



EARLY COLLEGE

# EARLY COLLEGE STUDENT HANDBOOK

— 2023-2024 —

[www.csi.edu/early-college](http://www.csi.edu/early-college)

*COLLEGE  
BEGINS*      *SUCCESS  
HERE!*

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It is the policy of the College of Southern Idaho to provide equal and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with the Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendment of 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and all other applicable state and federal non-discrimination statutes. Appropriate complaints of illegal discrimination or harassment.

You are highly encouraged to consult with the CSI Early College Department for any changes or modifications which may have occurred after the publication of this booklet. An online copy of the Dual Credit Student Handbook can be found on the Early College website.



# 2023-2024 CSI DUAL CREDIT CALENDAR DEADLINES

<b>2023 Fall, Trimester 1, Trimester 1 &amp; 2</b>	<b>Deadline Dates</b>
CSI Dual Credit Registration Begins	4/10/2023
Labor Day – CSI Campuses Closed	9/4/2023
CSI Dual Credit Registration Deadline	9/27/2023
Last Day to Drop & Receive 100% Refund	9/27/2023
Advanced Opportunities Student Entry Deadline	10/6/2023
Columbus Day – CSI Campuses Closed	10/9/2023
Veterans Day – CSI Campuses Closed	11/10/2023
Thanksgiving - CSI Campuses Closed	11/22/2023-11/24/2023
Christmas & New Years – CSI Campuses Closed	12/22/2023-1/1/2024
<b>2024 Spring, Trimester 2, Trimester 2 &amp; 3</b>	<b>Deadline Dates</b>
CSI Dual Credit Registration Begins	10/30/2023
Martin Luther King, Jr. Day – CSI Campuses Closed	1/15/2024
Presidents Day – CSI Campuses Closed	2/19/2024
CSI Dual Credit Registration Deadline	3/6/2024
Last Day to Drop & Receive 100% Refund	3/6/2024
Advanced Opportunities Student Entry Deadline	3/8/2024
Memorial Day – CSI Campuses Closed	5/27/2024
<b>2024 Trimester 2</b>	<b>Deadline Dates</b>
CSI Dual Credit Registration Begins	10/30/2023
CSI Dual Credit Registration Deadline	2/7/2024
Last Day to Drop & Receive 100% Refund	2/7/2024
Advanced Opportunities Student Entry Deadline	3/8/2024
<b>2024 Trimester 3</b>	<b>Deadline Dates</b>
CSI Dual Credit Registration Begins	10/30/2023
CSI Dual Credit Registration Deadline	4/12/2024
Last Day to Drop & Receive 100% Refund	4/12/2024
Advanced Opportunities Student Entry Deadline	4/5/2024
<b>2023-2024 YEARLONG COURSES</b>	<b>Deadline Dates</b>
CSI Registration Deadline	3/6/2024
Last Day to Drop & Receive 100% Refund	3/6/2024
<b>2023 Summer</b>	<b>Deadline Dates</b>
Juneteenth Observed – CSI Campuses Closed	6/19/2023
CSI Dual Credit Registration & Drop Deadline	6/21/2023
Advanced Opportunities Student Entry Deadline	6/24/2023
Independence Day-CSI Campuses Closed	7/4/2023

\* Each course withdraw date is listed under the course details section in MyCSI and can be found on the student's CSI course schedule.

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## EARLY COLLEGE

***Welcome to the College of Southern Idaho Early College Program.*** This handbook is designed to help students and parents learn the Dual Credit process and will provide answers to commonly asked questions regarding Dual Credit.

The key to Dual Credit success is to follow the clearly outlined steps in the handbook. **Please be aware your enrollment and future federal financial aid funding could be delayed or negatively impacted if you fail to complete *all* the steps contained in this handbook.**

We look forward to helping you meet your educational goals and connecting you to CSI after high school graduation. Our offices are located upstairs in the Taylor Building room 272 and we can be contacted at [dualcredit@csi.edu](mailto:dualcredit@csi.edu) or at 208-933-2320.

We wish you a great start to your Dual Credit experience with CSI!





# BENEFITS & BE CAUTIOUS

## BENEFITS OF SUCCESSFULLY COMPLETING CSI DUAL CREDIT COURSES

- Earn college credits that lead towards the Academic Certificate or college degree, while in high school.
- Save money on your college education with State of Idaho Advanced Opportunities funding.
- After you graduate high school, easily transition to continue your education at CSI.
- CSI Dual Credit general education courses will transfer to Idaho public postsecondary institutions accredited by a regional accrediting agency recognized by the U.S. Department of Education.
- Early exposure to the college experience may help you stay on track with your college goals.

## BE CAUTIOUS OF THE FOLLOWING BEFORE TAKING CSI DUAL CREDIT COURSES

- Take purposeful courses which satisfy requirements for your intended major. Meet with an advisor or counselor!
- Meet Dual Credit deadlines to ensure you enroll successfully.
- Take Dual Credit courses seriously, as the grade you earn will be recorded on your college transcript.
- Failing or withdrawing from a Dual Credit course will negatively affect your CSI Academic Standing and future federal Financial Aid Advanced Opportunity eligibility (which includes Fast Forward dollars).
- On-campus courses (face to face or online) have additional costs that are not covered entirely by Fast Forward funding, so budget wisely.
- Ask for help.



# TECH TOOLS

**CSI Email** and **Canvas** are important tools for your success at CSI. Become familiar with these services to keep the lines of communication open between you and CSI.



Use your **CSI Email** when communicating with CSI offices. After you register for your courses, follow the instructions & activate your account.



Some instructors will require students to use **Canvas**. Follow these instructions to login to your **Canvas** account.

Example:

Dear Gilbert Eagle,

Congratulations! We are pleased to inform you of your acceptance to the College of Southern Idaho Dual Credit Program! **Please be sure to read this entire email for deadlines and important next steps.**

**Here's your CSI STUDENT ID NUMBER: 555555** ← **CSI Student ID Number**

Check the email address you provided in the admission application for your acceptance letter.

Login information for Canvas & Email is the same as your MyCSI login information, which is emailed to you.

- Username: Your CSI email address
- Default Password: Your eight-digit birthday (MMDDYYYY)
- Courses & enrollments are imported directly from our student information system, after you have registered.
- If you have difficulty logging into any of your CSI accounts, you can contact the CSI Helpdesk at [Helpdesk@csi.edu](mailto:Helpdesk@csi.edu) or call 208-732-6311.





# DUAL CREDIT ENROLLMENT CHECKLIST

The following steps will ensure you complete the Dual Credit enrollment processes successfully. Please note specific page numbers are listed next to each step which you can refer to for detailed information.

## Advanced Opportunities Account Setup

### ✓ Step 1

Create a Student Advanced Opportunities Fast Forward Account. (Page 13)

This step may be done by your high school. Please check with them before creating your account.

## CSI Enrollment Checklist

### ✓ Step 1

Contact your Early College Coordinator for assistance every semester/trimester.

Early College Coordinators can help you with the following: (Page 15-16)

- Admission
- Registration
- Advising
- Advanced Opportunity Fast Forward Funding

### ✓ Step 2

Create your DualEnroll account online at [csi.dualenroll.com](http://csi.dualenroll.com) (Page 8)

- Click on the words “Click here” to create your account.

\*Students with existing DualEnroll login see page 8 for instructions.

### ✓ Step 3

To complete the Dual Credit admissions process you will login to your DualEnroll account. (Page 8-9)

- You will: complete the admissions application, agree with the Terms of Admissions, provide contact information for your Parent/Guardian and confirm your high school information.

### ✓ Step 4

If required, submit placement documentation to the CSI Admissions Office. (Page 14)

- ACT/SAT scores
- Math courses use the [CSI Self-Guided Math Placement](#)
- English courses use [The Write Class](#)
- Official high school/college transcripts
- Alternative Credit

### ✓ Step 5

Register for your CSI Dual Credit courses through your new DualEnroll account. (Page 10)

### ✓ Step 6

Login to your MyCSI account to confirm accuracy of your schedule. (Page 12)

**NOTE**

Click here to view the [CSI DualEnroll Video Resources](#).

## Final Steps

### ✓ Step 1

Review billing and payment information. (Page 21)

### ✓ Step 2

Familiarize yourself with the CSI Catalog to learn more about college policies and procedures. (Page 17)

- You can find the catalog online at [www.csi.edu/catalog](http://www.csi.edu/catalog)

### ✓ Step 3

Learn about CSI technology tools. (Page 6)

### ✓ Step 4

Understand milestones to Dual Credit Academic Success. (Page 33)

### ✓ Step 5

Read through the Parent Toolbox. (Page 23)

### ✓ Step 6

Finalize Next Steps to Attending CSI after high school graduation. (Page 30)

### ✓ Step 7

Your voice is important! We value your feedback on the courses you take at CSI. Please complete the course survey, evaluating the course and the instructor once your course is complete. (Page 28)



# CREATE DUAL ENROLL ACCOUNT

Creating your DualEnroll account is the first step in the enrollment process. It is important to complete this step so you can apply for admissions and register for your Dual Credit courses. PLEASE NOTE: Your confirmation email does not represent or replace the course registration process.

## HOW TO CREATE A NEW DUAL ENROLL ACCOUNT:

1. Go to [csi.dualenroll.com](http://csi.dualenroll.com) and click on the "Create My Account" button on the right side of the screen.
2. Complete the Student Application form, fill out all fields with a red asterisk, check the "I'm not a robot" box and click the register button. Please see pages 9 and 10 for step by step instructions.
3. You will receive an email from [noreply@dualenroll.com](mailto:noreply@dualenroll.com) with a "Confirm my account" link.
4. You will receive another email confirming your account has been activated.
5. Go to [csi.dualenroll.com](http://csi.dualenroll.com) and login to your account. If you have difficulty logging in to your DualEnroll account, please contact us at [dualcredit@csi.edu](mailto:dualcredit@csi.edu) or call 208-933-2320.

