



Welcome to the dual enrollment program at Northland Pioneer College!  
NPC provides a convenient online registration process using DualEnroll.com. Here's how to register for your NPC course(s).

## First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <https://hancockcollege.dualenroll.com> and using the link to create a new account.

Complete the **New Student Account Creation** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (\*) are required. You must provide either the student email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **CREATE ACCOUNT**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

NPC has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields marked with an asterisk.

**Login**

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

New students

CREATE MY ACCOUNT

Create your account — Required fields are marked with a \*

Please DO NOT create another account if you have already used DualEnroll with another college. Just go back to the sign page and log in with your existing account. Your DualEnroll account will work with any DualEnroll college.

HIGH SCHOOL:

CREATE LOGIN:  Password must be at least 6 characters long

CREATE PASSWORD:

RETYPE PASSWORD:  Please use STUDENT's correct legal name:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

DATE OF BIRTH:  yyyy-mm-dd

EMAIL:  Provide at least one contact method for student. DO NOT use parent contact information.

CELL PHONE (text messages):  ex: 703-555-1212

I prefer not to provide a cell phone

I'm not a robot

CREATE ACCOUNT

Violet Roth | Help | Logout

Profile
Courses
Status

Violet Roth - ACHIEVEKIDS

Please complete the Application Steps for Allan Hancock College

First Name \*  Middle

Violet

Last Name \*

Roth

Birthdate \*

2007-01-01

Phone Number \*

Student Email \*

rothv\_ahc@testde3.c

UPDATE

Amy Lompoc - LOMPOC HIGH

Provide your H Student ID number and apply to AHC (if applicable)

Read the options below to complete the step that is correct for you.

I have an ACH student ID number and am a new student OR I have taken classes in the last two semesters.

1. Enter your ACH student ID number below

2. Complete by using "Update" below

I do not have an ACH student ID number OR I have one but have NOT taken classes in the last two semesters.

1. [Apply for the upcoming term](#)

2. Enter your ACH student ID number below

3. Complete by using "Update" below

See **\*\*\*IMPORTANT\*\*\*** message below.

ACH Student ID Number: \*

The format of the ID is: HXXXXXXXXX, for example H10012345

IMPORTANT!!! If you have just completed your admissions application, you MUST wait four hours AFTER receiving your welcome message email from ACH BEFORE using the update button.

UPDATE

APPLICATION STEPS

Account

Student Information

Student Number

Terms and Conditions

FERPA Consent

Parent Information

High School

Emergency Contact

### Step 1: Student Information

Enter contact information and answer questions.

### Step 2: Student Number

Enter student Hancock College student number.

# First Time Students - Create an Account

**Violet Roth - ACHIEVEKIDS**

**Allan Hancock College Terms and Conditions**

Allan Hancock College Terms and Condition for College Now! (CN) and Concurrent Enrollment (CE)

- All high school students must first meet with their high school counselor or guidance technician to discuss eligibility for enrollment. A principal or designee must approve selected coursework which indicates to Allan Hancock College that the coursework is not available at the high school.
- The College Now! (CN) is open to high school students in junior or senior status; only Concurrent Enrollment (CE) is open to grades 9 through 12. CN and CE students may take up to a maximum of 6 units in summer, fall, and spring semesters and winter intersession.
- CN and CE students must complete the Allan Hancock College online credit admissions application. Additionally, students must complete the DualEnroll.com online registration process for each term.

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions**
- FERPA Consent
- Parent Information
- High School

## Step 3: Terms and Conditions

Accept the college terms and conditions.

**Violet Roth - ACHIEVEKIDS**

**Allan Hancock College FERPA Consent**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Allan Hancock College receives a request for access. Students should submit to the Director of Admissions Office written requests that identify the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Allan Hancock College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Allan Hancock College decides not to amend the record, the record decision is for amendment to be provided.
- The right to request that Allan Hancock College disclose education records in position of company attorney, agent, do similar activities; Trustees; grievance her tasks; Hancock; would oth education order to f guidelines consent t
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**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School
- Emergency Contact

## Step 4: FERPA Consent

Acknowledge your consent to share your information.

