



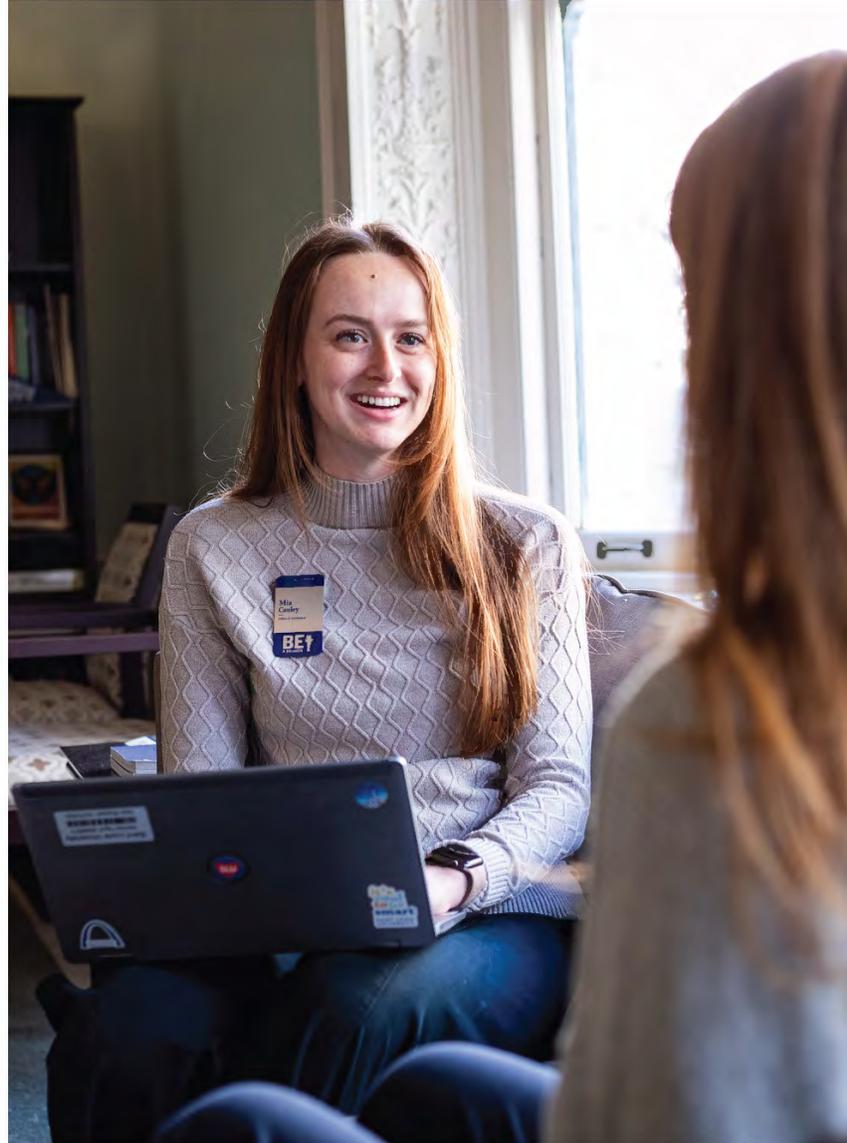
SAINT LOUIS UNIVERSITY
—
1818 ADVANCED COLLEGE CREDIT
PROGRAM

DualEnroll.com

Dual Enroll: Coordinator Portal

TABLE OF CONTENTS

- p. 2 Account Setup
- p. 3 Viewing Registrations
- p. 4 Approving GPA &
Academic Year
- p. 6 Step Definitions
- p. 8 Viewing your High
School's Course
Offerings
- p. 9 Running Rosters





Account Setup

When you are onboarded as a coordinator, you will receive an email from noreply@dualenroll.com to set up your login credentials. You'll use these credentials to log in at slu.dualenroll.com.

Note: When setting up your credentials, we recommend NOT using an email address as your username.

