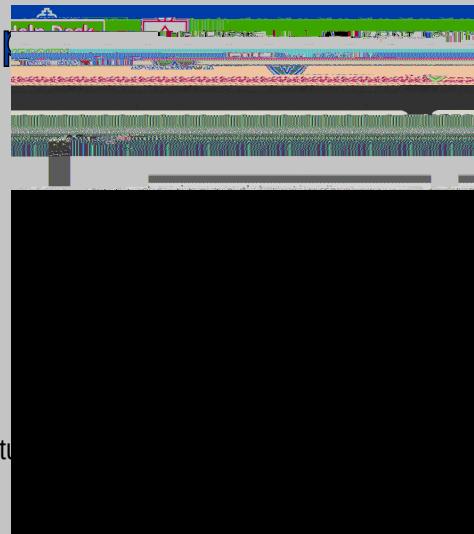


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1. You will receive an email notification when a task has been assigned to you. Click on the blue P?' \$sP&s G R• y ' ' G à ' ? y 2

You can also **login directly** here: <https://slu.dualenroll.com>

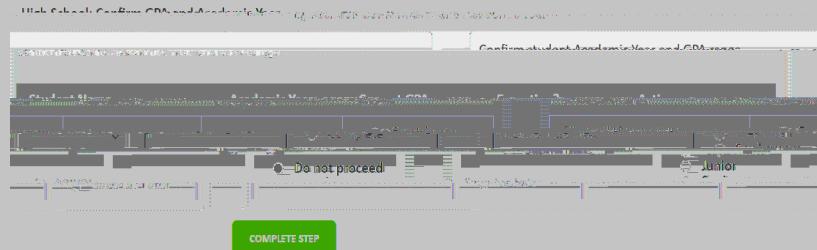
2. Click on the **Student** tab at the top of your dashboard to access the list of student registration with the system.

Tasks assigned to you
will be highlighted in

4 Coordinator: Confirm GPA and Academic Year

Confirm student's academic year and GPA. If the student is ineligible, you may select "Do not proceed."

If a student is a junior or senior and has a GPA under 3.0, you must request an exception. Click **COMPLETE STEP**.

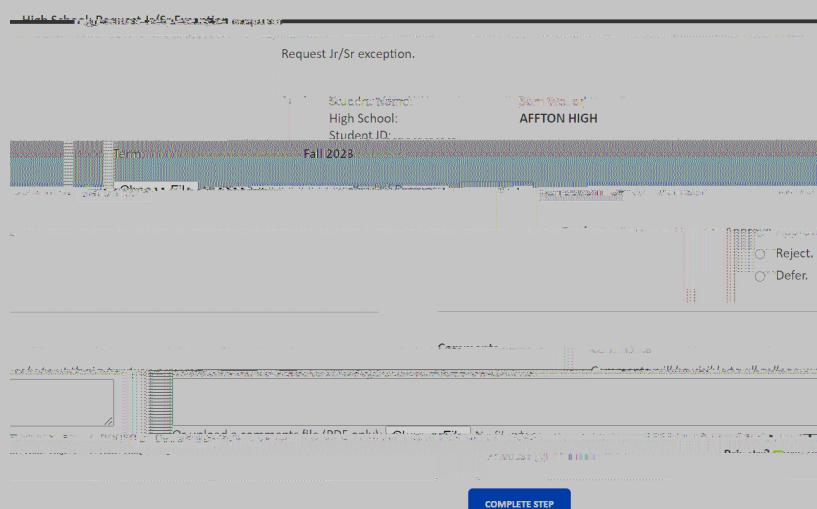


5. Coordinator: Request Jr/Sr Exception

For exceptions, upload the student's transcript.

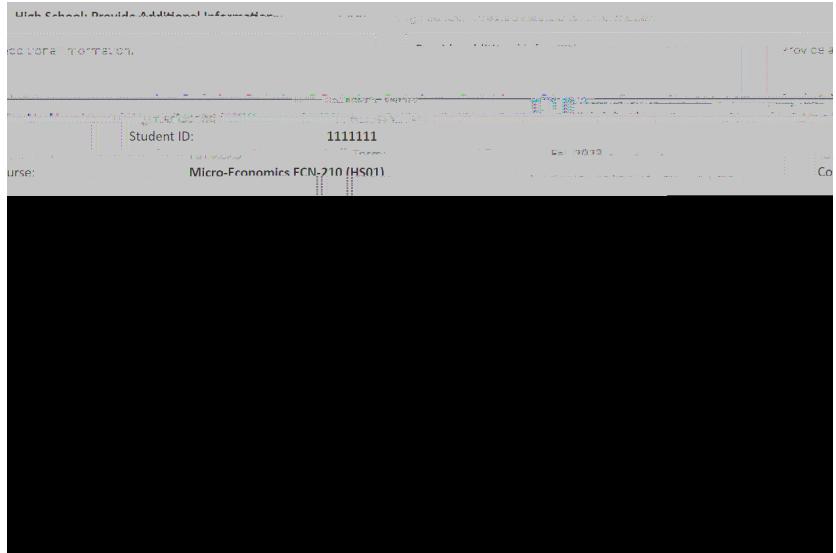
Approve the exception on your end – or reject or defer. Defer allows you to return to the student at a later time.

Click **COMPLETE STEP**.



7. Coordinator: Provide Additional Information

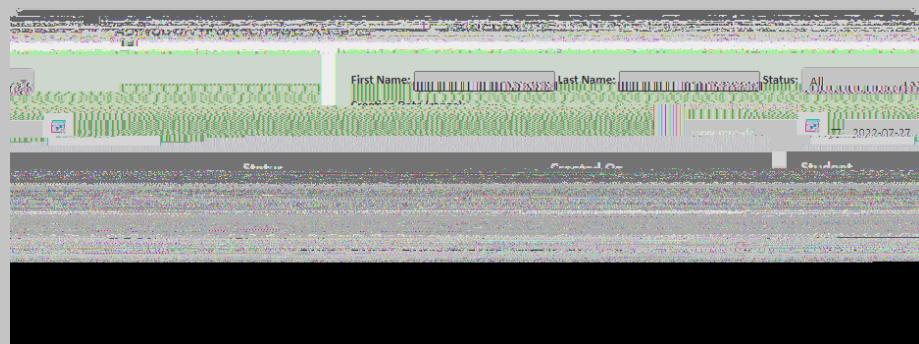
The college may require additional information to approve the student, which will be specified here. You can upload documents and submit comments in response to their request.



If you would like to see where a student is in the registration process, select "all student accounts."



The screenshot shows the software's main menu at the top with tabs for Profile, Students, Courses, and Reports. A red box highlights the 'Students' tab. Below the menu, there is a search bar with fields for First Name, Last Name, and Status, along with a dropdown for Academic Year and a date field set to 2022-07-27.



The results table lists student names in two columns. The first column contains names like "John Doe", "Jane Smith", "Mike Johnson", "Sarah Williams", and "David Brown". The second column contains status codes such as "P", "A", "R", "C", and "D".

Click on a student's name to view their Profile.

- **DE Account Not Yet Confirmed:** the student has created an account but has not yet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- **Application Incomplete:** the student has created their account and started, but not finished their application. You can delete their account and have them start again.
- **Application Complete:** the student has completed their application but has not registered for courses
- **Registration Activity:** the student has registered for a course. Status will be visible on the Students tab.