



## Student Quick Reference Guide

### Welcome to the dual enrollment program at CCSNH!

The college provides a convenient online registration process using DualEnroll.com. Follow these directions to register for your course(s).

### Create your DualEnroll.com Account

You can create your account using a computer, tablet or smart phone by going to:

<https://ccsnh.dualenroll.com>

Click on the CREATE MY ACCOUNT button on the right side of the page.

Register now — Required fields are marked with a \*

HIGH SCHOOL: \*

CREATE LOGIN: \*

CREATE PASSWORD: \*  Password must be at least 6 characters in length:

RETYPE PASSWORD: \*

PLEASE use STUDENT'S correct legal name:

FIRST NAME: \*

MIDDLE NAME:

LAST NAME: \*

DATE OF BIRTH: \*

Provide at least one preferred method of contact:

EMAIL: \*

CELL PHONE (text messages): \*  ex: 703-555-1212

I prefer not to provide a cell phone

I'm not a robot

reCAPTCHA Privacy - Terms

REGISTER

Complete the **New Student Registration** form to create your account. Complete the required profile information including your high school, login name and password. All fields marked with a red asterisk (\*) are required. You must provide a **unique** email account or cell phone number to create the account. (Do not use a parent email or cell for these fields as they will be required later in the process).

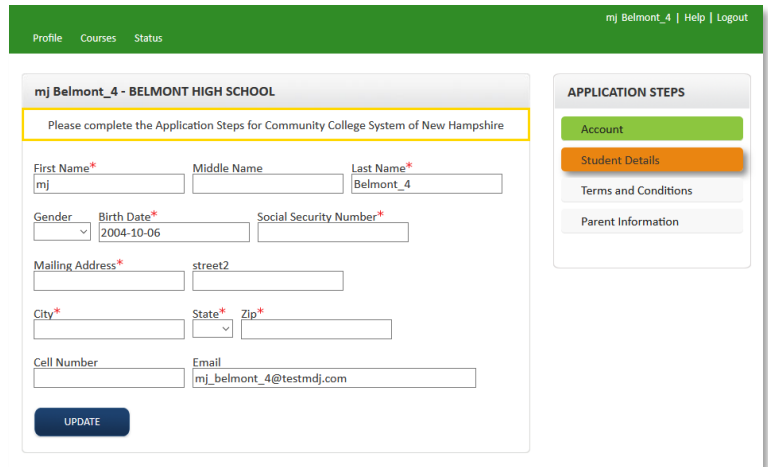
Once you click **CONTINUE**, you will receive either a text message with an activation code or an email with a link to activate your account. You **must** confirm your account before you can proceed with the enrollment process. *If using email, be sure to check your junk/spam folder for the email.*

# Student Quick Reference Guide

## Complete Your Application

There are three steps in the application wizard.

**Student Details:** You must complete any fields with an \*. It is **very important** that you (or your parent) provide **YOUR** student information. This data will be used to create your student account with CCSNH.



mj Belmont\_4 | Help | Logout

Profile Courses Status

mj Belmont\_4 - BELMONT HIGH SCHOOL

Please complete the Application Steps for Community College System of New Hampshire

First Name\* Middle Name Last Name\*

mj Belmont\_4

Gender Birth Date\* Social Security Number\*

2004-10-06

Mailing Address\* street2

City\* State\* Zip\*

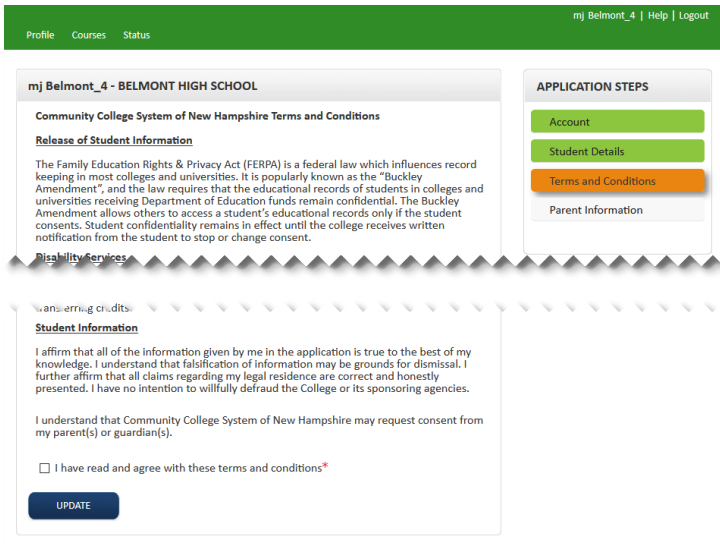
Cell Number Email

mj\_belmont\_4@testmdj.com

UPDATE

APPLICATION STEPS

- Account
- Student Details
- Terms and Conditions
- Parent Information



mj Belmont\_4 | Help | Logout

Profile Courses Status

mj Belmont\_4 - BELMONT HIGH SCHOOL

Community College System of New Hampshire Terms and Conditions

Release of Student Information

The Family Education Rights & Privacy Act (FERPA) is a federal law which influences record keeping in most colleges and universities. It is popularly known as the "Buckley Amendment", and the law requires that the educational records of students in colleges and universities receiving Department of Education funds remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents. Student confidentiality remains in effect until the college receives written notification from the student to stop or change consent.