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

[Forgot your username or password?](#)

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

New students

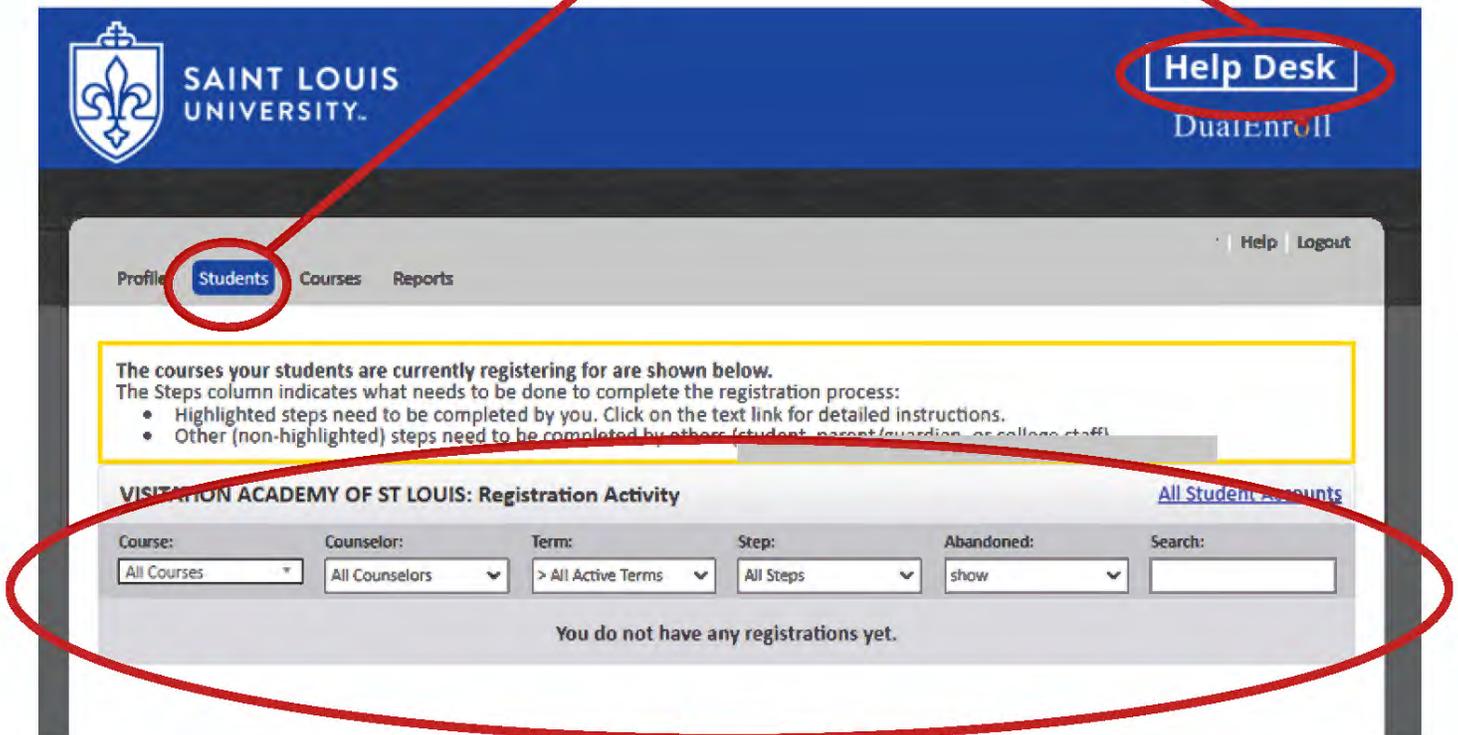
CREATE MY DUALENROLL ACCOUNT

College staff

USE MY COLLEGE LOGIN

Viewing Registrations

The Dual Enroll (DE) portal will default to the students tab, which will display your registrations and helpdesk where you can submit tickets for technical difficulties and/or registration errors.



To view any active registrations, the appropriate filters must be selected:

- **Courses:** select 'all courses' or specific course you'd like to view
- **Counselor:** select 'all counselors'
- **Term:** to search for a specific student, past or present, select the appropriate term. Select 'all active terms' to view students during an active registration period
- **Step:** select 'all steps'
- **Abandoned:** shows or hides students who have removed themselves from a course
- **Search:** allows you to search for a specific student by name
- **All Student Accounts (in blue):** You may disregard this section. If you would like further training in this section, please contact 1818@slu.edu.



Approving GPA & Academic Year

After the student registers, the first step to completing their registration is coordinator approval of GPA. Select “All Coordinators” and the appropriate term in the dropdowns. All student in need of approval will be highlighted in yellow.

Profile **Students** Courses Reports

The courses your students are currently registering for are shown below. The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (student, parent/guardian, or college staff).