**NOTE**

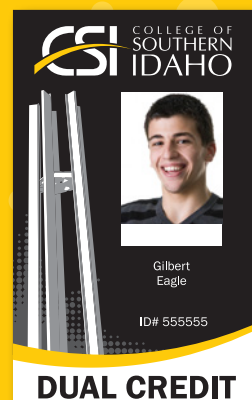
Once you have registered for your courses, if you will NOT use Fast Forward Funding to pay for your class, you may complete your certificate of residency. [csi.edu/tuition](http://csi.edu/tuition)

## RETURNING DUAL CREDIT STUDENTS:

If you have previously created a DualEnroll account or have an account with another college, do NOT create another account. You must use [csi.dualenroll.com](http://csi.dualenroll.com) with your existing login so you can register for your CSI Dual Credit courses.

## TIPS WHEN COMPLETING YOUR DUAL ENROLL ACCOUNT ONLINE:

- Provide your full legal name. Example: Your first name is Elizabeth and you go by Liz, you will enter Elizabeth.
- Enter your correct date of birth including your birth year. Example: 2001-11-04
- Use a valid, current email address you can access!
- Address Abbreviations:
  - Directions: N, S, E, W
  - Ave, St, Rd, Ln, Dr, Cir, PO BOX, Apt #
  - NO PERIODS
  - Example: 123 N 456 W Apt #1
  - Example: 12345 Eagle Ln
- Enter your correct county. If you do not know your county ask.
- Select the year you will be a senior and choose any date in May for the graduation date.



Dual Credit students can obtain a CSI Student ID card for testing at the CSI Testing Centers. Contact the Early College Department for a list of locations where you can obtain your student ID card.

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# DUALENROLL STUDENT APPLICATION STEPS

A large part of being a successful CSI Dual Credit student involves being prepared for the expectations of the semester, which includes meeting deadlines, applying and registering for your courses on time.

## STUDENT APPLICATION STEPS

Follow the instructions on each step, complete steps 1 through 4 and fill out all required fields marked with a red asterisk. See screenshots below:

1

Profile Courses Status MJ Co. 8 | Help | Logout

Step 1 Step 2 Step 3 Step 4

Now we'll guide you through the enrollment process

Review/complete the application information below and click "Next" to continue. Required fields are marked with a \*

College of Southern Idaho

Please enter your name as it appears on your Birth Certificate or Social Security Card.

First Name: \* MJ Middle Name: Last Name: \* CJ\_8

Have you ever had different last name(s)? \*

Preferred First Name: Social Security Number:

Date of Birth: \* 2003-02-13 Gender: \*

Are you Hispanic/Latino?:  Hispanic or Latino  Not Hispanic or Latino

Race:

White  
 American Indian/Alaska Native  
 Black or African American  
 Asian  
 Native Hawaiian or Other Pacific Islander

Permanent Mailing Address

Address Line 1: \* Address Line 2:

City: \* State: \* Zip Code: \* County: \*

Country: \* Primary Phone Number: \*

Personal (Non-school) Email Address: \* mj\_csi\_8@trsmj.com Confirm Email Address: \*

Emergency Contact Information

First Name: \* Last Name: \* Email: \*

Relationship: \* Phone: \*

High School Information

High School: TWIN FALLS HIGH SCHOOL EduID: \*

Anticipated Graduation Date: \* Grade Level: \*

Residency Information

Citizenship Status: \*

I am a resident of the following state: \*

Previous Next Finish

2

Profile Courses Status MJ Co. 8 | Help | Logout

Step 1 Step 2 Step 3 Step 4

Terms of Admissions

By selecting yes in the "I agree" dropdown I certify that all information provided is complete and true. By submitting this application I acknowledge that I am applying to register for college class(es) and I understand the following.

- A dual credit course is the equivalent of a college course and will therefore have college expectations and standards.
- The grades I receive in dual credit courses will appear on my college transcript.
- I will be responsible for paying my dual credit fees to the College of Southern Idaho by the appropriate deadline. Failure to pay by the deadline can result in late fees or removal from classes.
- I must complete and submit a County Residency Form each term by the required deadline, if applicable.

The College of Southern Idaho subscribes to the laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. CSI subscribes to the policy of providing equal educational opportunities, services, and benefits to students without regard to race, color, ethnicity, national origin, gender, and/or disability.

I have read and agree with these conditions.

Previous Next Finish

3

Profile Courses Status MJ Co. 8 | Help | Logout

Step 1 Step 2 Step 3 Step 4

Parent/Guardian Notification

Tell us how to contact your parent/guardian

Email: \* Verify Email: \*

Cell Phone: \* Verify Cell Phone: \*

Please note - we recommend providing both email and cell phone for your parent/guardian if possible. If both email and cell phone are provided, we will send messages to both.

Previous Next Finish

4

Profile Courses Status MJ Co. 8 | Help | Logout

Step 1 Step 2 Step 3 Step 4

High School Counseling Information

Confirm your high school: TWIN FALLS HIGH SCHOOL

Confirm your guidance counselor:

Please select your guidance counselor: \*

Previous Next Finish

DO NOT create a new account in DualEnroll. If you are unsure you created an account in the past contact us at [dualcredit@csi.edu](mailto:dualcredit@csi.edu) or 208-933-2320 for account assistance.

**NOTE**



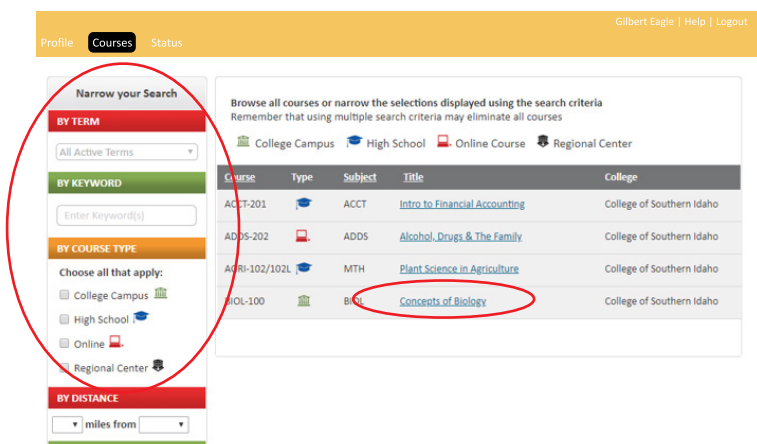
# REGISTRATION STEPS

Please note the options at the top left of the page when logged in:



Click on "Courses" to search for your courses.

The following screenshot is the Student Course Finder:

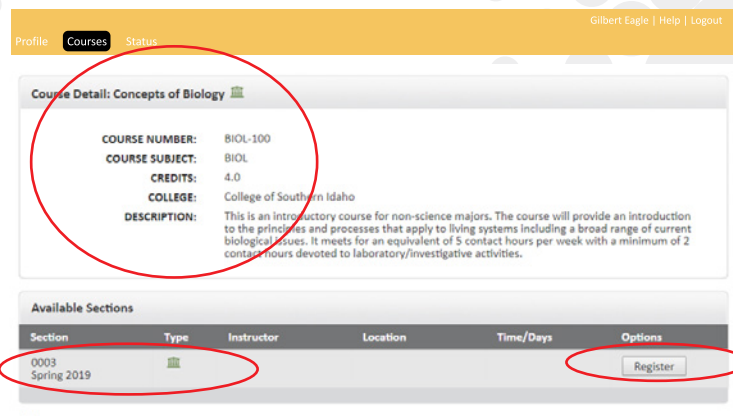


Please note you can search by term, by keyword or by course type. Once you find the course click on the title to view the course sections and register for your course.

You will see course details along with the available sections and an option to register.

Once you register for a course you will receive an email, from [courseregistration@dualenroll.com](mailto:courseregistration@dualenroll.com), notifying you of your student registration.

Your parent will also receive an email, from [courseregistration@dualenroll.com](mailto:courseregistration@dualenroll.com), notifying them of your registration with the following message:



Dual Credit IDLA students must register first through IDLA, once you know your instructor and class section. Second step is to register through [CSI DualEnroll](#). You must register through both IDLA and DualEnroll!



Dear Parent/Guardian,

Your child, *Mj Csi\_2* has applied to participate in the dual enrollment program at *College of Southern Idaho*.

If your student's courses are to be paid by Fast Forward, they must accurately report their county of residence in the Fast Forward portal. If they take a course that will not be covered by Fast Forward, they must file a Certificate of Residency with the county by the appropriate deadline in order to receive any county reimbursement.

A dual credit course is the equivalent of a college course and will therefore have college expectations and standards. The grades your student receives in dual credit courses will appear on their college transcript.

Your student has selected at least one course located on the CSI campus or an online course open to the general CSI student population. Fast Forward pays only half the cost of these courses; your student will be responsible for the remaining tuition. Additionally, these classes will include college age students and may cover material in a manner that assumes an adult student population.

*CSI subscribes to the policy of providing equal educational opportunities, services, and benefits to students without regard to race, color, ethnicity, national origin, gender, and/or disability.*

Note: You have received this email because your child is under 18 years of age and provided this email as their parent/guardian's email address.





# MyCSI LOGIN STEPS

To view your schedule, grades, GPA, or order your transcripts you will need access to your MyCSI account. The steps below will assist you with your first time logging in to your MyCSI account.

## LOGIN STEPS

How to login:

1. Open Google Chrome browser and go to [www.csi.edu](http://www.csi.edu) and click on the MyCSI icon.



2. Enter your CSI student user name in the Sign in box and click the Next button.



Sign in

GEagle@csi.edu

Next

[Can't access your account?](#)

3. Enter your eight-digit date of birth (example: 01012001) in the password field and click the Sign in button.



### IMPORTANT ANNOUNCEMENT

#### NEW LOGIN PROCESS FOR STUDENTS!

Active students have a new CSI account for all CSI digital services.

