

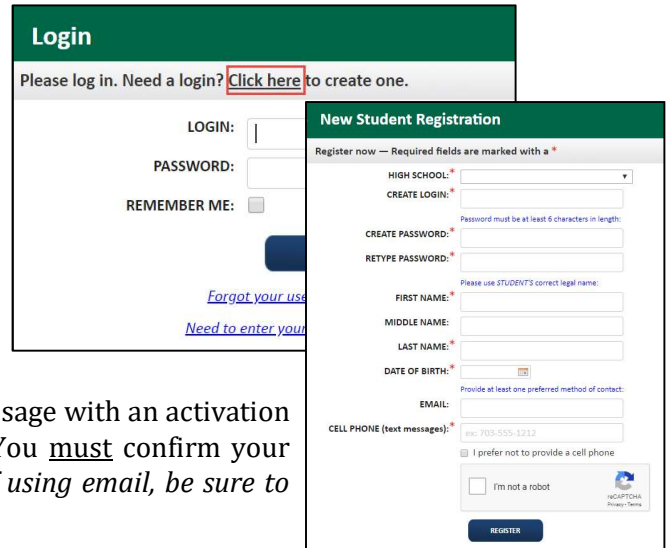
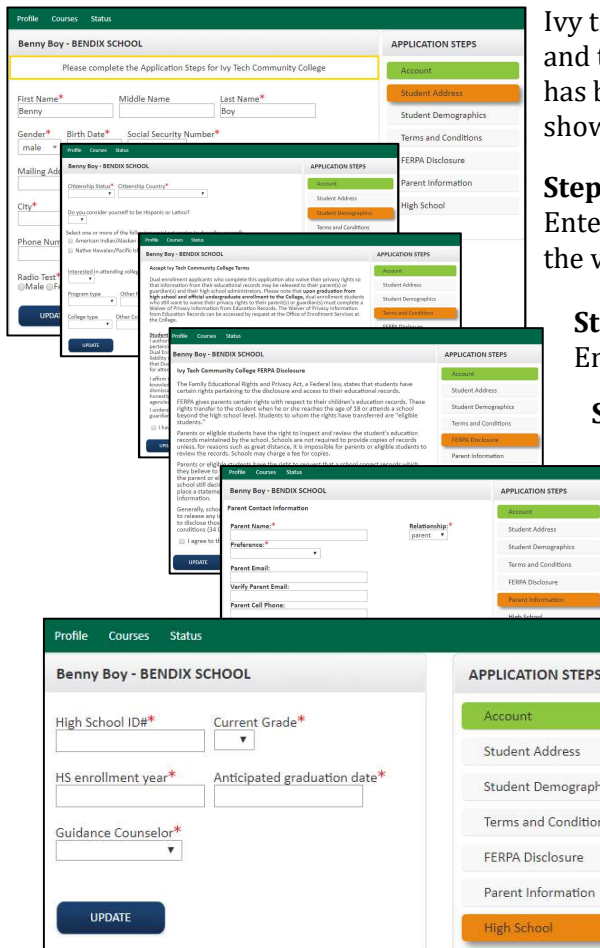
Welcome to the dual enrollment program at Ivy Tech Community College! Ivy Tech provides a convenient online registration process using DualEnroll.com. Here's how to register for your Ivy Tech course(s).

## First Time Students - Create an Account

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

Complete the **New Student Registration** 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 an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, 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.*

Ivy Tech has 6 application steps. Step names are listed on the right and the current step will be in orange until complete. After the step has been updated with all the required fields, the step name will be show in green. **Required fields will be marked with an asterisk.**

### Step 1: Student Address

Enter all required fields and click on **Update** when complete. Accept the verified address.

### Step 2: Student Demographics

Enter required Citizenship status and country

### Step 3: Terms and Conditions

### Step 4: FERPA

### Step 5: Parent Information

Enter your parent contact information

### Step 6: High School

Enter your HS information and select your guidance counselor from the dropdown list box.

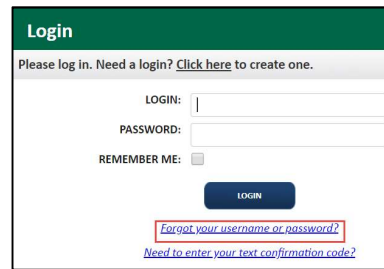
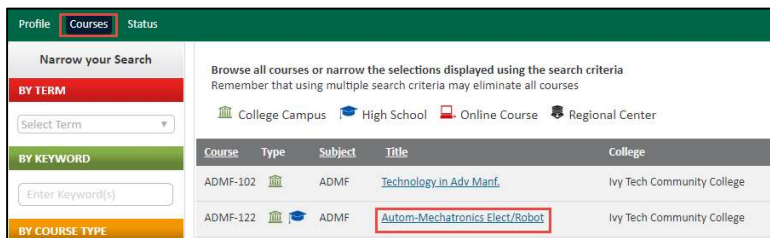
Click **Update** when complete.

