



## Dual Enrollment Registration Process for BPS Students During the COVID-19 Outbreak

**(Please remind student to check their Titan email throughout the registration process. This is how EFSC advisors will contact students! EFSC advisors may also attempt to reach students by phone. Students should check their voicemail.)**

1. BPS student works with the high school counselor to select dual enrollment course(s). Flexibility on the form is essential at this time.
2. Counselor fills out the Dual Enrollment Registration form and completes the counselor and principal signature lines. (either electronic or "typed")
3. Counselor emails the completed Dual Enrollment Registration Form to the student with the EFSC advisor name and email address. (See EFSC Advising Contact list for assigned EFSC advisor.)
4. Student and Parent fill in the signature lines on the Dual Enrollment Registration Form. (Signatures can be typed or scanned into the document)
5. Student must also fill out the Add/Drop Planning Form including the CRN, Course Subject, Course Number, Section, and Course Title. The student's signature is required on the front and on the back of the form. (If the student has questions, the student should email or call the EFSC contact advisor.)
6. Student needs to save both the Dual Enrollment Registration Form and the completed Add/Drop Planning Form to upload into the EFSC Document Dropbox.
7. Student sends both the Dual Enrollment Registration Form and the Add/Drop Planning Form to EFSC to register by using the Student Document Dropbox.
8. To access the Drop box, the student begins by logging into myEFSC, then student goes to Student Document Dropbox in the middle of the page. Select the Send to drop down box and select Advising >click Upload. (See Quick Ref. Guide for instructions)
9. The EFSC advisor will register the student into the selected courses and will send a confirmation email to the student's Titan email address with course information. The EFSC advisor will copy the high school counselor on the student's email.
10. **If selected course or alternatives are not available, or there is missing information, the EFSC advisor will contact the student via his/her Titan email, or by phone. The EFSC advisor will be unable to register the student until the issue is resolved. It is the student's responsibility to check his/her Titan email and voicemail**
11. If students want a copy of their schedule, they may print a copy by logging into my EFSC, select EFSC Titan Web > Student Services > Registration > Student Detail Schedule or Student Schedule by Day and Time