

# DUAL ENROLLMENT STUDENTS

## REGISTRATION IN 4 EASY STEPS

### 1. COMPLETE STUDENT SECTION OF REGISTRATION FORM

- Inform your high school counselor that you would like to register for an EFSC class.
- Your counselor will provide you with the Registration Form. If you need assistance creating a dual enrollment academic plan, make an appointment with your EFSC advisor. *Go to myEFSC/Student Services Appointments to find your advisor's name and email, then click the Advisor Appointments link.*
- Fill in the requested student information at the top of the Registration Form if this section is blank.
- Go to the Student Section at the bottom of the Registration Form and list the EFSC courses you would like to take.
  1. Use the [Class Schedule Search](#) to find when sections of your selected course are available and the 5-digit Course Registration Number (CRN).
  2. Select a 16-week course. 12-week courses may be permitted with the school's approval. Only Early Admission students may register for 8-week courses.
  3. Write/type in the Course Registration Number (CRN), course subject and number, section, course name, days and time.
  4. Identify alternate courses in case a selected class is not available.
  5. Make sure course locations and times suit your schedule.
  6. Make sure all required signatures are on the form.

### 2. GET PARENT/GUARDIAN APPROVAL AND SIGNATURE

- Have your parent or guardian sign the Dual Enrollment Registration Form. Signatures can be typed electronically or signed. Forms without signatures will not be processed.
- Click the "Finished" button at the bottom to save the document as a PDF, name the file and send it to your counselor for review and approval.

### 3. HIGH SCHOOL COMPLETES THE EFSC DUAL ENROLLMENT REGISTRATION FORM

- Your high school counselor fills out the Registration Form with approved courses, including alternate courses in case a class is full.
- The counselor signs the form and sends it back to the student for submission to EFSC.



#### DOCUMENT CHECKLIST

At this point, you should have completed, signed and saved the Dual Enrollment Registration Form. Do you have your document ready to upload? Incorrect and blank student forms are the most common hold-ups for registration.

#### EFSC DUAL ENROLLMENT REGISTRATION FORM ACCURACY CHECK

- ✓ Are the course subject, number, section, CRN, dates, and times included?
- ✓ Do you have three signatures: school counselor, parent/guardian, student?

### 4. LOG IN TO MYEFSC & UPLOAD TO DROPBOX

- [Log in to myEFSC](#) (Need login assistance? Review our quick one-minute video)
- Scroll down to the Student Document Dropbox section.
- Click "Choose File." This will prompt a window to access the file location on your computer.
- Navigate to the file on your computer, select it and click "Open."
- Under "Send To:" click the drop-down arrow for "---Select Office---" and choose "Advising."
- Click "Upload" and your file will be sent to the Advising team for further action.




# WHAT'S NEXT?

**CHECK YOUR TITAN EMAIL:** You're almost finished! After you submit your registration form in the dropbox, check your Titan email for messages from EFSC. Messages might also be left for you in the document dropbox, so check there as well. You will be notified if selected courses or alternates are not available or if information is missing. An advisor cannot process your registration unless all information is correct, so check your Titan email and voicemail regularly.

**CHECK YOUR SCHEDULE:** You may print a copy of your schedule by logging in to myEFSC, select EFSC Titan Web > Student Services> Registration> Student Detail Schedule or Student Schedule by Day and Time.

## SAMPLE REGISTRATION FORM



**EFSC DUAL ENROLLMENT REGISTRATION FORM**

CAMPUS: c  M  #  Y       TERM: Fall  Spring  Summer  Year \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ GRADUATION (M/Y) \_\_\_\_\_

OR \_\_\_\_\_

(PRINT) LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ EFSC ID NUMBER (if) \_\_\_\_\_ DOB \_\_\_\_\_

**HIGH SCHOOL COUNSELORS: COMPLETE QUESTIONS 1-5, THEN SIGN FORM & FORWARD TO STUDENT**

1) CHECK SELECTED DUAL ENROLLMENT OPTION  
 PT Dual Enrollment Max. 3 courses per Term; 1 Summer       FT Dual Enrollment Min. 12 credits/4 courses Spring  
 Collegiate HS Max. 3 courses per Term; 2 Summer       Early Admission Min. 12 credits/4 courses Fall & Spring

2) CHECK PROGRAM:  AA  AS  CCC  CTC      Intended Major if AA or Program of Study if AS, CCC, or CTC \_\_\_\_\_

3) TEST(S) USED TO QUALIFY FOR DUAL ENROLLMENT:  PERT/ACCUPLACER  ACT  SAT  ALTERNATIVE MEASURE

4) GRADE LEVEL \_\_\_\_\_ UNWEIGHTED GPA \_\_\_\_\_ APPROVED # OF COURSES \_\_\_\_\_

5) If a course is not available, may the advisor recommend an alternative from the BPS/EFSC Approved List?  YES  NO

Special directions/restrictions:			
	EFSC Course Options (i.e., ENC 1101)	Course Title (i.e., Composition 1)	High School Requirement Met (Eng/Math/30 Sci/Port Art/Elective)
1			
2			
3			
4			
5			
Alternate			
Alternate			

SCHOOL COUNSELOR SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENTS: LIST REQUESTED EFSC COURSES, INCLUDE SIGNATURES, AND FOLLOW DIRECTIONS BELOW**

Course CRN	Course Subject & Number	Section	Course Title	Days	Time
Ex. 41875	ENC 1101	01M	Composition 1	MW	10:55-12:05

Alternate \_\_\_\_\_  
Alternate \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ SS \_\_\_\_\_ Phone# \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Students: When you complete this form, click on Finished. Save form as a PDF and forward to guidance counselor for approval. Make any required changes by clicking the Edit button. Click Finished again to save changes. Upload completed and signed form to EFSC Student Dropbox (Advising) to register.

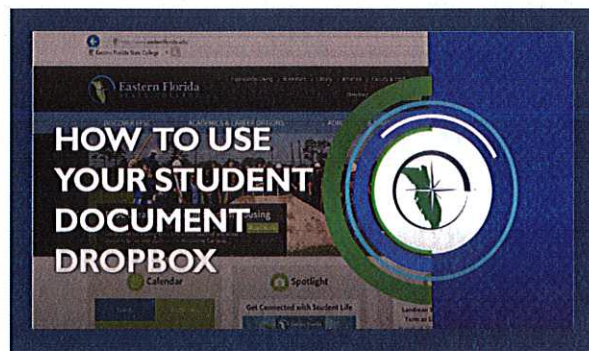
Finished Edit SCA-060 R100520

*EFSC Dual Enrollment Registration Form*

## HELPFUL VIDEO RESOURCES



**HOW TO**  
*Find Your Assigned Advisor & Make an Appointment*



**HOW TO**  
*Use Your Student Document Dropbox*