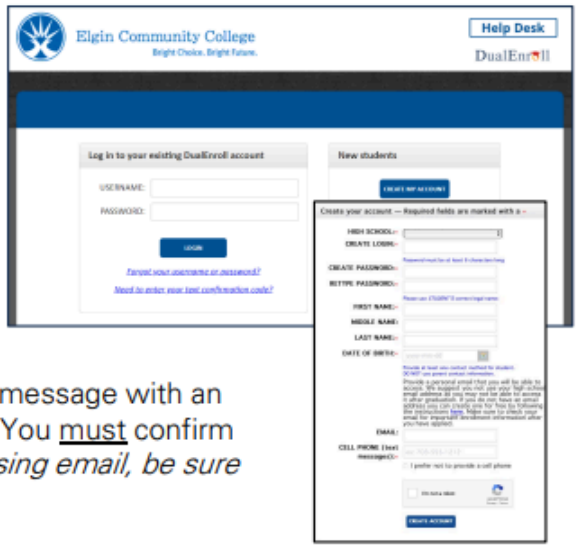
Elgin Community College
Bright Choice. Bright Future.

DualEnroll.com

Welcome to the dual credit program at Elgin Community College! ECC provides a convenient online registration process using DualEnroll.com. Here's how to register for your ECC course(s).

First Time Students - Create an Account

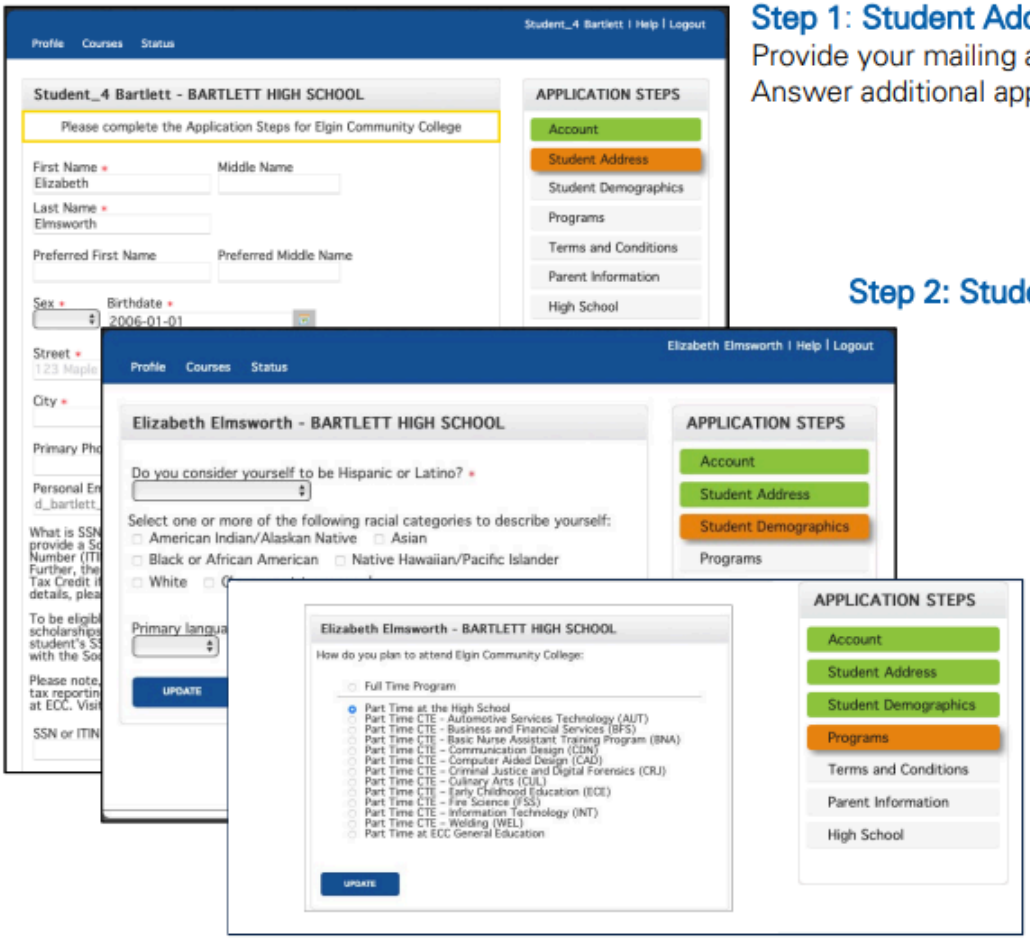


You can register by computer or right on your smart phone by entering https://elgin.dualenroll.com/ and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **CREATE ACCOUNT**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

ECC has seven application steps. Completed steps are listed in green under **Application Steps,** and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.