[RETRIEVE YOUR NEW ACCOUNT INFORMATION](#)

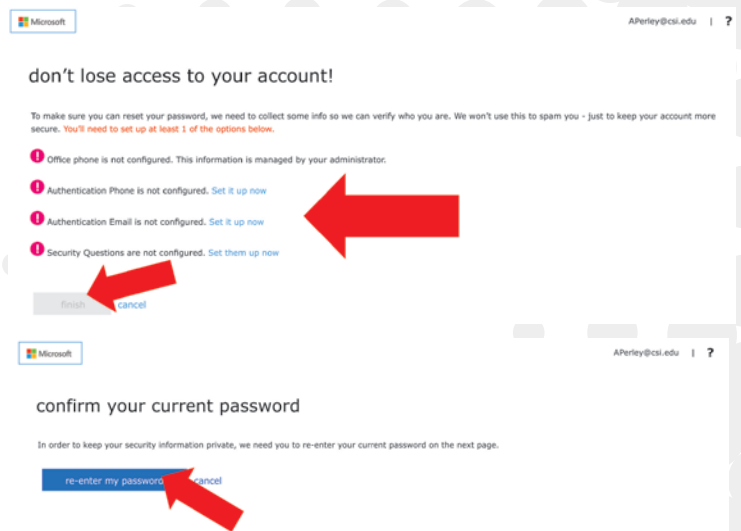
Sign in with your organizational account

GEagle@csi.edu

Password

Sign in

4. Follow the Authentication steps and Security Questions. Confirm your current password and click the re-enter my password button.



5. Once logged in you will see your name in the upper right hand corner.



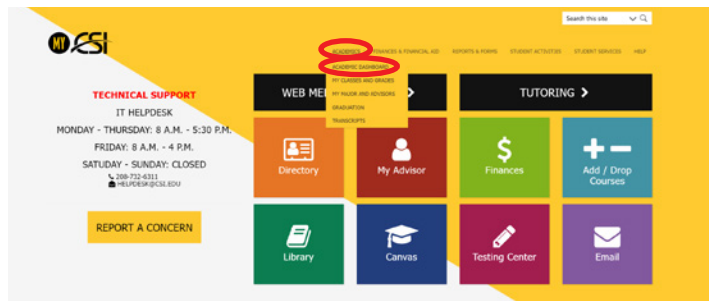
# TIP

If you have difficulty logging in to your MyCSI account, please contact us at [dualcredit@csi.edu](mailto:dualcredit@csi.edu) or call 208-933-2320.

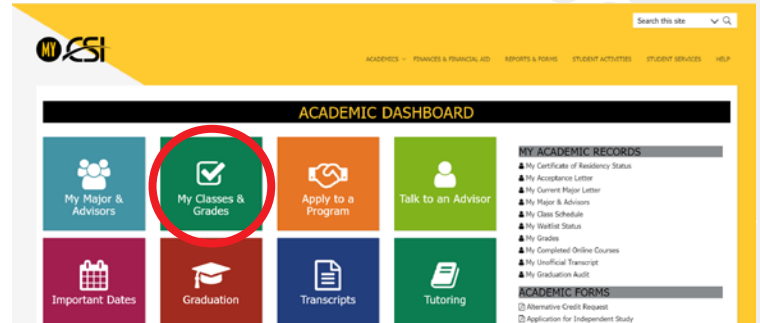


# MANAGING YOUR SCHEDULE

1. To view and print your class schedule login to your MyCSI account and click on "ACADEMICS" dropdown and click on "ACADEMIC DASHBOARD":



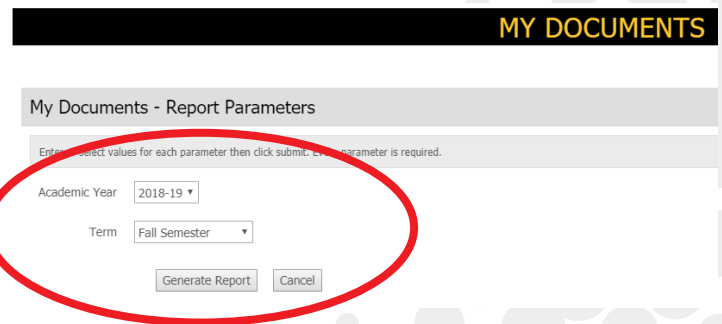
2. Click on the green tile labeled My Classes & Grades:



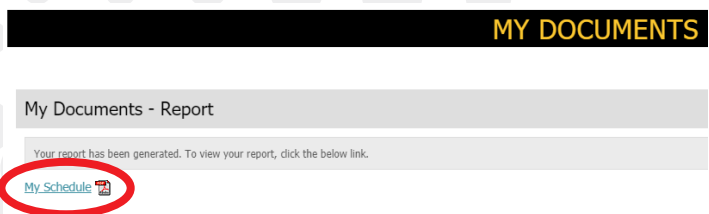
3. Click on the red tile labeled "My Class Schedule":



4. Change the Term field to the semester you want to view/print and click the Generate Report button:



5. Click on the My Schedule PDF link:



6. Your schedule will open in a separate tab. Check for accuracy and review the deadline dates to drop and withdraw listed under each course.

**Student Schedule** r\_student\_schedule\_web\_csi

---

**Name:** Gilbert Eagle      **Division:** Lower Division Work      **Major:** Geospatial Technology - BTC  
**ID Number:** 555555      **Class:** Sophomore  
**Address:** 123 Any Street      **Advisor:** Advisor Inactive X  
AnyTown, ID 81234      Cooper Jeffrey S

---

Course	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Credits
GEOL 104 C20W	Natural Disasters and Env Geology Shawn Patrick Willsey		8/20/18	12/13/18	8/26/2018	12/13/18	CAMPS INTRN TBA	History	4
								<b>Last Day to Drop:</b> 11/9/2018	
GEOL 104L C20W	National Disasters and Env Geo Lab Shawn Patrick Willsey		8/20/18	12/13/18	8/26/2018	12/13/18	CAMPS INTRN TBA	History	0
								<b>Last Day to Withdraw:</b> 11/9/2018	
<b>Total Hours:</b> 4.00									

It is your responsibility to make sure your schedule is accurate.

**NOTE**



# DOLLARS MATTER \$\$\$

The college planning process includes budgeting wisely. The following information will introduce you to costs involved with Dual Credit and funding availability.

## TUITION AND FEES

Example:

Course Type	Tuition Per Credit
Dual Credit courses through a public high school	\$75
CSI on-campus or online	\$75

## TUITION & FEE TIPS

- Additional costs may include books & materials you may need for your courses.
- Students who have resided 12 consecutive months in Ada, Canyon, Bonneville, Kootenai, Jerome or Twin Falls counties are considered in-district and are not charged the <https://csi.smartcatalogiq.com/en/2023-2024/Catalog>. You do not have to submit the Certificate of Residency form.

## ADVANCED OPPORTUNITIES FAST FORWARD FUNDING

Example:

Dual Credit Location	Funding Amount Per Credit
Dual Credit course through a public high school or IDLA	\$75
CSI on-campus or online	\$75

**How to apply for Advanced Opportunities Fast Forward funding:**

1. **Create a Fast Forward account** at [advancedops.sde.idaho.gov](https://advancedops.sde.idaho.gov)  
By creating an account, you will be able to track where your funds are, request payment for courses and exams, and view the status of payments. Accounts must be activated by your school before funds are allocated. Check with your local school district to learn more about your local application process for Fast Forward funding.
2. **Course Entry:** With assistance of your high school enter the courses in your portal account.
3. **IDLA Participants:** If you are taking a Dual Credit course through the Idaho Digital Learning Academy, you will need to work with the IDLA site coordinator at your school to get signed up and registered!
4. Complete and submit the Fast Forward Participation Form to your high school in order to receive Fast Forward funding. You can find the form at <https://www.sde.idaho.gov/student-engagement/advanced-ops/>

For more information on the Advanced Opportunities programs contact: The State Wide Coordinator at 208-332-6944.



# COURSE PLACEMENT

The College accepts the following placement information in order to assist students with the selection of appropriate level courses in the educational planning process: Write Class, ACT (American College Testing), SAT (Scholastic Aptitude Test), Dual Credit, Alternative Credit, and Transfer Credit.

All students are encouraged to submit placement information prior to enrolling in courses that require math or English placement. The score results are used during the educational planning process to assist students in selecting appropriate level courses in which there is a reasonable probability that they will be successful.

Some courses and program-specific admissions criteria require certain course placement level attainment. Refer to the catalog's curriculum and program description sections for details.

[Self-Guided Math Placement](#)

[English Self-Directed Placement](#)

[The Write Class](#)

**Students are held to prerequisite standards by the college instructor who delivers their course. The DualEnroll system informs the student that their Registration Request will be reviewed by the instructor for approval. Instructors approve each individual student who requests their course in the Dual Enroll system.**

**NOTE**





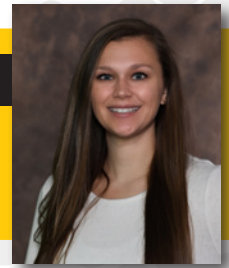
# EARLY COLLEGE CONTACTS

Contact the Early College Coordinator assigned to your school region to ensure you are taking meaningful courses which match your academic goals.



