

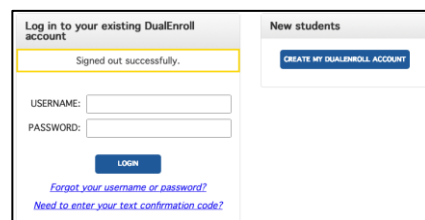
High School Registration Tasks

Welcome to the dual enrollment program at Central Connecticut State University! CCSU provides a convenient online registration process using DualEnroll.com. Here's how to register for your courses.

You will receive an email notification when a task has been assigned to you. Click on the blue link in the email to log into the system.

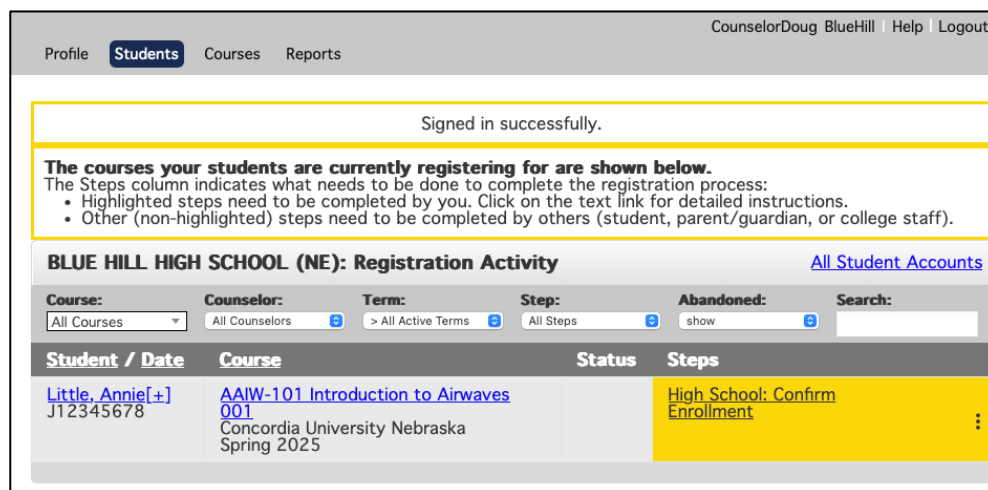
Be sure to check your Junk/SPAM folder if you are not receiving emails.

High School Counselors and Administrators log on directly by going to <https://ccsu.dualenroll.com>



The image shows the DualEnroll.com login and registration interface. On the left, there is a login section for existing accounts with fields for 'USERNAME:' and 'PASSWORD:', a 'LOGIN' button, and links for 'Forgot your username or password?' and 'Need to enter your text confirmation code?'. On the right, there is a 'New students' section with a 'CREATE MY DUALENSROLL ACCOUNT' button. A message at the top left says 'Signed out successfully.'

Click on the **Student** tab at the top of your dashboard to access the list of students who have initiated registration with the system.



The image shows the DualEnroll.com student dashboard. At the top, there is a navigation bar with 'Profile', 'Students' (selected), 'Courses', and 'Reports'. The user is logged in as 'CounselorDoug BlueHill' with 'Help' and 'Logout' links. A message says 'Signed in successfully.'

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).

BLUE HILL HIGH SCHOOL (NE): Registration Activity [All Student Accounts](#)

Course: All Courses Counselor: All Counselors Term: > All Active Terms Step: All Steps Abandoned: show Search:

Student / Date	Course	Status	Steps
Little, Annie[+] J12345678	AAIW-101 Introduction to Airwaves 001 Concordia University Nebraska Spring 2025		High School: Confirm Enrollment

The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations. Use the **Counselor** drop down to select a specific counselor or **All Counselors** to get a list of all registrations with an open High School step.

High School Registration Tasks

High School: Confirm Eligibility

Enter the students SASID#, grade level, and GPA. If the student needs an exception select an option, when you select No the registration will be terminated.

Select an Action. **Complete** will move the registration forward. **Save for Later** during Batch mode to by-pass the registration. **Do not proceed** terminates the registration.

When you are finished, click **COMPLETE STEP**.

High School: Confirm Eligibility

Please confirm the student's eligibility to participate in Central's Dual and Concurrent Enrollment program. Typically, Junior or Senior standing and an overall high school GPA of 2.50 or higher are required. Exceptions to these requirements will require an exception statement and optional supporting documentation upload.

Student Name	SASID#	Academic Year	Current GPA	Exception?	Action
Adam Smith		<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input checked="" type="radio"/> Senior	2	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Complete <input type="radio"/> Save for Later <input type="radio"/> Do not proceed

Comments

Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): no file selected

COMPLETE STEP

High School: Confirm Course

Please confirm the student can enroll in the selected course.
Course Title: Intro AAPI Studies
Requested Section Location: College Campus
 As the current selection location is not at a High School, you cannot switch to another section.

	Student Name	Student HS ID	Course Number	Section Number	Instructor	Meets
<input type="radio"/> Confirm student <input type="radio"/> Decline <input type="radio"/> Defer	Adam Smith	339595	AAPI 110	14062		(Lecture) College Campus 08-26-2025 - 12-14-2025

Comments

Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): no file selected

COMPLETE STEP

High School: Confirm Enrollment

Confirm the student's enrollment in the course and course section indicated or update to the appropriate course section.

If the student is not enrolled in any section, select "Decline" which will terminate the registration.

When you are finished, click **COMPLETE STEP**.

High School Registration Tasks

High School: Provide Additional Information

You will get this step when the College needs additional information to help approve the registration.

You can upload files and enter comments.

When you are finished, click **COMPLETE STEP**.

High School: Provide Additional Information

Provide Additional Documentation.

Student Name: **Adam Smith**
High School: **ACADEMY OF AEROSPACE & ENGINEERING (6-12)**
Student ID: **123321**
Term: **Fall 2025**
Course: **Prej., Harass., & Bias Crime AAPI 202 (14067)**
Course Prerequisites: **AAPI 100**

Choose File no file selected

Kind of Document: transcript

Comments from College (08/19/2025): High School please review.

Comments

Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only): Choose File no file selected

Private? ☒

COMPLETE STEP

Counselor: Resolve Issues

Please review and provide requested information.

Student Name: **Annie Little**
High School: **BLUE HILL HIGH SCHOOL (NE)**
Student ID: **J12345678**
Term: **Spring 2025**
Course: **Introduction to Airwaves AAIW-101 (001)**

Choose File no file selected

Kind of Document: other

Comments from College (05/19/2025): Counselor resolve issue.

Comments from College (05/19/2025): Student resolve issue.

Comments

Note: comments entered here will be communicated to the student and will be visible to other participants.

Or upload a comments file (PDF only): Choose File no file selected

COMPLETE STEP

Counselor: Resolve Issues

The high school will get this step when the college needs more information after a registration is rejected in the College Student Information System..

Respond to the college's request for more information.

When you are finished, click **COMPLETE STEP**.