$ † à ? * G s P ? ? 4 m p p
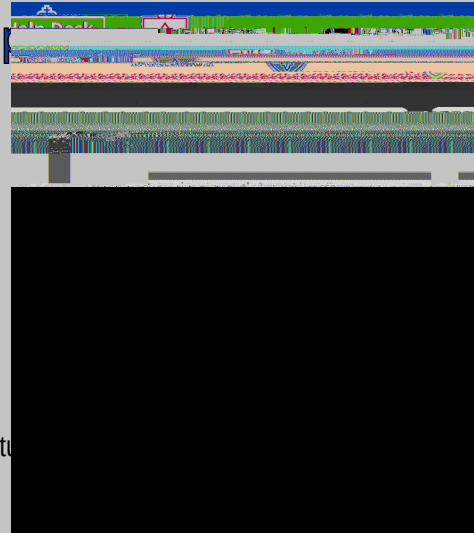
1. You will receive an email notification when a task has been assigned to you. Click on the blue   P ? ' §sP ä s   G Ps• ý ' ' G à ' ? y 2

You can also **log in directly** here: https://slu.dualenroll.com

2. Click on the **Student** tab at the top of your dashboŽ! to access the list of st registration with the system.

Tasks assigned to you will be highlighted in

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.**
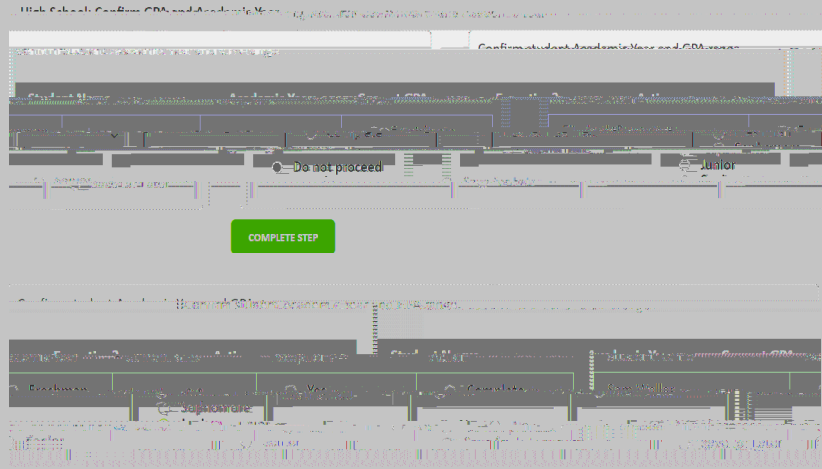

5. Coordinator: Request Jr/Sr Exception

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.
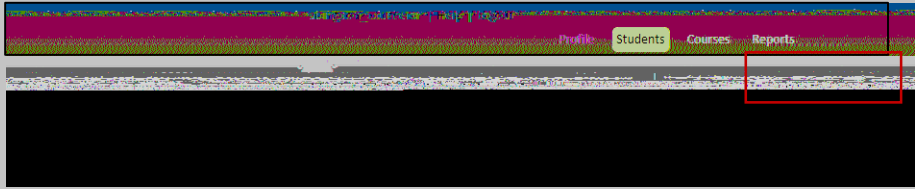
Click **COMPLETE STEP.**
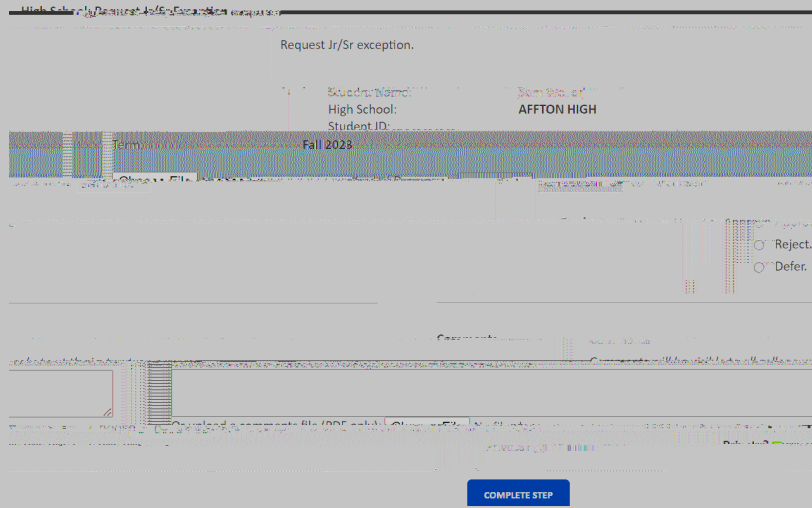
## 7. Coordinator: Provide Additional Information

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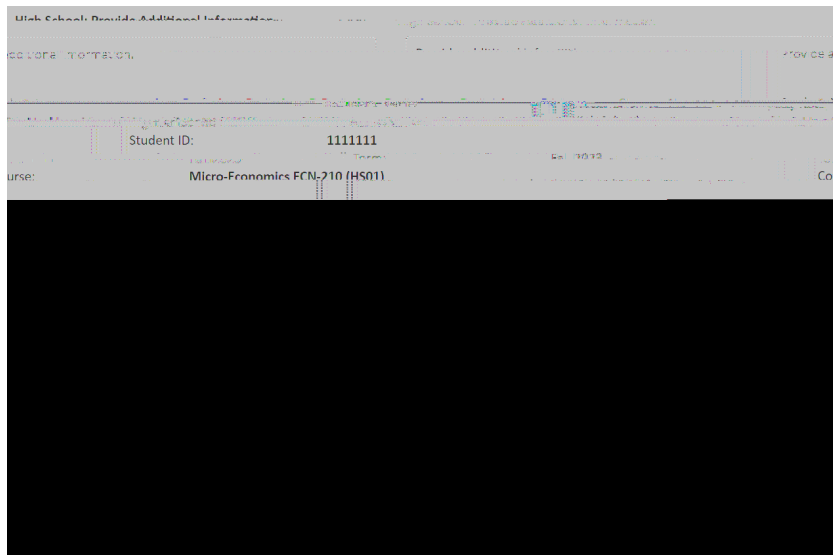
If you would like to see where a student is in the registration process, select "all student accounts."

Click on a student's name to view their Profile.
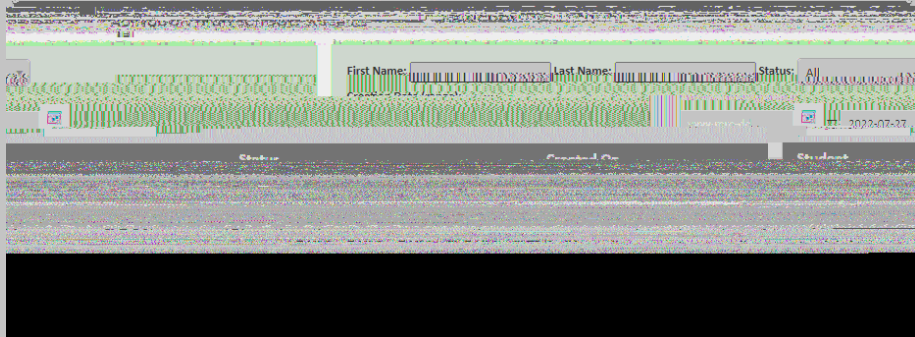
- **DE Account Not Yet Confirmed**: the student has created an account but has not yet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- **Application Incomplete**: the student has created their account and started, but 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.