



**2017-2018**  
**CSI Student & Parent Dual Credit Information**

**Deadlines:**

2017-2018 Dual Credit Deadlines			
Term	Admission Deadline	Registration/Drop Deadline	Certificate of Residency
Fall 2017	Friday, September 22, 2017	Friday, September 29, 2017	December 1, 2017
Yearlong Classes	Friday, September 22, 2017	Friday, September 29, 2017	December 1, 2017
Spring 2018	Friday, February 16, 2018	Friday, February 23, 2018	May 1, 2018
3rd Trimester	Friday, March 23, 2018	Friday, March 30, 2018	May 1, 2018

- **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.
- **Certificate of Residency Deadline**- Students living in a county other than Ada, Canyon, Kootenai, Jerome, or Twin Falls must submit one Certificate of Residency Form (per academic year) to their county by the deadlines listed above. Students are encouraged to submit their Certificate of Residency Form to their county at the time of registration.
- Students may drop a class and receive a tuition refund 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. 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 “Records and Registration” tab at the top of the screen, and then within the “My Documents” box, click the “My Schedule” link to generate a schedule report listing the course’s drop and withdraw deadlines.

**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, course registration, and tuition payment. Students are encouraged to apply for admission early!

## New Dual Credit Student Instructions

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

1. Apply for Dual Credit Admission **online** through [mycsi.csi.edu](https://mycsi.csi.edu) (click the “**Apply to CSI**” tab located at the top of the screen then click the “**Dual Credit Application**” link to begin the application.) Complete and submit your Dual Credit Admission Application online. Once your Application is processed, within several business days of submission, you’ll be sent an admission letter to the email address you provided on the application. The admission letter will contain your CSI Student ID Number and instructions for registering for your dual credit classes online. If you do not receive your admission letter 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 admission letter with your CSI Student ID Number, you’re ready to register for dual credit classes at CSI. Register **online** by completing these steps-
  - Retrieve your temporary PIN online at [https://mycsi.csi.edu/ICS/Retrieve\\_PIN/](https://mycsi.csi.edu/ICS/Retrieve_PIN/) to access [mycsi.csi.edu](https://mycsi.csi.edu) for registration.
  - Log in to [mycsi.csi.edu](https://mycsi.csi.edu) using your CSI Student ID number and temporary PIN.
  - Click on **Records and Registration** tab and select **Course Search**.
    - You may need to complete a Personal Information Update before you can register each term.
  - Select the **Term** in which you wish to enroll, if you are registering for a yearlong course, you will need to choose the Spring term. 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 are 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 are 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 you 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.

1. Using your **CSI Student ID Number**, you are ready to register for dual credit classes at CSI. If you have forgotten your CSI Student ID Number, please contact us, there is no need to re-apply for admission. Register **online** by completing these steps-
  - Log in to [mycsi.csi.edu](https://mycsi.csi.edu) using your **CSI Student ID number** and **8 digit date of birth, for example if your date of birth is May 9, 2000, you would enter 05092000**.
  - Click on **Records and Registration** tab and select **Course Search**.
    - You may need to complete a Personal Information Update before you can register each term.
  - Select the **Term** in which you wish to enroll, if you are registering for a yearlong course, you will need to choose the Spring term. 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 are 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 are 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.
- **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>.
- **Fast Forward**-If you'll be using Fast Forward funds to assist with the cost of you 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/dualcredit](http://www.csi.edu/dualcredit)

Find your High School's dedicated Dual Credit Coordinator Online at-  
[http://www.csi.edu/prospectiveStudents\\_/highSchool/dual-credit-regions-map.asp](http://www.csi.edu/prospectiveStudents_/highSchool/dual-credit-regions-map.asp)