



**2018-2019**  
**CSI Student & Parent Dual Credit Information**

2018-2019 Dual Credit Deadlines			
Term	Admission Deadline	Registration Deadline	Certificate of Residency Deadline
Summer 2018	Friday, June 8, 2018	Friday, June 15, 2018	No Certificate Required
Fall 2018	Friday, September 21, 2018	Friday, September 28, 2018	December 1, 2018
Yearlong Classes	Friday, February 15, 2019	Friday, February 22, 2019	May 1, 2019
Spring 2019	Friday, February 15, 2019	Friday, February 22, 2019	May 1, 2019
3rd Trimester	Friday, March 22, 2019	Friday, March 29, 2019	May 1, 2019

- **Admission Deadline**-new students, those who have never taken CSI Dual Credit Courses before, must apply online for admission to the CSI Dual Credit Program by the deadline listed above for each term.
- **Registration Deadline**-students must be registered in their dual credit courses by the close of business on the deadline listed above for each term.
- **Important Certificate of Residency Update**- Students who use Fast Forward funds no longer need to fill out the Certificate of Residency Form but will need to accurately report the county that they live in. If a student pays for a college course via other means, (such as out of pocket,) the student will be required to submit a Certificate of Residency Form to their county by the deadlines listed above.
- Students may drop a class and receive a tuition refund, and the course will not be recorded on the transcript, until the close of registration for that specific term.
- After the drop deadline, students may withdraw until the close of business on the withdraw deadline for their specific course. A withdraw does not qualify for a tuition refund and the student would receive a “W,” indicating they did not complete the course, on their transcript. The withdraw deadline for each specific course can be found on the student’s CSI class schedule. Students can view or print their CSI schedule by logging into MyCSI, clicking on the orange “My Documents” box, and then choosing the “My Schedule” link to generate a schedule report.

**Placement Requirements for English, Math, and Physical Science:**

Students who take dual credit coursework in English, Math, and Physical Science are required to be appropriately placed into classes according to CSI policy through one of the following methods:

1. Placement based on The ALEKS Placement Test for math placement.
2. Placement based on The Write Class Placement Survey for English placement.
3. Placement based on a cross-over comparison of the ACT or SAT test results.

Students will not be able to register for dual credit coursework in the areas mentioned above until proper placement scores are submitted to CSI 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 ALEKS, The Write Class, or ACT/SAT test scores. **Placement guides can be found online at <http://advising.csi.edu/newStudents.asp#placement>.**

## **Online Admission Application and Registration:**

CSI uses an online system to process dual credit admissions and course registration. Students are encouraged to apply for admission early! Read on for step-by-step admission and registration instructions for new and returning students.

## **New Dual Credit Student Instructions**

**Students who've never taken a dual credit course through CSI will need to complete the steps listed below to apply for admission and enroll in a dual credit class. If you've already taken a dual credit course through CSI, please refer to the Returning Dual Credit Student Instructions listed further down the page.**

1. Apply for Dual Credit Admission **online** at [www.csi.edu](http://www.csi.edu) (click the “**Apply**” checkmark icon located at the top right of the page then look for the **Dual Credit** Application.) Complete and submit your Dual Credit Admission Application online. Once your Application is reviewed and processed, within several business days of submission, you'll receive two emails, one of which will confirm your acceptance into the Dual Credit Program and include your CSI student ID number, and the other will contain your CSI login information along with instructions on how to register for courses. If you do not receive a response from CSI within 5 business days, please contact us at 208-933-2320. Please note that applying for admission and registering for classes online are **two separate** processes.
2. After you've received your CSI login information, you're ready to register for dual credit classes **online** by completing these steps-
  - Log in to [my.csi.edu](http://my.csi.edu) using your new **CSI login information** and your password.
    - Your password is your date of birth in the format of mmddyyyy.
  - Hover over **Academics** tab at the top of the screen and select **All Courses**.
    - Click on the **Courses Search** box.
  - Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses using the **Faculty** drop down menu to find your instructor's last name and click the **Search** button. Otherwise, select “Dual Credit” from the **Campus** drop down menu and then select your high school from the **Building** drop down menu and click the **Search** button. If you're registering for an IDLA class, you'll need to choose “Idaho Digital Learning Academy” as the high school.
  - Find your course and select the **Add** checkbox to the left of the course, and click the **Add Courses** button at the bottom of the page to add the class to your schedule.
    - If you're unable to register for a class due to a required prerequisite, you may need to submit Placement scores to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.
  - You are now registered for your class. If you'd like to add another course, repeat the steps listed above.
3. **Submit a Certificate of Residency Form**-Once you have finalized your registration, you'll need to submit a Certificate of Residency form to your county by the deadline. The Certificate of Residency form can be found online at <http://csi.edu/CountyResidency>.
4. **Fast Forward**-If you'll be using Fast Forward funds to assist with the cost of your class, you'll need to submit a funding request in the Advanced Opportunities Portal. Please visit <https://advancedops.sde.idaho.gov/> or speak with your school counselor/administrator for more information.

## **Returning Dual Credit Student Instructions**

**If you've already taken dual credit coursework through CSI, please complete the steps listed below to enroll.**

*\*As of spring 2018, a new CSI account login was created for all active students. The new CSI login must be used to access all CSI online services including MyCSI, Canvas, student email, etc... Students can retrieve their new CSI login information online at [www.csi.edu/account](http://www.csi.edu/account). When retrieving your CSI login, if you've forgotten your CSI Student ID Number, please contact us, there is no need to re-apply for admission.\**

1. Log in to [my.csi.edu](http://my.csi.edu) using your new **CSI login information** and password.
  - Your password is your date of birth in the format of mmddyyyy.
  - Hover over **Academics** tab at the top of the screen and select **All Courses**.
    - Click on the **Courses Search** box.

- Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses using the **Faculty** drop down menu to find your instructor’s last name and click the **Search** button. Otherwise, select “Dual Credit” from the **Campus** drop down menu and then select your high school from the **Building** drop down menu and click the **Search** button. If you’re registering for an IDLA class, you’ll need to choose “Idaho Digital Learning Academy” as the high school.
  - Find your course and select the **Add** checkbox to the left of the course, and click the **Add Courses** button at the bottom of the page to add the class to your schedule.
    - If you’re unable to register for a class due to a required prerequisite, you may need to submit Placement scores to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.
    - You are now registered for your class. If you’d like to add another course, repeat the steps listed above.
2. **Submit a Certificate of Residency Form**- Once you have finalized your registration, you’ll need to submit a Certificate of Residency form to your county by the deadline. The Certificate of Residency form can be found online at <http://csi.edu/CountyResidency>.
  3. **Fast Forward**-If you’ll be using Fast Forward funds to assist with the cost of your class, you’ll need to submit a funding request in the Advanced Opportunities Portal. Please visit <https://advancedops.sde.idaho.gov/> or speak with your school counselor/administrator for more information.

**CSI and Dual Credit Contact Information:**

Phone: 208-933-2320

Email: [dualcredit@csi.edu](mailto:dualcredit@csi.edu)

Visit us online at [www.csi.edu/dual-credit](http://www.csi.edu/dual-credit)