CSI Dual Credit FAQ – Spring 2015 Semester

Spring Registration Deadlines:
- Spring 2015 registration materials and tuition are due (paid in full) by the close of business on Friday, February 13th. Students can be dropped for non-payment of tuition after the February 13th deadline.
- After the February 13th deadline has passed reinstatement into a class will carry with it a $75 reinstatement fee.
- Scholarship requests must be submitted to CSI by the close of business on Friday, February 13th.
- Last day to drop without a withdrawal on a CSI transcript – Friday, February 13th.
- Last day to withdraw from class without a failing grade – Friday, April 10th.

**Trimester Schools** – Please contact the Dual Credit Office for 3rd Trimester registration information

On-Line Registration:
CSI uses an on-line registration system to process dual credit applications, course registration, and dual credit tuition payment. Registration is open right now and early registration is encouraged!

- Students who have not previously registered for dual credit coursework will need to complete a two-step process-(1) apply for admission by clicking the “Apply to CSI” tab and completing the Dual Credit Admission Application online at mycsi.csi.edu and (2) register for class by logging into mycsi.csi.edu and completing a course search on the instructor’s name.
- Returning dual credit students, those who have already taken dual credit, coursework will only need to register for their classes in the spring semester (a one-step process).
- A returning student can log into MyCSI to register using their CSI student ID numbers and 8-digit birthdate as their PIN. If students need to retrieve their CSI ID number they can contact Admissions and Records at 208-732-6795, or dual credit instructors from the fall semester have CSI ID numbers for students on their class rosters that can be accessed through the faculty portal of MyCSI.

Tuition/Payment/Scholarships:
- Scholarship money is available through the College Access Challenge Grant (CACG) and the CSI Foundation. Both scholarships are “need based” (qualification for F/R lunch or extenuating circumstances). Scholarship forms may be obtained from the counseling center at your local high school or by request from the CSI Dual Credit Office.
- Payment link for “Money Matters” (CSI Payment Queue) - https://mycsi.csi.edu/ics

Placement Requirements for Math, Physical Science, and Language Arts:
Students who take dual credit coursework in English, Mathematics, and Physical Science are required to be properly placed into classes according to CSI policy through one of the following methods:
1. Placement based on COMPASS test results
2. Placement based on a cross-over comparison of the ACT or SAT test results.
3. Submission of a Dual Credit Placement Release

Students will not be able to register for dual credit coursework in the content areas mentioned above until appropriate placement scores are submitted to the College of Southern Idaho or a “Dual Credit Placement Release” form has been submitted in lieu of placement scores. **CSI strongly recommends that all students are appropriately placed according to COMPASS or ACT/SAT test scores.**

Dual Credit Contact Information:
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