VISITATION ACADEMY OF ST LOUIS: Registration Activity [All Student Accounts](#)

Course: Counselor: Term: Step: Abandoned: Search:

Student / Date	Course	Status	Steps
	Tasks for the term: Spring 2025 (Saint Louis University - 1818 Advanced College Credit Program)		High School: Confirm GPA and Academic Year
	Tasks for the term: Spring 2025 (Saint Louis University - 1818 Advanced College Credit Program)		High School: Confirm GPA and Academic Year
	Tasks for the term: Spring 2025 (Saint Louis University - 1818 Advanced College Credit Program)		High School: Confirm GPA and Academic Year
	Tasks for the term: Spring 2025 (Saint Louis University - 1818 Advanced College Credit Program)		High School: Confirm GPA and Academic Year
	CSCI 1300 Intro Obj-Orient Program 27868[+] Saint Louis University - 1818 Advanced College Credit Program Spring 2025	Pending: Completion of Pre Term Steps	

Select ‘High School: Confirm GPA and Academic year.’ The following prompt will appear where you can select the student’s class, GPA, and whether or not you’d like to save this student’s approval for later:

High School: Confirm GPA and Academic Year

Freshman students are not allowed to enroll. Sophomores must have at least a GPA of 3.5. Jr/Sr with GPA below 3.0 need an exception to be approved in order to register for courses.

Student Name	Academic Year	Current GPA	Exception?	Action
Caroline K Bahr	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior	<input type="text" value=""/>		<input type="radio"/> Complete <input type="radio"/> Save for Later <input type="radio"/> Do not proceed

COMPLETE STEP — Don't forget to hit 'complete step!'



GPA Requirements:

- Freshmen are not eligible to enroll in 1818 courses. There are no exceptions to this policy.
- Sophomores are eligible to enroll in 1818 courses in certain circumstances, to include sequenced 1818 courses in mathematics (college algebra, pre-calculus, calculus I, calculus II, calculus III), foreign languages (courses numbered 1010 or above) and computer science. Sophomores may be approved by 1818 partners to enroll if the students have:
 - a minimum 3.5 GPA on a 4.0 cumulative weighted scale and
 - completed the pre-requisite course(s) with a grade(s) of B or higher and
 - electronic approval of the 1818 course instructor, 1818 coordinator and parent/guardian
 - There are no exceptions to the above requirements.
- Juniors & Seniors: Juniors and seniors must have a minimum 3.0 GPA on a 4.0 cumulative weighted scale and electronic approval of the 1818 course instructor or 1818 partner coordinator. Juniors and seniors who have achieved an average 3.0 weighted GPA in the previous 2 semesters may be an exception.

Exception cases:

If criteria are selected where a student would need an exception (ie: low GPA), a ‘yes’ or ‘no’ option will appear in the exception column.

If you would like to request an exception for this student, select ‘yes,’ upload the student’s transcript, and provide a brief summary of explanation for the exception. An 1818 staff member will determine final enrollment.

High School: Confirm GPA and Academic Year

Freshman students are not allowed to enroll. Sophomores must have at least a GPA of 3.5. Jr/Sr with GPA below 3.0 need an exception to be approved in order to register for courses.

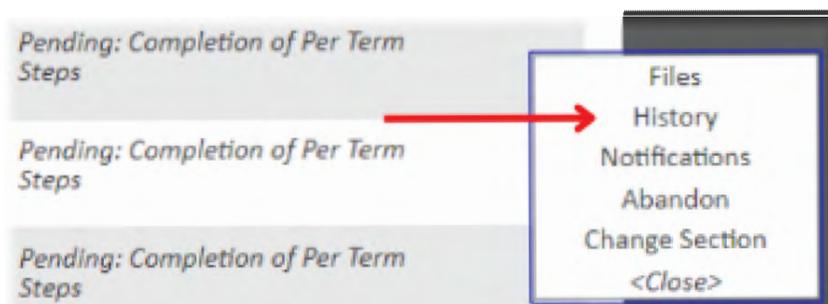
Student Name	Academic Year	Current GPA	Exception?	Action
Kara Abbeg	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input checked="" type="radio"/> Junior <input type="radio"/> Senior	less than 3.0 ▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Complete <input type="radio"/> Save for Later <input type="radio"/> Do not proceed

COMPLETE STEP

Step Definitions

Pending: Completion of Per Term Steps

This means the student has a step in their registration process that still needs to be completed. This does NOT necessarily mean that the student needs to do anything at this point. You will need to view the student's history to see what step they are on. All steps listed under history are completed steps.