**Polly Hulsey**

Dean of Student Access  
208-732-6888  
phulsey@csi.edu



**Bobbi Sumpter**

Assistant Dean of Student Access  
208-732-6230  
bsumpter@csi.edu



**Kendal Nield**

Director of Early College  
208-732-6876  
knield@csi.edu



**Josh Sakelaris**

Early College Senior Coordinator  
208-241-2049  
jsakelaris@csi.edu



**Dale Mallows**

Early College Senior Coordinator  
208-732-6887  
dmallows@csi.edu



**Shawna Jacobson**

Early College Coordinator  
Gooding Office Coordinator  
208-732-6461 | 208-934-8678  
sjacobson@csi.edu



**Miah Floyd**

Off Campus Coordinator  
208-732-6461  
mnfloyd@csi.edu

Contact your Early College Coordinator today to get assistance with:

- Admission
- Registration
- Advising
- Fast Forward Funding



# EARLY COLLEGE CONTACTS



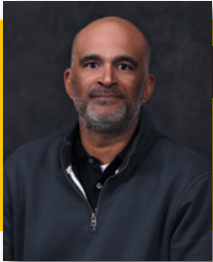
**Crystal Padron**

Early College Coordinator  
(Hablo Español)  
208-732-6889 • cpadron@csi.edu



**Neh Meh**

Early College Coordinator  
(Fluent in Burmese, Karen, Karenni  
& Cantonese)  
208-732-6846 • nmeh1@csi.edu



**Ivan Smith**

Early College Coordinator  
208-732-6416  
ismith@csi.edu



**Carolina Driever**

Early College Coordinator  
(Hablo Español)  
208-732-6803 • cdriever@csi.edu



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208-933-2320 or [dualcredit@csi.edu](mailto:dualcredit@csi.edu)

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# FAMILIARIZE YOURSELF WITH THE CSI CATALOG

It is essential to familiarize yourself with the official CSI Catalog to learn more about important college policies and procedures. You can find the [CSI catalog online](#) by clicking here. The following are highlights the Early College Department encourages you to read through. When Using online catalog, type title in search field.

## STUDENT CODE OF CONDUCT

The College of Southern Idaho promotes behavioral standards that create a positive environment in which students can learn, work, and live. The Student Code of Conduct is intended to help create and preserve this positive environment in support of the institution's mission, educational philosophy, purposes, and functions; to foster students' educational and civic development; and to protect the people, properties, systems, and processes that support the College.

## PRIVACY OF STUDENT RECORDS

**The Family Educational Rights and Privacy Act of 1974 (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law protecting the **privacy of student education records**. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (e.g. college or university)**. Students to whom the rights have transferred are **"eligible students."** Questions concerning FERPA should be referred to the CSI Office of the Registrar (208-732-6795); [www.csi.edu/FERPA](http://www.csi.edu/FERPA).

## RIGHT OF APPEAL

Students have the right to appeal outcomes imposed by implementation of College policies. All appeals must be in writing and must be submitted to the respective CSI official(s). Appropriate documentation of extenuating circumstances will be required and the timeliness of the appeal will also be considered.

## COURSE DESCRIPTION EXAMPLE

### **ENGL 101 WRITING AND RHETORIC 1**

English 101 emphasizes the process and strategies of writing academic essays with critical attention to purpose and audience; focus and development to support a thesis; and organization and coherency. Students write analytical essays based on readings, observations, and ideas: develop various strategies to respond to different rhetorical situations; and edit for style, voice, and conventions of standard usage. This

## ACADEMIC INTEGRITY

The College values its mission as an educational institution. CSI students, faculty, staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the assumption that the work presented is the individual's own. All work submitted is to be a representation of an individual's own ideas, concepts, and understanding. Anything less is unacceptable and is subject to disciplinary action. Consequences of academic dishonesty/misconduct may include, but are not limited to, any or all of the following steps depending on the severity of the violation: 1) verbal warning; 2) written plan for improvement; 3) a zero on the affected assignment or test; 4) course failure; or 5) dismissal from the major or program. Please see webpage for additional information.

## ATTENDANCE

The college recognizes that regular attendance is the student's responsibility. Instructors evaluate the lack of attendance in terms of the course requirements and take reasonable course of action, including but not limited to, dropping students for no show. A class missed due to required participation in a verified school activity will not be considered an absence. Students who miss class or are absent for any reason, are still responsible for completing all course requirements. When the number of class hours absent exceeds the number of course credits, the instructor has the authority to send a notice to the student as a warning and/or refer the student to his/her advisor.



# DEADLINES & APPEAL

## DEADLINES

All of CSI's Dual Credit deadlines are clearly listed on the [Dual Credit Web Page](#) and found on [page 3](#). The deadlines are also in the first email message you receive from the CSI Dual Credit Department.

## ENROLLMENT APPEAL

Students requesting to add, drop, or withdraw after the deadline must submit an Enrollment Appeal to the Office of the Registrar. This includes students who were legitimately dropped for no show by faculty. The Enrollment Appeal form can be found at <https://www.csi.edu/files/pdf/registrar/enrollment-appeal.pdf>.

To be considered the appeal must demonstrate, with supporting evidence, an extenuating circumstance which prevented the student from meeting the deadline. If the Enrollment Appeals Committee determines the existence of a legitimate extenuating circumstance, the Registrar will contact the faculty member(s) to explain the situation and determine the student's likelihood for success.

Student appeals without an extenuating circumstance, lacking supporting evidence, or where the faculty member believes the student would not be successful will be denied.

**Extenuating circumstances** are circumstances which meet ALL of the following conditions and must be addressed in explanation of the appeal:

1. Affects your ability to meet established deadlines/standards
2. Are life-altering
3. Are outside of your control
4. Can be corroborated by independent evidence (MUST BE ATTACHED TO THE APPEAL)
5. Occurred during or shortly before the deadline in question
6. Was unplanned.



# DROPPING & WITHDRAWING

**Dropped** course(s) do not appear on the student's transcript, tuition charges are subtracted from the student's account and are refundable. Students may drop courses until 5:00 pm on the Wednesday deadline listed on the Early College web page.

**Withdraw** means the student attempted the course but did not complete any credit; the grade of W will appear on the student's transcript and there is no refund. No course may be withdrawn from after 75% of the course has elapsed. Students will be issued a grade after the deadline.

## NOTE

W grades can have a number of negative consequences, including negatively impacting students' eligibility for Federal Financial Aid. Ws on transcripts can also raise questions by transfer institutions and even prospective employers. Students should carefully consider the consequences of Ws before withdrawing from courses. For more information contact the CSI Financial Aid Office at 208-732-6873.

## HOW TO DROP OR WITHDRAW FROM A COURSE

**Drop** - To drop a Dual Credit course login to your [DualEnroll](#) account and click on the Drop hyperlink.

**Withdraw** - To withdraw from one or more courses, a completed Add/Drop/Withdraw form must be submitted to the CSI Early College in person or via email [dualcredit@csi.edu](mailto:dualcredit@csi.edu). To withdraw from **all** credited courses you must obtain a Federal Financial Aid Advisor's signature on a Complete Withdraw form. This form must be submitted to CSI Early College in person or via email [dualcredit@csi.edu](mailto:dualcredit@csi.edu).

## NOTE

Drop and withdraw deadlines are published on the student's schedule.



# ACADEMIC STANDING

## CSI ACADEMIC STANDING FLOWCHART

### GOOD ACADEMIC STANDING

(Maintain a 2.0 cumulative GPA or higher)

- Status noted on transcript.

Note: The 2.0 cumulative GPA is a CSI benchmark for graduation and federal financial aid eligibility.

### ACADEMIC WARNING

(Cumulative GPA falls below 2.0)

- Status noted on transcript.
- A registration hold is placed on the student's CSI record until the student completes an online activity.

### ACADEMIC PROBATION

(While on Academic Warning, cumulative GPA remains below 2.0)

- Status noted on transcript.
- Student is required to complete a Student Academic Success Plan with an Advisor/Academic Coach every semester until they have achieved Good Academic Standing.

### ACADEMIC SUSPENSION

(While on Academic Probation, term GPA falls below 2.0)

- Status noted on transcript.
- Student must sit out one semester, excluding summer. The Assigned Advisor/Academic Coach will conduct an exit interview and inform the student of resources available during their required break and discuss their re-entry plan.
- Student may appeal to be re-instated with provisional status.
- After sitting out one semester, the student may re-enroll under a Student Academic Success Plan with an Advisor/Academic Coach.
- If term GPA falls below 2.0, the student is required to sit out one semester, excluding summer.

When cumulative CSI GPA rises to a 2.0 or higher, student achieves Good Academic Standing.

\*Academic Standing is not the same as Financial Aid Satisfactory Academic Progress Standing

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# BILLING & PAYMENT INFORMATION

Now that you are registered, your courses and fees will generate an account balance.

Take a look at the sample bill below on how and where you can make payments that are convenient for you and your family to pay off your bill. To pay your remaining tuition and fees, you can make your payment with the following methods:

Online through your MyCSI account, click on the green \$ Financials tile:

- Credit or debit card

In person on-campus or at any of the off-campus centers:

- Cash
- Check
- Credit or debit card
- Mini-Cassia Center
- Gooding Center
- Jerome Center

## SAMPLE STATEMENT

College of Southern Idaho  
PO Box 1238  
Twin Falls, ID 83303-1238

Your CSI Student ID number

Statement Date: 2/24/2018

ID number: 555555

The statement will always be addressed to the student

Gilbert Eagle  
123 Any Street  
AnyTown, ID 81234

Beginning balance listed here. Typically this will be at zero. If you owe CSI from a previous semester you will see the balance here.

Courses you registered for will be listed here

01/17/2018 Dual Credit BIOL 237B N13D  
06/16/2018 Transfer to ISDEO-BIOL 237

Payments received

Tuition and fees

Payment from Advanced Opportunities

	CHARGES	CREDITS	BALANCE
Beginning Balance:			.00
Tuition and fees	260.00	.00	260.00
Payments received	.00	-260.00	.00
<b>Subtotal:</b>			.00
<b>Statement Balance:</b>			.00
<b>Amount Due:</b>			.00

Running Balance

Total Amount Due

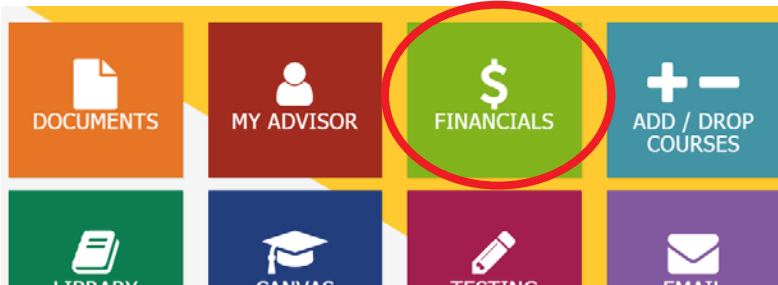
### TIP

- A subtraction means a payment has been applied to your account.
- Dual Credit students are not assessed late fees. However, you will have a Business Office hold on your account which prevents registering in future courses & ordering transcripts.