Step 1: Student Address

Provide your mailing address, phone, and email. Answer additional application questions.

Step 2: Student Demographics

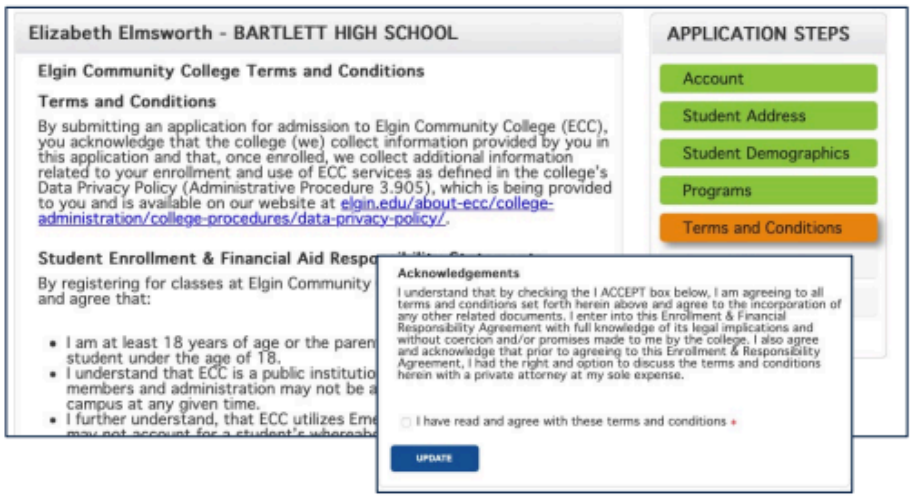
Step 3: Programs

Mark whether you intend to attend full- or part-time.

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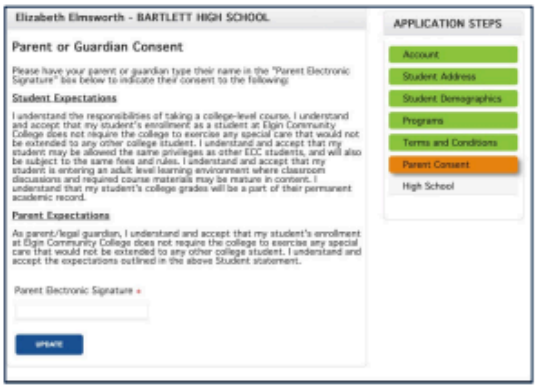
DualEnroll.com

Student Guide – Complete College Application



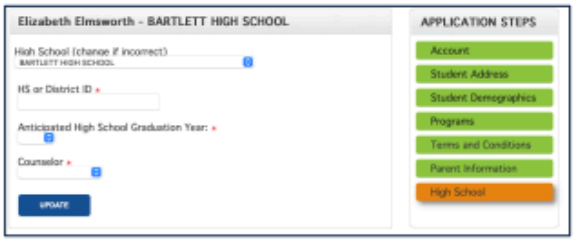
Step 4: Terms and Conditions

Read and agree to the Elgin Community College terms and conditions.



Step 5: Parent Information

Parent digitally sign by typing your first and last name in the box



Step 6: High School

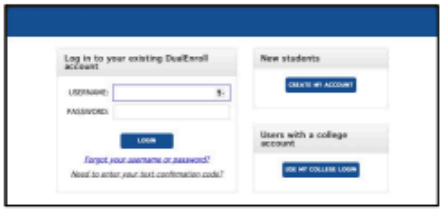
Enter your high school, district ID, graduation completion year and your HS counselor from the dropdown box.