Standard order of steps (this may vary with exception cases):

- Student Initiates registration
- Coordinator confirms GPA and Academic Year
- Parent provides consent for all Students (Parents often get confused if they see this. If this step is listed, they have completed all of the steps, even if the “name” column is blank)
- Students account bridges to SLU systems, generating a Banner ID number for the student
- Instructor confirms enrollment in DE course

High School: Confirm DE Course

High School instructor needs to confirm student may enroll in their class. Coordinator may also complete this step on behalf of instructor.

High School: Confirm GPA and Academic Year

Coordinator needs to confirm the student's GPA. Once coordinator confirms, a consent email will be sent to the parent.

High School: Request Jr/Sr Exception Below 3.0

Coordinator needs to approve Jr/Sr GPA under 3.0.

Parent: Provide Consent for all students

Parent needs to provide consent for student to participate. They will receive regular reminders via email/text from DualEnroll asking them to consent or deny their students enrollment. This needs to be completed by the last day of registration. Parents should check spam folder if they cannot locate email from noreply@dualenroll.com. Check the student's profile to confirm their parent's contact information is listed correctly. Email can be resend within DualEnroll if they cannot find it.



Parent: Provide Consent for exception cases

This is the same step as “provide consent for all students,” it is just for students with a GPA lower than what we require to participate in coursework.

Pending: Application Response

Student is being processed by Saint Louis University.

Instructor: Confirm DE Course

Coordinator has confirmed GPA, parent has consented, and instructor just needs to approve their enrollment. There is nothing that the student needs to do at this time.

College: Resolve Failed Registration/Approve Exception

Saint Louis University staff needs to resolve an issue with the students account before moving them forward. This could be related to unpaid tuition from the previous semester, approving a GPA exception, etc.

Student: Resolve Issues

The student needs to take action on their account to complete their registration. This is often due to nonpayment from a previous semester. Click on notification to view comment from university.

Abandoned/Drop

The student or an administrator as dropped the student’s course.

Failed

The students registration has failed. This is typically because they did not meet the requirements to participate or their parent declined their consent form.

Complete

The student’s registration is completely processed and they are fully registered into the program.

**There are a few other steps that come up rarely. If you have a student that is on a step not listed here, please know Saint Louis University staff will be working with either the coordinator, DualEnroll helpdesk, or family to resolve these issues.



Viewing your High School's Course Offerings

Under the 'courses' tab, you'll find all the courses for the current active term. If anything looks incorrect, please contact 1818@slu.edu as soon as possible.

The following courses are available for registration by the students at your high school. Remember that only courses and course sections for terms currently open for registration are shown.

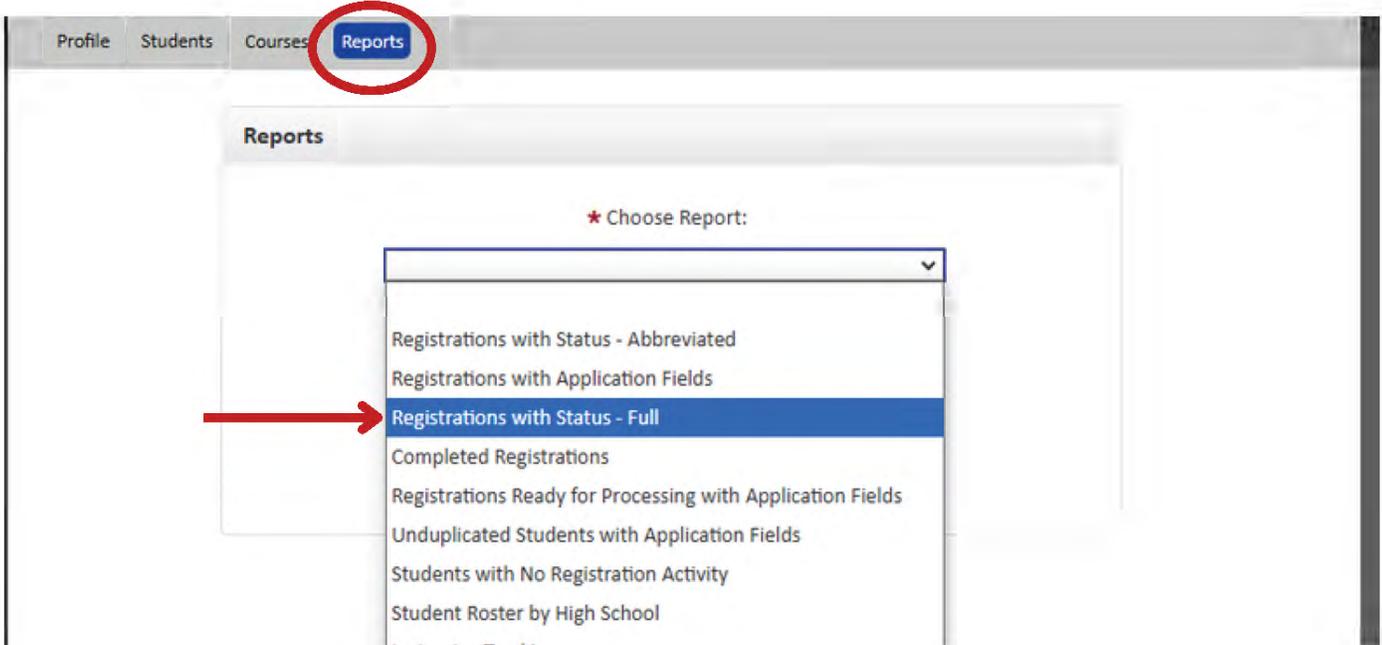
College Campus High School Online Course Regional Center