**Violet Roth - ACHIEVEKIDS**

**Parent or Guardian Contact Information**

Parent Or Guardian Name: \*

Relationship: \*

Contact Preference: \*

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information**
- High School
- Emergency Contact

## Step 5: Parent Information

Enter parent contact preference and information. Parent contact information must be different than the student contact information.

**Violet Roth - ACHIEVEKIDS**

High School (change if incorrect)  
ACHIEVEKIDS

High School Grade: \*

High School Counselor: \*

**UPDATE**

**Uylesses Roth - HOME SCHOOL (HANCOCK)**

High School (change if incorrect)  
HOME SCHOOL (HANCOCK)

High School Grade: \*

My parent is also my home school approver

**Approver Contact Information**

Approver Name: \*

Contact Preference: \*

Approver Email:

Verify Approver Email:

Approver Cell Phone:

Verify Approver Cell Phone:

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School**
- Emergency Contact

## Step 6: High School

Update your High School if needed. Enter your Expected Graduation Date and select your HS counselor.

Click **UPDATE** when complete.

Home schooled students will be asked to enter an approver name and email/phone.

## Step 7: Emergency Contact

Enter your emergency contact information.

**Violet Roth - ACHIEVEKIDS**

**Emergency Contact**

Please enter emergency contact information.

Name: \*  
Mother Belcher

Call Phone Number: \*  
800512345632

**UPDATE**

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Emergency Contact**

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

**Your account is now ready for use, and you can begin registering for courses.**



## Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
CO01 Spring 2023		InstructorAchieve1 Hancock	Main Campus	M W F (Face-to-face) 9:00am-1:00pm	05/03/18 - 08/31/18	Register Complete?
DO01 Spring 2023		InstructorAchieve1 Hancock		Tu Th (Face-to-face) 11:30am-1:30pm	05/02/18 - 08/30/18	Register Complete?
				(Face-to-face)	05/03/18 - 08/31/18	Register

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which NPC courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Filter by Program to see NAVIT specific courses.

Click on the course name to see the detailed class description and available sections

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

You will get a pop-up window telling you if you chose more than 6 credits or when the course has a pre-requisite

Your part of the registration is done for now. You may choose to: select **request another course**, **view current status**, or **logout**. You will receive an email from Hancock letting you know when your registration is complete or if they need more information from you.

**Enjoy your class!**

The courses you are currently registering for are shown below.

No Further Actions Required

You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.

Please select one of the options below:

request another class | view current status | logout



## Student Guide - Course Registration

### Student: Resolve Credit Hold or Other Issue

You will get a notification and need to complete this step when your registration was rejected because of a credit hold or other issue at the college.

Read the comments to find out what you are to do to resolve the issue.

You can upload your transcript or other documents requested.

After you resolve issue click **COMPLETE STEP** when done.

**Student: Resolve Credit Hold or Other Issue**

Resolve Credit Hold or Other Issue.

Student Name: [Violet Roth](#)  
 High School: ACHIEVEKIDS  
 Student ID:  
 Term: Spring 2023  
 Course: Financial Accounting ACCT 210 (C001)

Document	Term	Date	Filename	
transcript	22/23 Academic Year	2023-03-08 DE Admin	<a href="#">transcript.pdf</a>	<input type="button" value="UPDATE"/>

Choose File  Kind of Document: other

**Comments from College (03/08/2023):** Resolve issue

**Comments**  
*Note: comments entered here are private and will be visible only to other participants with approval roles.*

Or upload a comments file (PDF only):

Private?

### Student: Appeal

You get a notification and need to complete this step when your registration was rejected because you need to apply for an appeal in order to register for courses.

Read the comments to find out the appeals for which you should apply.

Click on the checkbox of each appeal you request.

If you are appealing for additional credits, enter the total number of credits you want to be allowed to take for the academic term.

Click **COMPLETE STEP** when done.

**Student: Submit Appeal**

I wish to appeal the following. I have provided by justification below and uploaded any relevant documents. Please write a detailed statement explaining why it is important to approve this appeal.

