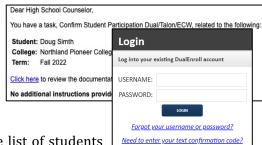# High School Registration Tasks

Welcome to the dual enrollment program at Allen Hancock College College! Hancock College provides a convenient online registration process using DualEnroll.com. Here's ow to complete the College user tasks.
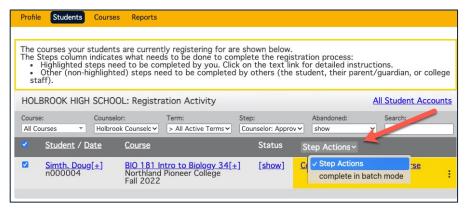
You will receive an email notification when a task has been assigned to you. Click on the blue link in email to log on system. *Be sure to check your Junk/SPAM folder if you are not receiving emails.*

You can also **login directly** by going to the URL listed below and entering your login credentials:
https://hancockcollege.dualenroll.com

> Dear High School Counselor,
>
> You have a task, Confirm Student Participation Dual/Talon/ECW, related to the following:
>
> **Student:** Doug Simth
> **College:** Northland Pioneer Colleg
> **Term:** Fall 2022
>
> Click here to review the documentat
>
> **No additional instructions provid**

> **Login**
>
> Log into your existing DualEnroll account
>
> USERNAME:
> PASSWORD:
>
> [LOGIN]
>
> *Forgot your username or password?*
> *Need to enter your text confirmation code?*

Click on the **Student** tab at the top of your dashboard to access the list of students who have initiated registration with the system.

The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations. Use the **Counselor** drop down to select a specific counselor or **All Counselors** to get a list of all registrations with an open High School step.

All Student Accounts

From the **Students** tab click on **All Student Accounts** to search for an individual student, even if they do not have registration activity.

- **DE Account Not Yet Confirmed**: the student has created an account but has not yet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- **Application Incomplete**: the student has created their account and started, but not finished their application. You can delete their account and have them start again.
- **Application Complete**: the student has completed their application but has not registered for courses
- **Registration Activity**: the student has registered for a course. Status will be visible on the Students tab.
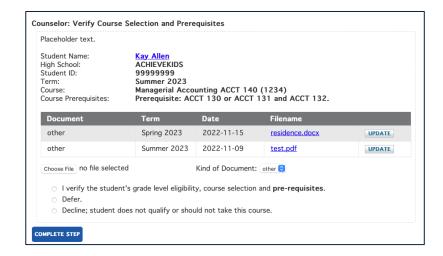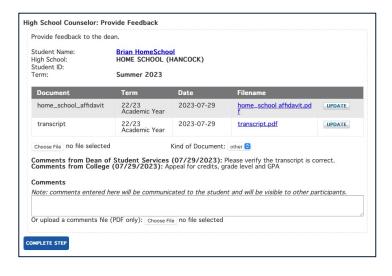
High School Registration Tasks

High School Counselor: Verify Course Selection and Prerequisites

Upload the student's high school transcript or other documents when needed.

You need to check the checkbox saying you reviewed the student's eligibility to take the course.

Click **COMPLETE STEP** when done.

Counselor: Verify Course Selection and Prerequisites

Placeholder text.

Student Name: **Kay Allen**
High School: **ACHIEVEKIDS**
Student ID: **99999999**
Term: **Summer 2023**
Course: **Managerial Accounting ACCT 140 (1234)**
Course Prerequisites: **Prerequisite: ACCT 130 or ACCT 131 and ACCT 132.**

Document	Term	Date	Filename	
other	Spring 2023	2022-11-15	residence.docx	UPDATE
other	Summer 2023	2022-11-09	test.pdf	UPDATE

Choose File no file selected   Kind of Document: other ⌄

○ I verify the student's grade level eligibility, course selection and **pre-requisites**.
○ Defer.
○ Decline; student does not qualify or should not take this course.

COMPLETE STEP

High School Counselor: Provide Feedback

Provide feedback to the dean.

Student Name: **Brian HomeSchool**
High School: **HOME SCHOOL (HANCOCK)**
Student ID:
Term: **Summer 2023**

Document	Term	Date	Filename	
home_school_affidavit	22/23 Academic Year	2023-07-29	home_school affidavit.pdf	UPDATE
transcript	22/23 Academic Year	2023-07-29	transcript.pdf	UPDATE

Choose File no file selected   Kind of Document: other ⌄

Comments from Dean of Student Services (07/29/2023): Please verify the transcript is correct.
Comments from College (07/29/2023): Appeal for credits, grade level and GPA

Comments
Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): Choose File no file selected

COMPLETE STEP

High School Counselor: Provide Feedback

You will get this step during a student appeal process when the Dean of Student Services requests information from you,

You can upload a file and enter text in the **Comments** box.

Click **COMPLETE STEP** when done.