Course	Type	Title	Location(s)	College
CSCI 1300		Intro Obj-Orient Program	High School	Saint Louis University - 1818 Advanced College Credit Program
ENGL 2250		Conflict, Social Justice & Lit	High School	Saint Louis University - 1818 Advanced College Credit Program
ENGL 2550		Gender, Identity & Literature	High School	Saint Louis University - 1818 Advanced College Credit Program
FREN 2010		Interm. French Lang & Culture	High School	Saint Louis University - 1818 Advanced College Credit Program
SPAN 2010		Conct Hisp Wld: Inter Span 1	High School	Saint Louis University - 1818 Advanced College Credit Program

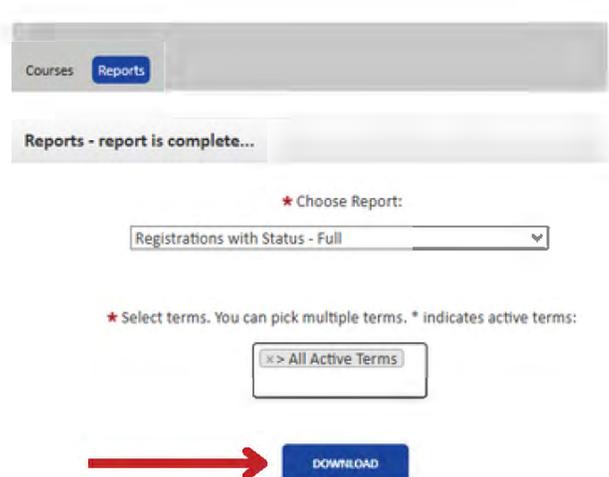
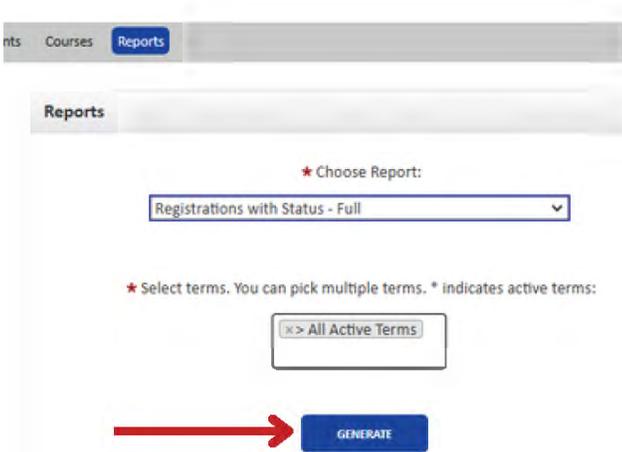
Select blue hyperlink to view the course name as it's called at the high school and the instructor.

Running Rosters

Select the 'reports' tab and choose report 'Registrations with Status - Full.'



Select 'generate' then select 'download.' The report will show up in your downloads folder.



*Instructors run their roster reports differently. See instructor directions for more details.