed the registration in its entirety and did not receive the credits for the course. ***