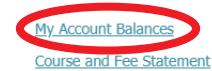


# FINANCIALS

**1** Login to your MyCSI account and click on the green tile titled "Financials":

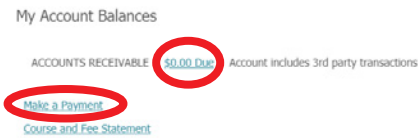


**2** Click on Account Balances:  
**PAYMENTS & STATEMENTS**

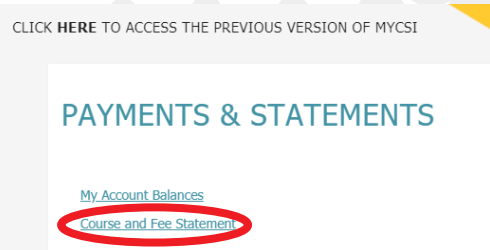


**3** To view your tuition, fees and payments, click on the dollar amount due. To pay click on "Make a Payment":

## PAYMENTS & STATEMENTS



**4** To view your statement click on "Course and Fee Statement":



**5** Click "Generate my Course and Fee Statement":

## PAYMENTS & STATEMENTS

This statement may not include all transactions to date; therefore, may result in a different ending balance than you see on My Account Balances. Please check with the Business Office for additional details.

[Generate my Course and Fee Statement](#)

**6** Click "View my Course and Fee Statement":

## PAYMENTS & STATEMENTS

This statement may not include all transactions to date; therefore, may result in a different ending balance than you see on My Account Balances. Please check with the Business Office for additional details.

[View my Course and Fee Statement](#)

College of Southern Idaho  
PO Box 1238  
Twin Falls, ID 83303-1238

17:38:32 6/11/2019  
r\_statements\_layout1  
MyCSI

ID number: 555555  
Address: Gilbert Eagle  
123 Any Street  
AnyTown, ID 81234

Date: 6/11/2019

Please indicate the account name and ID number on your remittance, or return this portion with your check. Receipts will be issued only on request.

	Charges	Credits	Total
<b>ACCOUNTS RECEIVABLE AR</b>		Beginning Balance:	.00
01/17/2018 Dual Credit BIOL 237B N13D	260.00	.00	260.00
06/18/2017 Transfer to ISDEO-BIOL 237	.00	-260.00	.00
		Subtotal:	.00
		Statement Balance:	.00
		Amount Due:	.00

Questions, please contact CSI Business Office at 208-732-6212 regarding your statement.

**NOTE**



# PARENT TOOLBOX

Parent engagement is an important contribution in helping your student achieve their goals and degree progression. We have created a list of useful tips which will help you support your student in the Dual Credit process.

## Tips for parents:

- Communicate often with your student about his/her Dual Credit plans.
- Communicate often with your student's high school counselor to determine what Dual Credit courses are offered.
- Contact CSI Early College Department for questions regarding the pros and cons of enrolling in Dual Credit.
- Remind your student Dual Credit courses require a high level of maturity, preparedness, and commitment.
- The tuition rate for CSI Dual Credit college courses taken through a public high school, CSI campus and CSI online is the same rate regardless of where the student takes the course.

## FERPA Q&A FOR PARENTS AND FAMILIES:

### WHAT IS FERPA?

FERPA (Family Educational Rights and Privacy Act) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education.

### WHAT CAN PARENTS ACCESS ACCORDING TO FERPA?

- When a student reaches the age of 18 or registers for classes at the College of Southern Idaho, regardless of age, FERPA rights transfer from the parent to the student.
- Parents may obtain directory information at the discretion of the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) by obtaining written consent from their child.
- Parents may obtain non-directory information after it has been determined that their child is legally their dependent.

For more information about FERPA contact the Office of the Registrar at 208-732-6795 or [records@csi.edu](mailto:records@csi.edu).

### EDUCATION RECORDS INCLUDE

- Any record that contains information that is directly related to the student.
- Personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in the Office of the Registrar.
- Education records can exist in any medium including typed, computer-generated (monitor screen), video, microfilm, microfiche, email, notepad, and others.
- Academic records, financial aid, disciplinary actions.

### EDUCATION RECORDS DO NOT INCLUDE

- Sole Possession records (records/notes in sole possession of the maker, used only as a personal memory aid and not revealed to any other person except a temporary substitute for the maker of the records which may include notes an instructor makes in regard to career/professional guidance to a student, etc.).
- Medical records.
- Employment records when employment is not contingent on being a student provided the record is used only in relation to employment.
- Records created and maintained by a law enforcement unit used only for that purpose.
- Post attendance records (information about a person that was obtained when the person was no longer a student).

### WHAT IS A FERPA RELEASE FORM?

To review a FERPA Release form go to [www.csi.edu/FERPA](http://www.csi.edu/FERPA)

**Must be completed and submitted by the student.**



# ACADEMIC CERTIFICATE

The Academic Certificate is intended for students who plan to complete their Associate of Arts or Associate of Science degree or who intend to transfer into a baccalaureate program after completing two semesters of study at CSI. Students must complete the minimum number of credits indicated, from each of the following areas, in order to meet the certificate requirements.

Example:

Academic Certificate	Credits
Oral Communication	3
Written Communication	6
Mathematical Ways of Knowing	3
Humanistic and Artistic Ways of Knowing	6
Scientific Ways of Knowing	7-8
Social and Behavioral Ways of Knowing	6
Introduction to General Education	3
Wellness	2
Minimum Credits Required for this Certificate	36-37

\*A graduation GPA of 2.0 or better is required for graduation with a degree or certificate. Each degree may require specific general education courses in each area, be sure to check your intended program's curriculum requirements\*  
Students completing these requirements must apply for graduation online at <https://mycsi.csi.edu>

Example:

INTRO TO GENERAL EDUCATION Institutionally Designated Courses	SCIENTIFIC WAYS OF KNOWING General Education Courses	HUMANISTIC AND ARTISTIC WAYS OF KNOWING General Education Courses	SOCIAL AND BEHAVIORAL WAYS OF KNOWING General Education Courses
GNED 101 Intro to General Education 3	AGRI 180 Food System Science 4 ALLH 220 Fundamentals of Nutrition 3 ANTH 104* Intro to Biological Anthropology 3 BIOL 100 Concepts of Biology 4 BIOL 102* Environmental Science 3 BIOL 201 Biology 1 4 BIOL 221 Introductory Microbiology 4 BIOL 227 Human Anatomy & Physiology 1 4	ARTS 101 Art History 1 3 ARTS 102 Art History 2 3 ARTS 103 Appreciation & History of Photography 3 ARTS 105 Design 1 3 DANC 101 Dance Appreciation 3 ENGL 126 Film & Literature 3 ENGL 175 Literature & Ideas 3 ENGL 215 Survey of World Mythology 3 ENGL 257 Survey of World Literature 1 3 ENGL 258 Survey of World Literature 2 3 ENGL 267 Survey of British Literature 1 3 ENGL 268 Survey of British Literature 2 3 ENGL 277 Survey of American Lit 1 3 ENGL 278 Survey of American Lit 2 3 FREN 101 Elementary French 1 4 FREN 102 Elementary French 2 4 HUMA 101 Intro to Humanities 1 3 HUMA 106 Intro to Modern Humanities 3 MUSI 100 Introduction to Music 3 MUSI 108 Survey of Jazz & Pop Music 3 PHIL 101 Introduction to Philosophy 3 PHIL 103 Introduction to Ethics 3 PORT 101 Elementary Portuguese 1 4 PORT 102 Elementary Portuguese 2 4 SIGL 101 American Sign Language 1 4 SIGL 102 American Sign Language 2 4 SIGL 201 American Sign Language 3 4 SIGL 202 American Sign Language 4 4 SPAN 101 Elementary Spanish 1 4 SPAN 102 Elementary Spanish 2 4 SPAN 201 Intermediate Spanish 1 4 SPAN 202 Intermediate Spanish 2 4 SPAN 203 Spanish for Heritage Speakers 4 THEA 101 Theatre Appreciation 3 THEA 201 Theatre History 1 3 THEA 202 Modern Theatre and Musicals 3	ANTH 101 Physical Anthropology 3 ANTH 102 Cultural Anthropology 3 BIOL 211 Science Lit & the Environment 3 COMM 102 Interpersonal Communication 3 COMM 220 Intercultural Communication 3 CRIJ 103 Introduction to Law & Justice 3 ECON 201 Principles of Macroeconomics 3 ECON 202 Principles of Microeconomics 3 EDUC 204 Families, Communities & Culture 3 GEOG 102 Cultural Geography 3 GEOG 202 World Regional Geography 3 HIST 101 World History 1 3 HIST 102 World History 2 3 HIST 111 US History 1 3 HIST 112 US History 2 3 POLS 101 American National Government 3 POLS 102 Intro to Political Science 3 POLS 221 Intro to International Relations 3 PSYC 101 Introduction to Psychology 3 SOCY 101 Introduction to Sociology 3 SOCY 102 Social Problems 3 SOCY 105 Human Relations 3
<b>WELLNESS</b> Institutionally Designated Courses	CHEM 100 Concepts of Chemistry 4 CHEM 101 Introduction to Chemistry 4 CHEM 102 Essential Organic & Biochemistry 5 CHEM 111 General Chemistry I 5 GEOG 100 Physical Geography 4 GEOL 101 Physical Geology 4 GEOL 102 Historical Geology 4 GEOL 104 Natural Disasters & Envir. Geology 4 GEOL 105 Geology of National Parks 3 PHYS 100 Survey of Physics 4 PHYS 101 Survey of Astronomy 4 PHYS 111 General Physics 1 4 PHYS 112 General Physics 2 4 PHYS 211 Physics Scientists & Engineers 1 5		
<b>WRITTEN COMMUNICATION</b> General Education Courses			
ENGL 101 Writing & Rhetoric I 3 ENGL 102 Writing & Rhetoric II 3			
<b>ORAL COMMUNICATION</b> General Education Courses			
COMM 101 Fund. of Oral Communication 3 COMM 209 Critical Thinking & Augmentation 3			
<b>MATHEMATICAL WAYS OF KNOWING</b> General Education Courses			
MATH 123 Math in Modern Society 3 MATH 143 College Algebra 3 MATH 153 Statistical Reasoning 3 MATH 147 College Algebra & Trigonometry 5 MATH 160 Survey of Calculus 4 MATH 170 Calculus I 5			

\*If students only take the lab piece and not the lecture, the lab credit counts as College Level Elective and not as General Education Science. Students must take the corresponding lecture piece (ANTH 104 or BIOL 102) for the lab credit to count as General Education Science. Students do not have to take them in the same semester.

