

April 6, 2018

FALL 2018 - DSU HIGH SCHOOL CAMPUS **REGISTRATION** INFORMATION ENCLOSED

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 at <http://concurrent.dixie.edu/admission>. Instructions can be obtained from this web page, your high school teacher, or counseling office. Upon completion of the packet items, you will receive by regular mail, an acceptance letter from DSU including your credentials, i.e. 8-digit Dixie ID, etc. If you think you may have applied in the past but did not actually register for courses, please call Sheila Cannon at (435) 652-7739 and she can verify your status.

- **Attached please find a registration form for DSU Concurrent Enrollment classes that are taught on your high school campus. This registration form is NOT for classes that are held on the DSU campuses.**
- **If you are registered at the high school and the class shows on your schedule, you are NOT automatically registered at DSU. Your high school's CE registration form must be completed and submitted with all required information before this process is complete.**
- All registration forms for classes offered on your high school campus are due by the deadline listed on your registration form. Make sure that you include a **high school transcript and test scores (as applicable)** with the registration form.
- Please complete and sign the **parent permission form** that is included with the registration form.
- **Students living within the St. George area must deliver their registration form and additional paperwork to their high school counseling office by the due date listed on the form.** Staff from our office will pick everything up on the date due. Students may choose to bring their paperwork directly to the Dixie State University Concurrent Enrollment Office. Our office is located in the North Plaza Building, located at 46 South 1000 East, office #141. (This building is located just below SWIG on Tabernacle Street.)
- **Students living outside of the St. George area must deliver their registration form and additional paperwork to the individual listed on the form by the due date listed.**
- DSU has waived the \$35 admission fee for new students living in Washington County as part of our "Good Neighbor" policy; however, all students are required to pay partial tuition as listed on the registration form. Tuition payments can be paid online through your MyDixie account, no later than Sunday, September 31, 2018. You will receive, or have received previously, an admission letter, which enables you to log on to your MyDixie account. 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 to pay any balance due. The link is located in the upper right hand corner of the DSU CE homepage – www.concurrent.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.
- **For questions, please contact Kevin Simmons at (435) 652-7671 or through email at kevin.simmons@dixie.edu, or Sheila Cannon at (435) 652-7739, or through email at sheila.cannon@dixie.edu.**

Mailing Address: 225 South University Avenue - St. George, UT 84770

Phone: (435) 652-7739 Email: sheila.cannon@dixie.edu