You can always click on the **Profile** tab to go back to any application step and update your information.

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

## Student 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 red Help Desk button in the upper right corner of the screen.

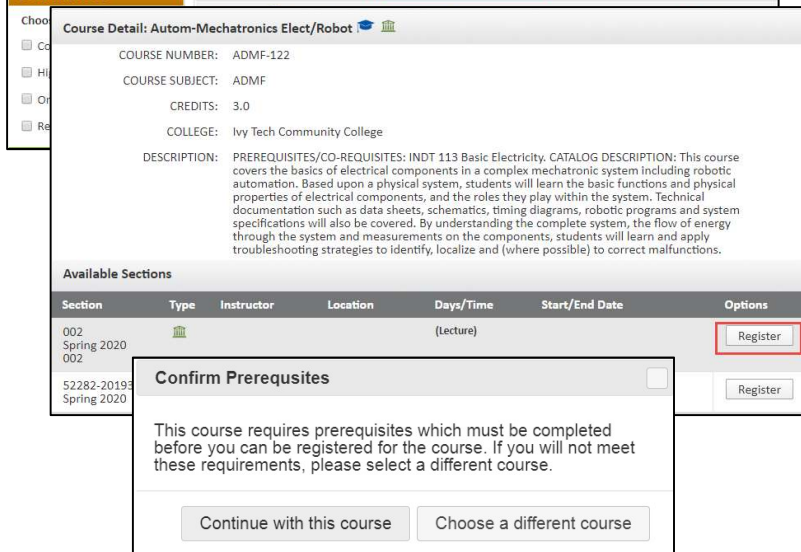



### Register for Course(s):

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

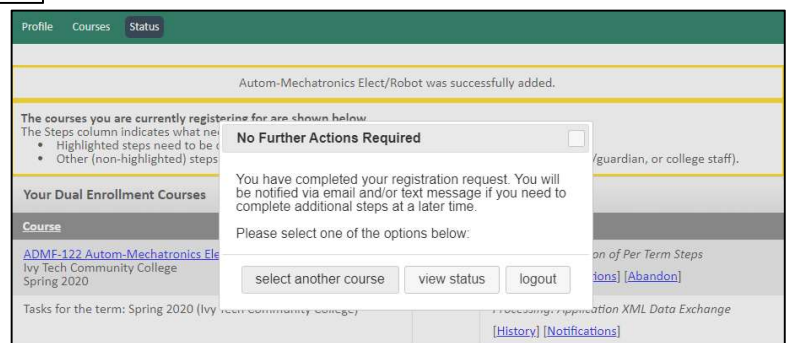
The course finder shows you which Ivy Tech courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see a detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.



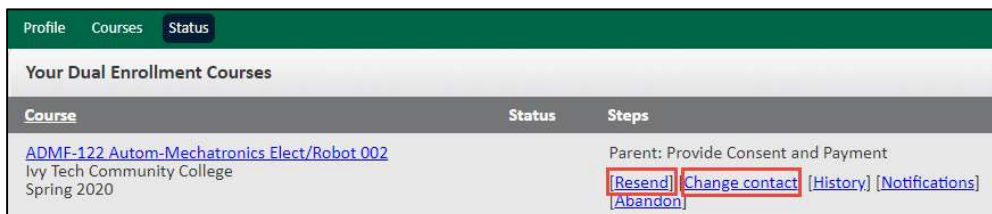
Your part of the registration is done for now. You may choose to: **select another course, view registration status, or logout.**

You will receive an email from Ivy Tech letting you know when your registration is complete.



### Parent Contact Information

Your parent/guardian may receive an email notification to complete an online consent form.



If needed, you can click on the **Change Contact** link to change your parent contact information or click on the **Resend** link to resend the parent email notification.

## Parent Consent

For registrations which require parent consent, you will receive an email asking for your consent and possibly payment.

Dear Parent/Guardian,

Your child, *Clay High* has signed up to take ARTS-102 Color and Design Theory I from *Ivy Tech Community College*.