**NOTE**

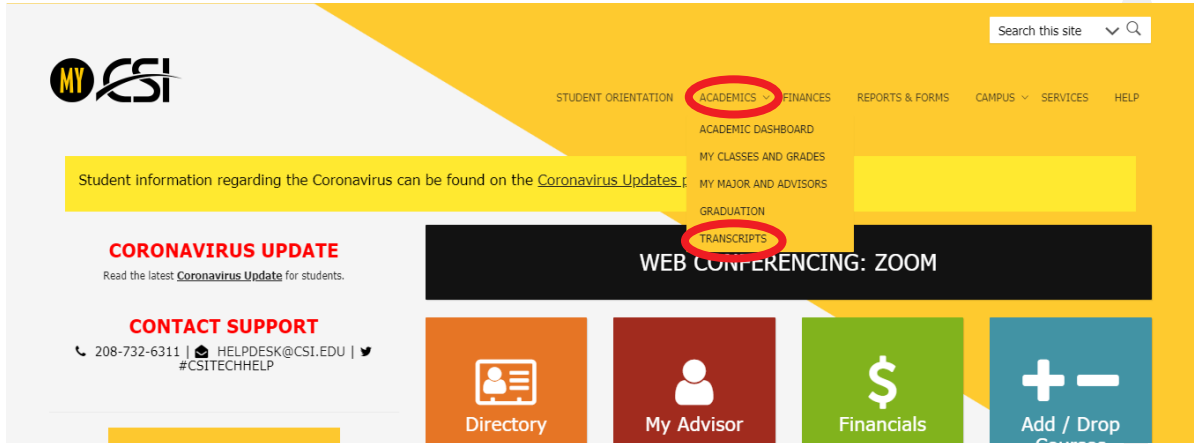
Not all Dual Credit courses are listed here and not all high schools offer these courses. Contact the Early College Department for other pathway options available.



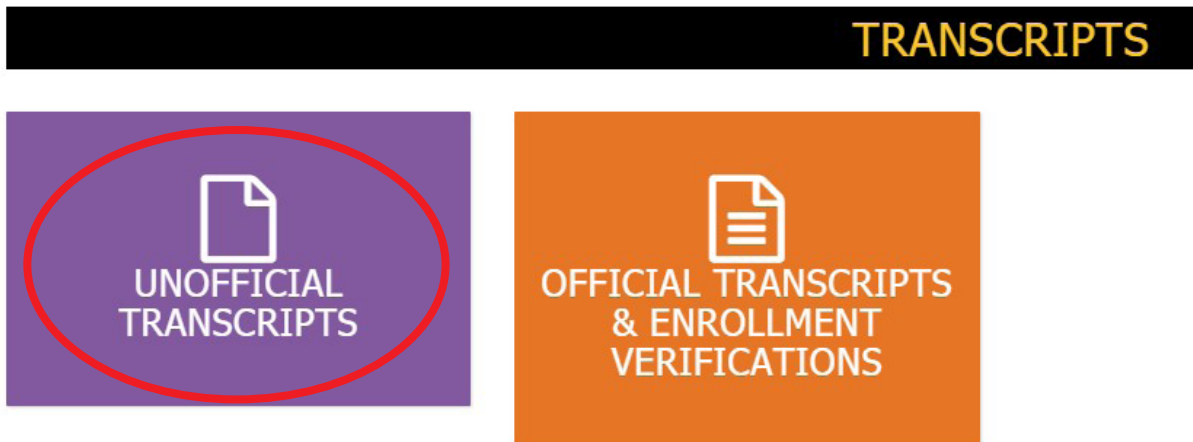


# TRANSCRIPTS

To view your unofficial transcript or order your official transcript login to your MyCSI account, select “Academics” and click on “Transcripts”:



There is no charge to view or print your unofficial transcripts. Click on the purple tile titled “Unofficial Transcripts”:



To print your unofficial transcript scroll to the bottom and click on the hyperlink “Printable Unofficial Transcript”.

SPCH 101 06	Fundamentals of Speech	A	-	2.00	2.00	2.00	8.00	
SS 009 02	Math Concepts	A	-	2.00	2.00	2.00	8.00	
<b>Term Totals:</b>				<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>50.00</b>	<b>3.57</b>
<b>Career Totals:</b>				<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>50.00</b>	<b>3.57</b>

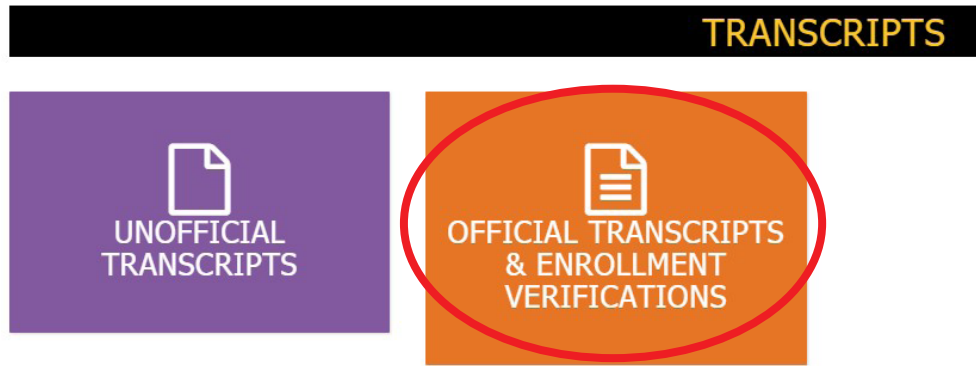
[Printable Unofficial Transcript](#)

[Back to Top](#)



# TRANSCRIPTS

Click on the orange tile titled “Official Transcript & Enrollment Verifications” to order your official transcripts.



Click on “Continue to Student Clearinghouse Self-Service Transcripts”.


## Order an Official Transcript

The Student Clearinghouse Self-Service portal allows you to:

- Order an official transcript or view the status of your previous transcript requests.
- Print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of your enrollment.
- Check the deferment forms and electronic notifications sent to your lenders.
- Obtain a list of your student loan lenders and link to real-time loan information.
- View your enrollment history.
- View enrollment verification provided to student service providers at your request.

[Continue to Student Clearinghouse Self-Service Transcripts](#)

To order your official transcript click on “Order a transcript”:

**Student Self-Service Site** 


[Help](#) [Log Out](#)

Welcome. This service is offered by the National Student Clearinghouse in cooperation with COLLEGE OF SOUTHERN IDAHO.  
**IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.**

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment  All enrollment
- [Obtain a Good Student Discount Certificate](#) to print and mail to an auto insurer or other company that requests proof of my status as a Good Student for the current term.
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order a transcript](#)
  - View the [status](#) of your transcript order
  - [View exclusive offers for college students](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.





# TRANSCRIPTS

Read the tips listed in the School Notifications box then click on the green button titled “Order Transcript(s)”, fill out the form:

Fill out the required fields in steps 1 through 3:

Transcript Ordering Center

School Notifications

**Welcome to 2019**  
Reminder when ordering your transcript

Double check the correct request:  
-AFTER DEGREE IS POSTED  
-AFTER GRADES ARE POSTED  
or - NOW (as is)  
degrees and some grades may not be posted for weeks

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

Transcript Ordering Center

1 Enter Personal Information 2 Select Transcript and Delivery Dates 3 Confirm Order and Checkout

Enter Personal Information

Personal Information: All fields required, unless otherwise indicated

First Name: \_\_\_\_\_ Middle Name (Optional): \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: MMDDYYYY \_\_\_\_\_ Has your name changed since attending school? YES NO

Student Identification Information: One of the following is required

Are you currently enrolled? YES NO

[CANCEL ORDER](#) [CONTINUE](#)

NATIONAL STUDENT CLEARINGHOUSE  
2300 Duke Station Blvd, Suite 229  
Harrison, VA 22077  
703.742.4295

Once your order is complete you can check on the status by clicking on the “View Transcript Order Status”:

Transcript Ordering Center

School Notifications

**Welcome to 2019**  
Reminder when ordering your transcript

Double check the correct request:  
-AFTER DEGREE IS POSTED  
-AFTER GRADES ARE POSTED  
or - NOW (as is)  
degrees and some grades may not be posted for weeks

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

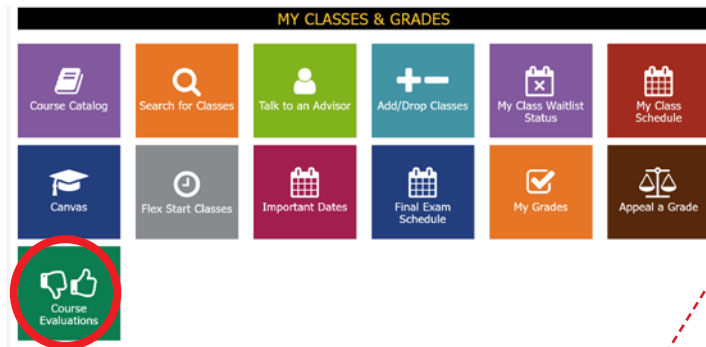
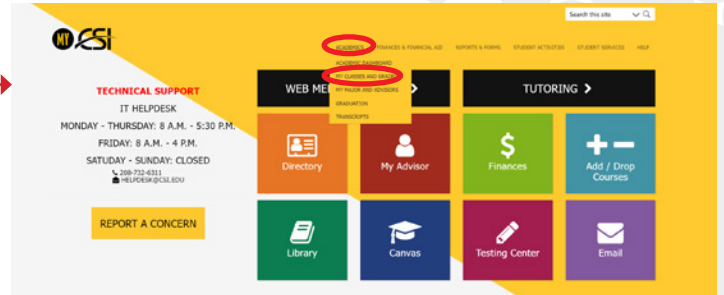
[View Transcript Order Status](#)



# COURSE EVALUATION

1. To access the Course Evaluations login to your MyCSI account and click on “ACADEMICS” dropdown and click on “My Classes and Grades”.

