

Attention: Concurrent Enrollment Candidate

Fall 2017 – **DSU ONLINE REGISTRATION INFORMATION**

Before reading any further, you must have completed your one-time application to DSU. If you have not been admitted yet, you must complete the online application concurrent.dixie.edu/admission. Approximately two weeks after you have completed the application process, you will receive, by regular mail, an acceptance letter from DSU including your 8-digit Dixie ID. If you think you may have applied in the past but did not actually register for courses, please call Sheila Cannon at 652-7739 and she can verify your status.

- Attached please find a registration form for DSU Concurrent Enrollment classes offered online through the main campus. Registration for online classes began on Monday, August 21, 2017. NOTE: If you are registered at the high school and show up on their system, this does **NOT** automatically register you at DSU. A completed registration form (below) with all required documentation is required to complete this process.
- This form is **NOT** for courses taught for university credit on your high school campus or on the main campus of the university. Classes in those locations have forms of their own, which need to be filled out separately. Please remember that you will receive both university and high school credit for this registration so again, make sure you have talked to your high school counselor. Also, remember that the two registrations are independent of each other. You must submit a registration form to the university to be placed in the university course.
- **All registration forms are due in the DSU Concurrent Enrollment Office on or before Friday, Aug 18, 2017. You may deliver the form to the Concurrent Enrollment Office, which is located at 46 South 1000 East in St. George, M-F, 8 am-5 pm. Do NOT submit this form to your high school counselors. Registrations will be processed on a first-come, first-registered basis. Once the class limit has been met, registration will close for that class.**
- Partial tuition payments and the admission fee will be paid online through your MyDixie account. Your balances will not be visible until after July 1, 2017 so you will not need to pay until after that date.
- If you have just completed the one-time admission online, at the same time you are submitting this fall semester registration form, make sure that you attach a high school transcript and placement test scores to the registration form. Approximately two weeks after you submit your registration form, please check your MyDixie account (your DSU Power School) for confirmation of your class registration as well as a receipt for your partial tuition payment. The link is located in the upper right hand corner of the DSU website homepage – www.dixie.edu. You will need your Dixie ID# to log in to your account. There is an option in the login to choose “Forgot Pin” if you cannot remember what you have set up. You may also call the helpdesk at 879-4357 for assistance in recovering your login information. You will have received an admission letter from us a few weeks after completing the online admission form. If you are just now completing the admission form, you will need to wait for your admission letter to be able to log on to your MyDixie account.
- Parent Permission Form. A signed permission form is required to process any registrations. The form is on the back of the registration form itself. Please have your parent read it carefully and sign. Unsigned forms will be returned to you and you may lose your registration spot because of the delay.
- **For questions, please call Sheila Cannon, 652-7739, M-F, 8am-5pm or email her at sheila.cannon@dixie.edu**

Only for DSU Online Class Registrations – DUE FRIDAY, AUG. 18, 2017
Please read instructions on attached page before completing the form

DSU ID (If you have one): _____ Name: _____ High School: Mountain Heights Academy Contact Phone: _____

If you are planning to take CE courses on the high school or university campus, you will need a separate registration form. Check with your counselor to make sure classes fit your CCR plan.

Plan to log in to your online course within the first three days of the semester. Go to <http://www.dixie.edu>, and choose Canvas from the links in the left pane. Follow log in instructions. After logging in, click on Courses, and select specific course numbers. Follow directions for getting started in your class. Be sure that this registration fits with your CCR at the high school.

****DSU partial tuition and fees will be posted on your MyDixie account. No payment is required at this time.**
Please see payment options on <https://concurrent.dixie.edu/partial-tuition-paymnets/> after July 1, 2017.