Course prerequisites  
 High school out of county (outside of SB or SLO county)  
 Grade level (freshman or sophomore only)  
 AHC GPA below 2.0  
 Total number of units requested:

**Failed Registration Disposition**  
 BUS 101 Introduction to Business

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	<a href="#">home_school_affidavit.pdf</a>	<input type="button" value="UPDATE"/>
transcript	22/23 Academic Year	2023-07-29	<a href="#">transcript.pdf</a>	<input type="button" value="UPDATE"/>

Choose File  Kind of Document: transcript

**Comments from College (07/29/2023):** Appeal for credits, grade level and GPA

**Comments**  
*Note: comments entered here are private and will be visible only to other participants with approval roles.*

Or upload a comments file (PDF only):

Private?



## Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent for a given course. Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.

The notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

DualEnroll.com: Action Required (ref #14031) Today at 11:47 AM

**N** noreply@dualenroll.com <noreply@dualenroll.com>  
To: aberoth@testde3.com

Dear Parent/Guardian,

Please click on the link below to provide your consent for your student take Dual or Concurrent Enrollment courses at Bakersfield College this term. If you have any questions, please email us at [earlycollege@bakersfieldcollege.edu](mailto:earlycollege@bakersfieldcollege.edu).

Por favor haga clic en el enlace a continuación para dar su consentimiento para que su estudiante tome cursos de inscripción dual o concurrente en Bakersfield College este trimestre. Si tiene alguna pregunta, por favor envíenos un correo electrónico a [earlycollege@bakersfieldcollege.edu](mailto:earlycollege@bakersfieldcollege.edu).


**Student/Alumno:** Brian HomeSchool  
**College/Colegio:** Allan Hancock College  
**Term/Termino:** 22/23 Academic Year

[Review the documentation and complete your task.](#)  
[Revisa la documentación y completa tu tarea.](#)

**No additional instructions provided for this task.**

Note: You have received this email because Brian provided it as Brian's parent/guardian's email address on the dualenroll.com website when Brian signed up for the class.

Nota: Ha recibido este correo electrónico porque Brian lo proporcionó como la dirección de correo electrónico del padre/tutor de Brian's en el sitio web dualenroll.com cuando Brian se inscribió en la clase.



### Parent: Provide Consent

Mostrar en Español

Your student has signed up to take one or more courses with Alan Hancock College (AHC).

Brian HomeSchool

I authorize my student to enroll in the Alan Hancock College courses this term and understand the dual and concurrent enrollment program requirements and the college policy. Although special admit students may be minors, Alan Hancock College adheres to the student privacy laws set forth by FERPA; therefore, any information regarding attendance, grades, behavior, etc. will not be shared with the parent or legal guardian unless they are listed on the FERPA Consent Form in DualEnroll.com or through Admissions and Records at Alan Hancock College.

High school students are limited to part time status only. Fall and Spring Semester – no more than 11 units, Summer Semester – no more than 7 units. High school students may not enroll in remedial (non-transferable) Math or English courses, Academic Development (ACDV) or in Physical Education (PHED) courses. If students enroll in courses not included in this application, they will be dropped without notification.

Sign electronically by entering your first and last name   
Click 'Complete Step' to give permission for your child to take this course and agree to the above

**COMPLETE STEP**

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at NPC.

Click **COMPLETE STEP**.



## Home School Approver

### Parent: Upload Documents

For Home School students, their parent/guardian will receive a notification with a link that will open a webpage for their parent to upload the home school affidavit and student transcript.

Click **COMPLETE STEP** when done.

DualEnroll.com: Action Required (ref #14031)

noreply@dualenroll.com <noreply@dualenroll.com>  
To: abernth@resttel3.com

Today at 11:31 AM


Dear Approver,

You have a task, Upload Documents, related to the following:

**Student/Alumno:** Brian HomeSchool  
**College/Colegio:** Allan Hancock College  
**Term/Termino:** 22/23 Academic Year

[Review the documentation and complete your task](#)

No additional instructions provided for this task.



**Parent: Upload Documents**

Please upload the Home School Affidavit and student transcript.

Student Name: [Brian HomeSchool](#)  
High School: HOME SCHOOL (HANCOCK)  
Student ID:  
Term: 22/23 Academic Year

Choose File no file selected      Kind of Document  home\_school\_affidavit transcript

**COMPLETE STEP**