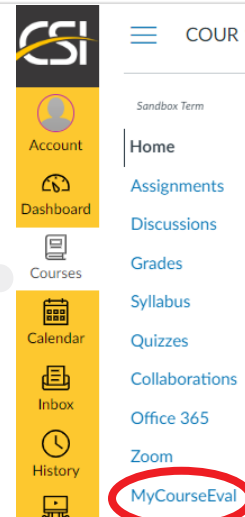
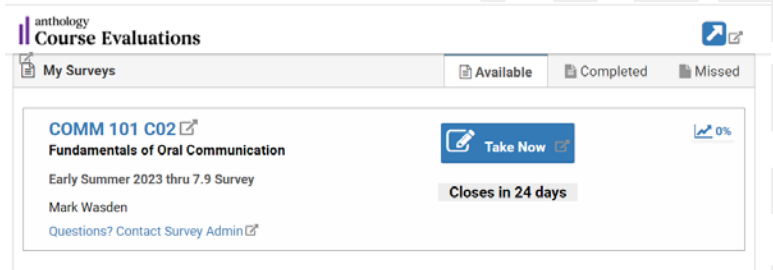
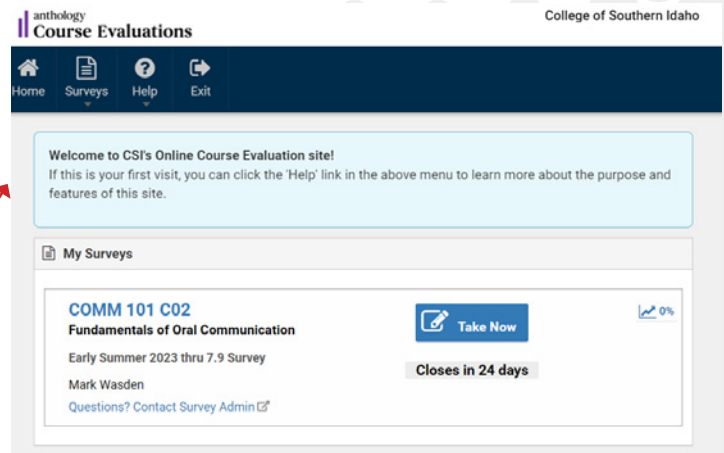
2. Click on the green tile labeled Course Evaluation:



3. Complete the Course Evaluations:

First time users will see a welcome message when they access Course Evaluations for the first time and a list of all the surveys that are available for students to complete:

Students will see all the surveys that are available for them to take. Once they have taken the survey for a course, it disappears from the list. They can reopen and edit their answers any time before the survey closes by clicking on Completed and reopening their completed survey:



**NOTE** Students can also access the MyCourseEval through the Canvas menu. It will allow students to go directly to the portal from any Canvas course. See page 6 for instructions on how to access your Canvas account.

# MILESTONES TO SUCCESS

An important part of college readiness means completing important milestones as a Dual Credit student. The following steps will put you on the right path from beginning to end.

**GETTING STARTED**

- Apply for Dual Credit admission
- Apply for Fast Forward funding
- Meet with your Early College Coordinator for advising

**1-15 CREDITS**

- Meet with Early College Coordinator regularly
- Take courses toward the Academic Certificate or your degree pathway
- Look at your possible transfer & career paths while at CSI
- Focus on English and math courses

**16-35 CREDITS**

- Continue to work toward the Academic Certificate
- Verify you are on track to meet all requirements and apply for graduation
- Start a conversation with a CSI Focus Area Advisor in the intended majors

**AT 36 CREDITS**

- Complete Academic Certificate
- Continue to make plans towards an associate degree

**AS YOU PREPARE TO GRADUATE HIGH SCHOOL...**

**37+ CREDITS**

- Continue to work on your associates degree
- Submit final official high school transcript
- Schedule appointment with a CSI Enrollment Specialist
- Submit FAFSA and scholarship applications

**CSI COLLEGE OF SOUTHERN IDAHO**  
EARLY COLLEGE



CLICK HERE!



## WHAT IS UPLINK?

UpLink is a dual credit career focused academy that allows high school students to participate in CSI Career and Technical Education classes during their senior. Seats are available in 14 different programs for students to come to campus. Students will spend half the day at CSI, morning or afternoon depending on the program, and half a day at the high school meeting graduation requirements. Most programs allow for the completion of a Basic Technical certificate by the end of the year allowing students to smoothly transition into full-time status after graduation.

### SCHEDULES

Program	Credits	Schedule	Semester(s)
Collision Repair	8	8 am - 12 pm	Fall Only
Digital Media	30	9 am - 11 am	Fall and Spring
Drafting	15	8 am - 12 pm	Fall and Spring
Heavy Equipment Ag Technology (HEAT)	27	8 am - 1 pm	Fall and Spring
HVAC	33	5 pm - 10 pm	Fall, Spring, and Summer
Manufacturing	12	2 pm - 5 pm	Fall and Spring
Renewable Energy	20	8 am - 11 am	Fall and Spring
Welding	22	1 pm - 5 pm	Fall and Spring
Automated Engineering	12	8 am - 11 am	Fall and Spring
Ag Core	22	9 am - 12 pm	Fall and Spring
Hospitality	18	8 am - 12 pm (varies by day)	Fall and Spring
Woodworking	14	8 am - 12 pm	Fall and Spring
Food Processing	9	Online/8 am - 11 am, 2 pm - 3 pm	Fall Only
Administrative Assistant	17	Friday Mornings and Weekends	Fall and Spring
Business Management	19	Morning	Fall and Spring

Notes:

Funding model-Tuition will be covered by Fast Forward funds.

Supplies will be on the student with needs-based scholarship, Perkins tools and books and departments scholarships available on a case-by-case basis. [Uplink Schedules & Cost](#)

[Uplink Application](#)

Applications are due by **May 1st**, but seats are limited so sooner is better than later.

For more info, call Melissa Chantry • 208.732.6235 • [mchantry@csi.edu](mailto:mchantry@csi.edu)



CLICK HERE!



## STUDENT CHECKLIST

### SPEND SENIOR YEAR GETTING A JUMP START ON YOUR CAREER TRAINING!

- Meet with high school counselor
  - Check high school graduation process and schedule
  - Letter of recommendation from Counselor required in application
- Apply as dual credit student at [csi.dualenroll.com/users/sign\\_in](http://csi.dualenroll.com/users/sign_in)
- Create a Fast Forward account at [advancedops.sde.idaho.gov](http://advancedops.sde.idaho.gov)
- Meet with Melissa Chantry ([mchantry@csi.edu](mailto:mchantry@csi.edu)) or Abby Jerome ([ajerome@csi.edu](mailto:ajerome@csi.edu)) and parents for advising and program review
- Submit completed application and documents by **May 1st**
- Interview with instructor
- Register for classes
- Order tools and books
- Attend class in the fall

**Get hands-on training and a head start on your future degree and/or career with our technical and academic courses!**



# MILESTONES TO SUCCESS

## CAREER & TECHNICAL EDUCATION

An important part of college readiness means completing important milestones as a CTE Dual Credit student. The following steps will put you on the right path from beginning to end.

### GETTING STARTED

- Learn what is offered at your school or nearby sites including technical Dual Credit, Skill Stack and UpLink programs
- Explore career choices and preferences
- Meet with your Early College Coordinator for advising. Contact Melissa Chantry for Career & Technical Education CTE specifics.
- Apply for dual credit admission or register for Skill Stack
- Apply for Fast Forward funding as needed

### 1-10 CREDITS

- Have a plan for completion, transfer or career
- Meet with Early College Coordinator regularly
- Take available technical dual credit that will help you in your goals
- Look at available Basic Technical Certificates (BTC from 9-30 credits)

### 10-30 CREDITS

- Take available generals to supplement technical courses working toward Academic Certificate or progress in Associates Degree
- Meet with CTE advisor, or Melissa Chantry for transition planning

### 30+ CREDITS

- Track transferability to preferred schools or programs
- Continue toward BTC or Intermediate Technical Certificate
- Meet with advisors to see program prerequisites and general requirements

### AS YOU PREPARE TO GRADUATE HIGH SCHOOL...

- Submit final official high school transcript
- Schedule appointment with a CSI enrollment specialist
- Submit FAFSA and scholarship applications

Meet with Melissa Chantry, CTE Coordinator, to discuss technical education pathways.  
[mchantry@csi.edu](mailto:mchantry@csi.edu)



# CSI WORKFORCE

## DEVELOPMENT & TRAINING

*Let's talk about opportunities available to you...*

Advanced Opportunities allow for students to individualize their high school learning plan to get a jump start on their future. Students in grades 7-12 attending public school in Idaho have an allocation of \$4,125. (The distribution of these funds may not exceed \$500 per training and \$1,00 per year.)