√ To Register	Course #	Name	Days/Time	ACT/Accuplacer Test Scores*	Prereq	Credits	Tuition + Fees	Do not include payment at this time. Once you are enrolled, you will log on to your MyDixie account and pay any balance owing online after July 1, 2017
	ART 1010	Introduction to Art	Online	N	N	3	\$15+\$10	
	BIO 1010	General Biology	Online	N	N	3	\$15	
	CHEM 1010	Introduction to Chemistry	Online	N	N	3	\$15	
	COMM 2110	Interpersonal Communication	Online	N	N	3	\$15	
	DES 1300	Design I	Online	N	N	3	\$15+\$25	
	ENGL 1010	Intro to Writing	Online	English: 17+/76+ Reading: 17+/66+	Must take with LIB 1010	3	\$15	
	ENGL 2010	Intermediate Writing	Online	N	ENGL 1010 or 28+ English ACT	3	\$15	
	FSHD 1500	Human Development Lifespan	Online	N	N	3	\$15	
	GEO 1010	Introduction to Geology	Online	N	N	3	\$15+25	
	HIST 1700	American Civilizations	Online	ACT Reading 17+	N	3	\$15	
	HUM 1010	Humanities Through the Arts	Online	N	N	3	\$15	
	IT 1200	A+ Computer Hardware/Windows OS	Online	N	N	3	\$15+\$25	
	LIB 1010	Information Literacy	Online	N	N	1	\$5	
	MATH 1040	Introduction to Statistics	Online	Math: 23+/89+	HS Sec. Math 1, 2 & 3	3	\$15+\$15	
	MATH 1050	College Algebra/Pre-Calculus	Online	Math: 23+/89+	HS Sec. Math 1, 2 & 3	4	\$20+	
	MUSC 1010	Introduction to Music	Online	N	N	3	\$15	
	FSHD 1500	Science Foundations of Nutrition	Online	N	N	3	\$15	
	POLI 1100	American Government	Online	ACT Reading 17+	N	3	\$15	
	PSY 1010	General Psychology	Online	N	N	3	\$15	
	PSY 1100	Human Development	Online	N	N	3	\$15	
	WEB 1400	Web Design I	Online	N	N	3	\$15	

*See course descriptions with prerequisites and placement test requirements at <http://catalog.dixie.edu/placement/>, click on course number for more information.



PARTICIPATING STUDENT INFORMATION

Legal Name: _____ Gender: _____
Birthdate (mm/dd/yyyy): _____ High School: _____
Student Phone: _____ Student Email: _____

**2017-2018 UTAH SYSTEM OF HIGHER EDUCATION
CONCURRENT ENROLLMENT PROGRAM PARENT PERMISSION FORM**

Concurrent Enrollment Program Terms and Conditions

- 1. Concurrent Enrollment (CE) provides high school students an opportunity to take classes that earn both high school and college credit.
- 2. CE classes are college classes that require rigorous academic work. Course content may include controversial cultural, religious, political, aesthetic and human sexuality topics. Students must have the maturity to engage with the material in an academically appropriate manner and the organization and time management skills to complete more rigorous and demanding work than is required in high school. Students must also meet all college/university prerequisite requirements before enrolling in a CE class.
- 3. The CE program is open to students in grades 11 and 12; students in grades 9 and 10 may be admitted on a case-by-case basis. Students must be enrolled in a Utah public high school and be counted in the average daily membership. Students who have received a diploma, whose class has graduated from high school, or who have participated in graduation exercises are not eligible to participate in the CE program. Home-schooled students are eligible to participate in CE classes with permission from their local resident high school. Home-schooled students are subject to the same obligations as any student in the CE program.
- 4. Students may enroll in up to 30 CE credits per year. A CE class may not be repeated.
- 5. CE class registrations and grades, including withdrawals, are recorded on permanent high school and college transcripts, which may later impact eligibility for scholarships and financial aid and admission to certain college or university academic programs.
- 6. Withdrawing from or failing a CE class may impact a student's ability to receive financial aid in the future or enroll in additional CE classes.
- 7. SUBMITTING THIS FORM DOES NOT ENROLL THE STUDENT IN CE CLASSES. Students must complete the college or university's online enrollment process and pay CE class tuition.
- 8. A student who wishes to withdraw from a CE class must do so through his/her high school AND the college/university.
- 9. Although CE credit transfers from one Utah public institution to another, students should consult a college/university academic advisor to make class choices that meet their educational goals and transfer as equivalent credit.
- 10. CE students must abide by the college/university Student Code of Conduct and the high school Student Code of Conduct.
- 11. Students must contact the college/university CE administrator to request accommodations for a disability that may be required under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

STUDENT ACKNOWLEDGEMENTS

- I have read and understand the terms and conditions of the CE program and wish to participate.
- I agree to abide by the terms and conditions of the CE program or risk loss of CE credit or removal from the CE program.

Student Signature: _____ Date: _____

PARENT/GUARDIAN PERMISSION TO PARTICIPATE

- I have read and understand the terms and conditions of the CE program and give permission for my child to participate.
- I understand that my child must abide by the terms and conditions of the CE program or risk loss of CE credit or removal from the CE program.

Under FERPA, an institution may disclose a student's education records to parents without the student's consent if the student is a minor and the parents claim the student as a dependent for federal taxes. The education records shared are limited to the classes in which a student is enrolled and tuition or fees owing for the classes.

I claim this student as a dependent. ___ Yes ___ No

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone: _____ Parent/Guardian Email: _____