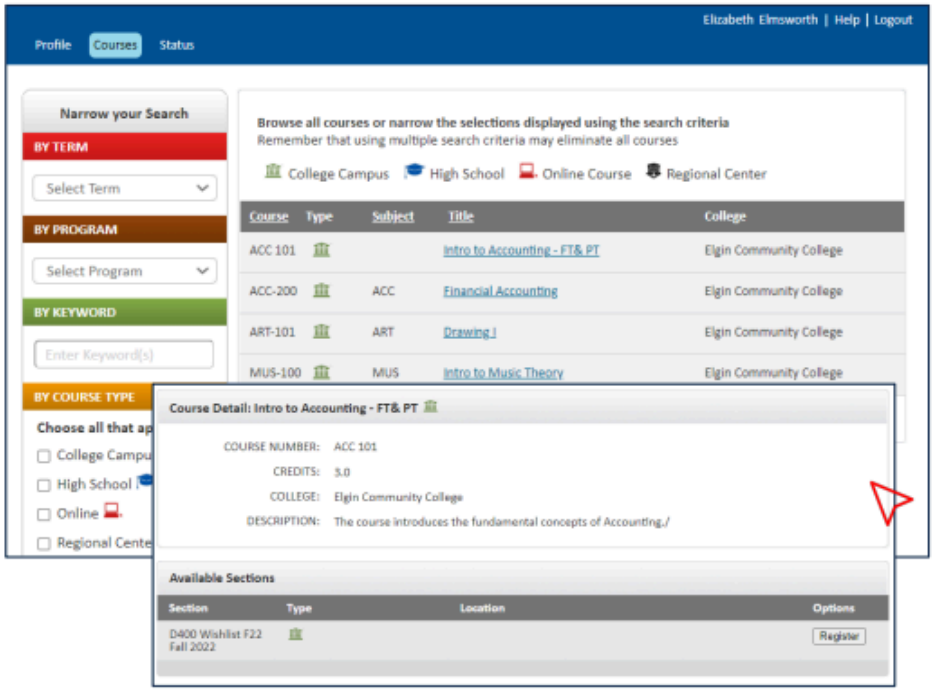
You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.





Register for Course(s):

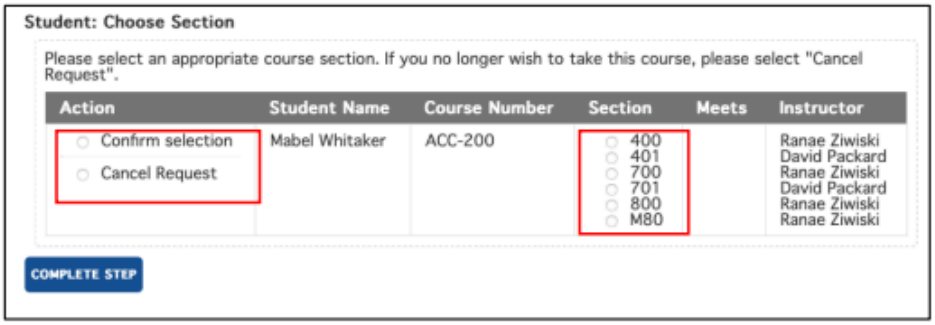
Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

Choose Section:

For full-time students, after approved and enrolled by high school and college, student must confirm selection to finalize enrollment.



Student Guide - Course Registration

Student: Testing or Additional Requirements

In each academic term the college may ask Full-Time students to complete testing or provide for another requirement. You need to complete this step to move forward with your registration.

Click the agree checkbox to confirm you completed the listed requirements.

Click the **COMPLETE STEP** button when done.