## APPROVED WORKFORCE TRAININGS

[Administrative Office Assistant Career Prep](#)

[Aerial & Scissor Lift Operator](#)

[Assistance with Medications](#)

[Central Sterile Processing](#)

[Certified Food Protection Manager](#)

[CIW Network Technology Associate](#)

[Certified Nursing Assistant](#)

[CompTIA A+ 220-1001](#)

[CompTIA A+ 220-1002](#)

[Customer Service Representative \(CSR\) Exam Prep](#)

[Electrical Apprenticeship](#)

[Excel Series 1-5](#)

[Flagging & Basic Traffic Control](#)

[Forklift Operator](#)

[HACCP & SQF Combined](#)

[Intro to HACCP & Food Safety](#)

[Maintenance Apprenticeship](#)

[OSHA 10 General Industry](#)

[Pharmacy Technician](#)

[Plumbing Apprenticeship](#)

[Safe Quality Foods \(SQF\)](#)

[Welding - Level 1: Intro MIG](#)

[Welding - Level 2: Intro STICK](#)

[Welding - Level 3: Intermediate STICK](#)

[Welding - Level 4: Intro TIG](#)

[Welding - Level 5: Intermediate TIG](#)

[Welding - Intermediate Stick/MIG](#)

[Welding - Introduction TIG](#)

You must be at least 16 years of age for Apprenticeship and Assistance with Medications and at least 18 years of age for Aerial & Scissor Lift Operator, Central Sterile Processing, Flagging & Basic Traffic Control, and Pharmacy Technician.

### Getting Started

We want to make this opportunity as simple as possible for you to access. Connect with an Early College Coordinator at (208) 933-2320 or [dualcredit@csi.edu](mailto:dualcredit@csi.edu) for more information on what your next steps are.

## APPRENTICESHIP PROGRAM

This is a 4-year program that gives you a chance to learn from your employer in a hands-on environment while completing the necessary classroom work before taking the licensing test. You could get a jumpstart and complete your first 2 years while still in high school. [LEARN MORE](#)

[Back to Top](#)



# CSI LEARNING & TUTORING

The Learning & Tutoring Commons at CSI is open to all CSI students, including our Dual Credit students. We serve students by offering FREE drop-in tutoring (no appointment is necessary) and online tutoring (by appointment only). Some of our Peer Tutors are bilingual. To access updated tutoring schedules, tutoring locations, or to make an online appointment visit [MyCSI](#) and then select, "Tutoring".

Our primary tutoring location is found in the Meyerhoeffer Building situated above the library in room 202 on the Twin Falls Campus, where we serve students in the areas of Allied Health, Biology, Business, Chemistry, Communications, Computer Science, Math, Psychology, Registered Nursing and Writing (English or any other writing project). It offers students not only a wide, bright, and open space but large whiteboards, smartboards, movable whiteboards, large monitors, a dry erase tempered glass top table, a 3-D Printer, 20 computers with webcams, and computer equipped with software. Students can also enjoy FREE coffee or a hot drink (e.g., tea, chocolate).

In addition to our main location in the Meyerhoeffer, students can access additional tutoring and resources:

- Drop-in our Math Study Room in Shields 207, which has five computers, a study area with whiteboards, reference texts, and a computer equipped with software.
- Drop-in Biology and Allied Health in our Biology Study Room, Shields 203, which has a study area with whiteboards and reference tests as well as copies of many of the resources used in various Biology teaching labs including models, bones, microscopes and slides, and wall charts.
- Drop-in Chemistry and Math tutoring are resources in our Evergreen Atrium Building, which has a large and bright study area with whiteboards, 12 computers, and two 3-D printers.

For our students living near the Burley area, we offer drop-in Math tutoring at our Mini-Cassia location. Students can enjoy a fresh cup of coffee while they study. The space provides computers with webcams, whiteboards, and reference texts.

Learning and Tutoring Commons

Phone: (208) 732-6685

Website: [www.csi.edu/ip/adc/lap](http://www.csi.edu/ip/adc/lap)



# NEXT STEPS AT CSI

The College of Southern Idaho is excited to assist you with your transition from high school to college. There is a tremendous pay off and benefit for Dual Credit students to continue with CSI. Continuing with CSI is a seamless transition to the degree-seeking process.

Follow the steps listed in our convenient checklist below:

- Apply for Admission.** The online application for new students is free. Note: CTE Programs have additional admission requirements, contact Melissa Chantry at 208-732-6235 or [mchantry@csi.edu](mailto:mchantry@csi.edu) for assistance.
- Submit your official transcript.** Upon graduation, submit a final transcript confirming high school graduation for scholarship purposes. Submit all college transcripts to receive credit for prior course completion.
- Meet with an Enrollment Specialist.** To schedule an appointment call 208-732-6250 or email [enrollment@csi.edu](mailto:enrollment@csi.edu).
- Complete the FAFSA application [www.fafsa.gov](http://www.fafsa.gov).** It opens December.
- Complete the [CSI General Scholarship](#) application.** It opens October 1st.
- Attend Instant Enrollment.** You will learn important information and register for classes.
- Buy your books, supplies and attend your classes!** (The first week counts!)

# WELCOME TO CSI!

**KEY:**

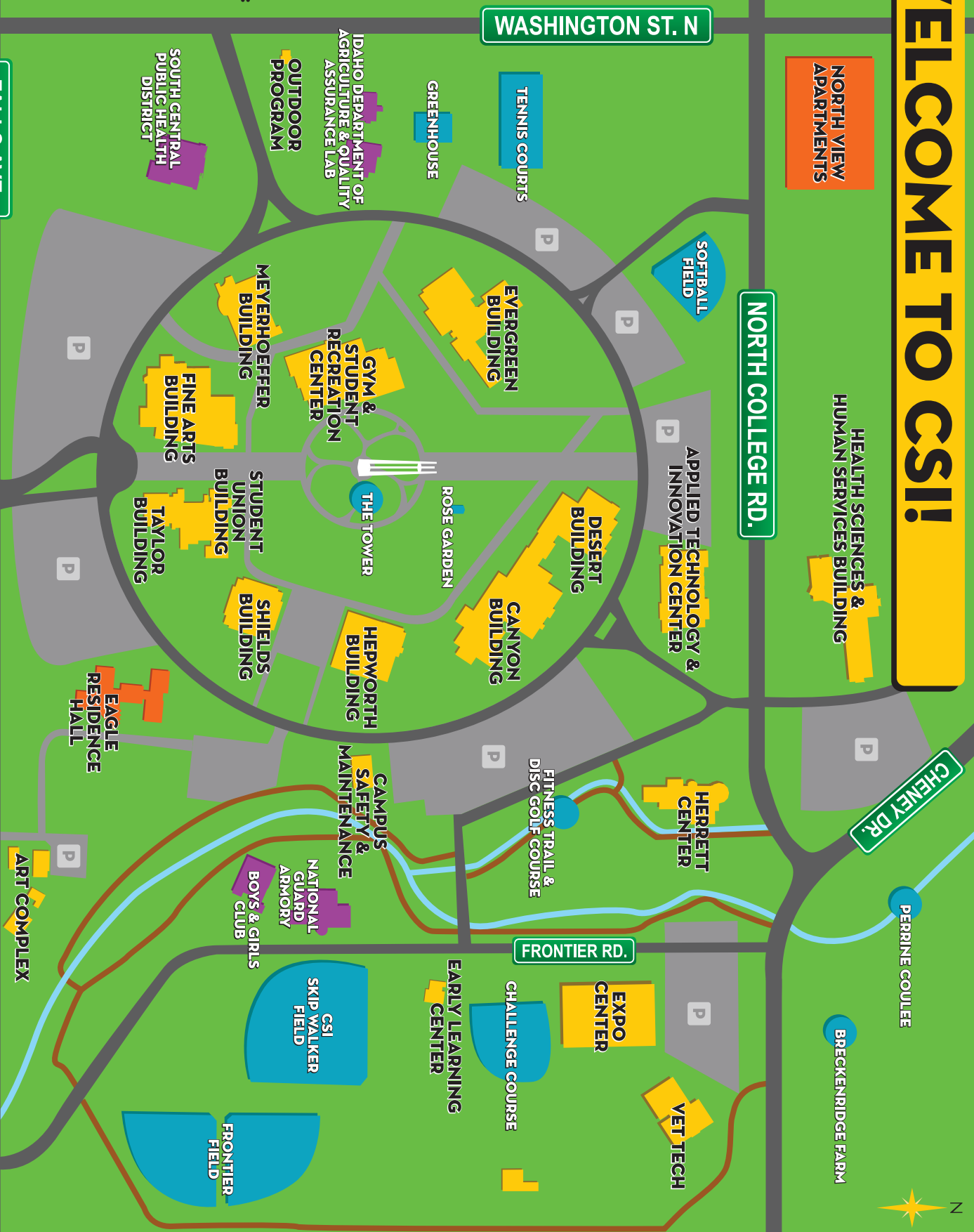
- CSI BUILDINGS
- HOUSING
- PARTNER AGENCIES
- POINTS OF INTEREST

**NOT SHOWN:**

- OFFICE ON AGING  
(650 ADAMSON AVE WEST)
- CSI REFUGEE CENTER  
(1526 HIGHLAND AVE E)
- HEAD START PRE-SCHOOL  
(296 FALLS AVE W)
- CSI MADRONA FACILITY  
(496 MADRONA ST)
- CSI FISH HATCHERY  
(904-1278 CANTON ST)

**OUTREACH CENTERS:**

- CSI BLAINE COUNTY CENTER  
(1050 FOX ACRES ROAD, HALEY)
- CSI GOODING CENTER  
(202 14TH AVE E, GOODING)
- CSI JEROME CENTER  
(104 WEST MAIN STREET, JEROME)
- CSI MANI-CASSIA CENTER  
(1500 PARK AVE, BURLEY)



**NORTH VIEW APARTMENTS**

**HEALTH SCIENCES & HUMAN SERVICES BUILDING**

**NORTH COLLEGE RD.**

**CHENEY DR.**

**WASHINGTON ST. N**

**FALLS AVE.**

**FRONTIER RD.**

**TO EAGLE VIEW APARTMENTS**  
225 FALLS AVE

**CSI SOUTHERN IDAHO**  
315 Falls Ave  
Twin Falls, ID 83301  
(208) 733-9554