Disability Services

Transferring credits

Student Information

I affirm that all of the information given by me in the application is true to the best of my knowledge. I understand that falsification of information may be grounds for dismissal. I further affirm that all claims regarding my legal residence are correct and honestly presented. I have no intention to willfully defraud the College or its sponsoring agencies.

I understand that Community College System of New Hampshire may request consent from my parent(s) or guardian(s).

I have read and agree with these terms and conditions\*

UPDATE

APPLICATION STEPS

- Account
- Student Details
- Terms and Conditions
- Parent Information

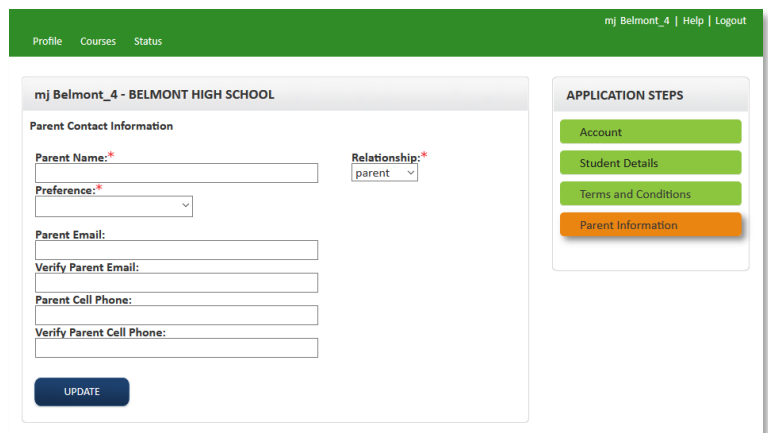
**Terms and Conditions:** Please read and acknowledge the terms and conditions. You (and your parent) are agreeing to abide by these terms and conditions.

You must check the **"I have read"** box at the bottom before you can select courses.

**Parent Consent Information:** Please provide your parent/guardian contact information. You can choose email, cell phone (for text messages) or both options.

Your parent/guardian will be asked to provide consent (and maybe payment) before the registration is complete with CCSNH.

If you get an error message indicating the email has already been used, make sure you didn't use the same email for the student.



mj Belmont\_4 | Help | Logout

Profile Courses Status

mj Belmont\_4 - BELMONT HIGH SCHOOL

Parent Contact Information

Parent Name:\* Relationship:\*

parent

Preference:\*

Parent Email:

Verify Parent Email:

Parent Cell Phone:

Verify Parent Cell Phone:

UPDATE

APPLICATION STEPS

- Account
- Student Details
- Terms and Conditions
- Parent Information

# Student Quick Reference Guide

The course finder shows you which courses are being offered for your high school for the current term (s).

Use any of the filtering options on the left to narrow down your search. The **BY KEYWORD** filter is useful to look for courses by title; you can search by any part of the course title.

Click on the **title link** to select a course. The system will display detailed information about the course including the sections offered.

Next, click the **<Register>** button for the desired section. This will initiate the registration process. *If you select a course or section by mistake, you can go to the status screen and use the [abandon] option to cancel the course/section.*

The system will display a prompt to select your next action:

- (a) **Select Another Course** – this returns you to the **Courses** tab to select another course.
- (b) **View Status** – this returns you to the status screen so that you can view current activity with your registrations
- (c) **Logout** – this will log you out of your current dualenroll.com session.

Profile **Courses** Status mj Belmont\_4 | Help | Logout

**Narrow your Search**

**BY TERM**  
Select Term [v]

**BY KEYWORD**  
Enter Keyword(s) [input]

**BY COURSE TYPE**  
Choose all that apply:  
 College Campus [icon]  
 High School [icon]  
 Online [icon]  
 Regional Center [icon]

**BY LOCATION**  
[input]

**BY SCHEDULE**  
Show only classes meeting on:  
 Mon  Tue  Wed  
 Thu  Fri  Sat  
 Sun  
 Show only classes meeting between:  
 [input] - [input]

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
CHEM-1001	[icon]		<a href="#">Intro to Chemistry</a>	Community College System of New Hampshire
COMM-1001	[icon]		<a href="#">Public Speaking</a>	Community College System of New Hampshire
ENGL-1002	[icon]		<a href="#">English Composition</a>	Community College System of New Hampshire
HIST-1001	[icon]		<a href="#">American History</a>	Community College System of New Hampshire
MATH-1001	[icon]		<a href="#">Pre-Calculus</a>	Community College System of New Hampshire

Profile **Courses** Status mj Belmont\_4 | Help | Logout

**Course Detail: American History** [icon]

COURSE NUMBER: HIST-1001  
 CREDITS: 4.0  
 COLLEGE: Community College System of New Hampshire  
 DESCRIPTION: A broad survey of American History from 1750 - 1899. This course requires significant reading and discussion.

**Available Sections**

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
0001 Fall 2020	[icon]	brewster instructor	BREWSTER ACADEMY	(Face-to-face)		<a href="#">Register</a>

[Back](#)

**No Further Actions Required** [checkbox]

You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time.

Please select one of the options below:

[select another course](#)    [view status](#)    [logout](#)