Student: FERPA Consent:

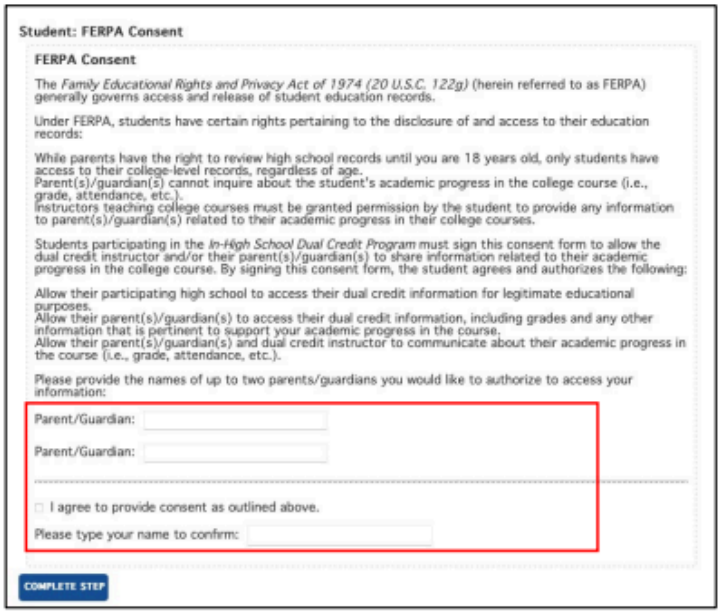
Only Part-Time students are presented and required to complete a FERPA consent form.

Enter Parent/Guardian information in at least one of Parent/Guardian fields.

Click the agree checkbox to confirm you agree to provide consent.

Type in your name to confirm the consent approval.

Click the **COMPLETE STEP** button when done.



Your part of the registration is done for now. You will receive an email letting you know when your registration is complete or if more information is needed.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

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Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Dear Parent/Guardian,

You have a task, Provide Consent, related to the following:

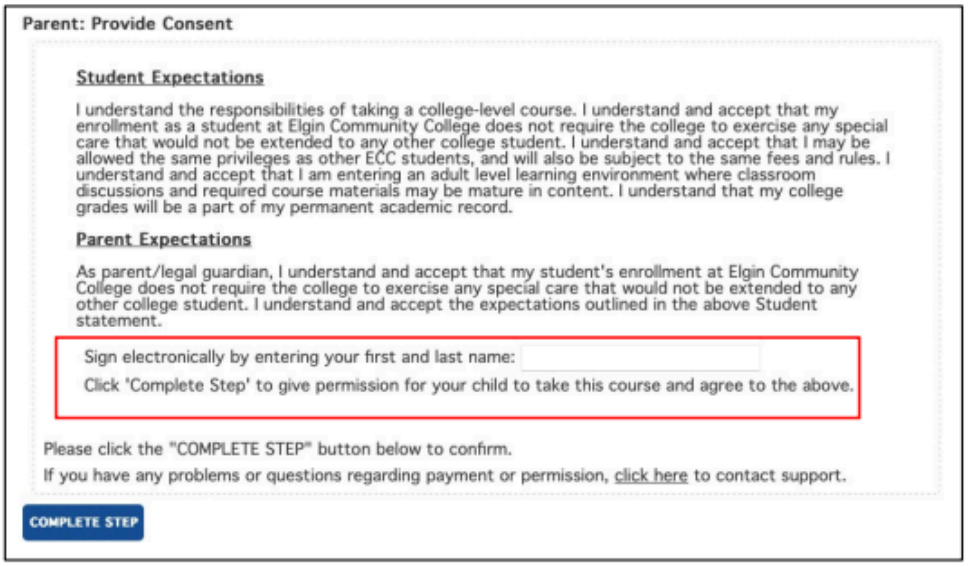
Student: Elizabeth Elmsworth
College: Elgin Community College
Term: Summer 2022

Click here to review the documentation and complete your task.

No additional instructions provided for this task.

Note: You have received this email because Elizabeth provided it as Elizabeth's parent/guardian's email address on the dualenroll.com website when Elizabeth signed up for the class.

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Parent: Provide Consent

Student Expectations

I understand the responsibilities of taking a college-level course. I understand and accept that my enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept that I may be allowed the same privileges as other ECC students, and will also be subject to the same fees and rules. I understand and accept that I am entering an adult level learning environment where classroom discussions and required course materials may be mature in content. I understand that my college grades will be a part of my permanent academic record.

Parent Expectations

As parent/legal guardian, I understand and accept that my student's enrollment at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept the expectations outlined in the above Student statement.

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission for your child to take this course and agree to the above.

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems or questions regarding payment or permission, click here to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. Click **COMPLETE STEP**.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.