Ivy Tech Community College requires consent for the course. [Click here](#) to provide consent. You are NOT required to make payment at this time, but you have the option to pay now.

**Student:** Clay High

**College:** Ivy Tech Community College

**Course:** ARTS-102 Color and Design Theory I 001 Spring 2020

**Term:** Spring 2020

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

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



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

**Parent: Provide Consent and Payment**

Your child, *Clay High*, has signed up to take a class, *ARTS-102 Color and Design Theory I 001 Spring 2020*, from *Ivy Tech Community College*.

I have read all the information provided within the Dual Credit Registration Packet. I understand the conditions of enrollment and the expectation of participation within dual enrollment courses. I understand that it is the responsibility of the student to make themselves aware of all the college Dual Credit policies. To facilitate this program, I hereby give permission for the college to release all student account information, including financial, academic, and enrollment records, to the student's high school, and the high school to release grades to the college.

**DUAL CREDIT PAYMENT AGREEMENT**

By signing at the bottom of this page, you acknowledge that you have read, understand, and agree to the terms outlined below.

**Personally responsible**—I understand that I am registering for these courses and am responsible for tuition and other fees associated with these courses, as well as any other obligations that become owed to the College. I must follow the add/drop and withdrawal procedures of the College as outlined in the college Dual Credit Registration Packet for the semester of the registration request. Non-attendance or non-completion of a course does not relieve me of my charges.

**Financial Aid**—In the event that I receive scholarships or any other financial assistance, I understand and agree that the college will use those funds to reduce or pay off any allowable outstanding balance owed to the college first and will only issue a refund to me once the outstanding balance owed has been paid in full. If I do not receive a scholarship or scholarship funds are pending, I understand that I am personally responsible for making the payments due on my account according to the appropriate course payment deadline.

**Failure to Pay**—I understand that if my account becomes delinquent (which may include but is not limited to, tuition and other fees associated with the courses, financial aid, student activity fees, and other campus and college fees), I will be liable for and agree to pay the college all costs and expenses incurred by the College in seeking collection of the delinquent obligations, including but not limited to fees and other costs charged by third parties, such as reasonable attorney fees and costs. Further, I understand that the college may refer my delinquent account to a third party collection agency. If that occurs, I agree to pay any fees and costs assessed by the collection agency, which may include a fee calculated on a percentage not to exceed 33% of the outstanding delinquency.

**Drop for Nonpayment**—I understand and agree that if I fail to make any payment prior to the payment deadline, a \$50 late fee will be applied to my account and I may be dropped for nonpayment after 5pm on the drop deadline. Being dropped for non-payment is not a guarantee and will not replace my requirement to submit an Add/Drop Form to the Dual Credit Office for any course I intend to drop. If you are dropped for nonpayment, no grades or official academic transcripts will be awarded. Students seeking reinstatement after being dropped for nonpayment will be charged a reinstatement fee of \$10 per credit up to \$120.

**Holds**—In the event of default, in addition to any other legal or equitable remedy allowed by law, which the college hereby expressly retains, the college reserves the right to withhold official academic transcripts, grades, diplomas, certificates, registration for subsequent semesters, payroll checks, or any other services not specifically listed herein.

**Dropping a Course/ Withdrawal**—I understand that if I choose to drop a course after signing this agreement, I am entitled to a 100% refund of the tuition if I do so PRIOR to the census date published in the official academic calendar for courses taken on-campus or online. For dual credit courses being taught within a high school location, this must be completed PRIOR to the drop and refund deadline given in the college Dual Credit Registration Packet. If I withdraw from a course after the drop and refund deadline, I will be held responsible for the full tuition and fees related to that course.

**Authorization**—I will inform the college within ten (10) days of any changes in my home address, phone number, or status as a student at the college. I hereby authorize the college and its respective agents and contractors to contact me regarding my financial aid and/or student account, including but not limited to any balances that are becoming due or for delinquencies that are owed the College, at the current or any future number that I provide for my cellular phone or other wireless device, using automated telephone dialing equipment or artificial or prerecorded voice or text messages, or otherwise.

The undersigned cosigner, often the parent or legal guardian, to the Dual Credit Payment Agreement (above) hereby agrees to be bound to all terms and conditions stated within the aforementioned Dual Credit Payment Agreement. The undersigned further acknowledges and agrees that, by signing this document, I am personally responsible for all amounts owed in accordance with this agreement.

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.

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems or questions regarding payment or permission, [click here](#) to contact support.

**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 Ivy Tech.

Click **COMPLETE STEP**.