CSI Dual Credit Frequently Asked Questions – Spring 2014 Semester

Spring Registration Deadlines:
- Spring 2014 registration materials and tuition are due (paid in full) by the close of business on Friday February 21st. Students will be dropped for non-payment of tuition after the February 21st deadline.
- After the February 21st deadline has passed reinstatement into a class will carry with it a $75 reinstatement fee.
- Scholarship requests must be submitted to CSI by the close of business on Friday, February 21st.
- Last day to drop without a withdrawal on a CSI transcript – Friday March 7th.
- Last day to withdraw from class without a failing grade – Friday April 11th.

** Trimester Schools – Please contact the Dual Credit Office for 3rd Trimester registration information

Placement Requirements for Math, Physical Science, and Language Arts/English:
Students who take dual credit coursework in English, Mathematics, Biological Science, and Physical Science are required to be properly placed into classes according to CSI policy through one of the following methods:
1. Placement based on COMPASS test results
2. Placement based on a cross-over comparison of the ACT or SAT test results.
3. Submission of a Dual Credit Placement Release

Students will not be able to register for dual credit coursework in the content areas mentioned above until appropriate placement scores are submitted to the College of Southern Idaho or a “Dual Credit Placement Release” form has been submitted in lieu of placement scores. **CSI strongly recommends that all students are appropriately placed according to COMPASS or ACT/SAT test scores.**

On-Line Registration:
CSI uses an on-line registration system to process dual credit applications, course registration, and dual credit tuition payment. Registration is open right now and early registration is encouraged!

New Dual Credit Student Instructions
Students who have never taken dual credit coursework through the College of Southern Idaho will need to complete the steps listed below to enroll. If you have already taken dual credit coursework through CSI, please refer to the Returning Dual Credit Student Instructions listed further down the page.
1. Apply for Dual Credit Admission online through MyCSI (click on the “Dual Credit Application” link to begin the application.) Once your Dual Credit Admission Application is processed, within several business days of submitting the application, you will be sent an admission letter to the email address you provided in the application. The admission letter will contain your CSI Student ID Number.
2. After you’ve received your admission letter with your CSI Student ID Number, you are ready to register for dual credit classes at CSI. Register online by completing these steps-
   - Retrieve your temporary PIN to access MyCSI for registration.
   - Log in to MyCSI using your CSI Student ID number and temporary PIN.
     - You may need to complete a Personal Information Update before you can register for the first time each term.
   - Click on Records and Registration and select Course Search.
   - Select the semester in which you wish to enroll.
   - Search for courses using the Faculty drop down menu to find your Instructor’s name and click Search.
   - Select the Add checkbox to the left of the course, and click Add Courses at the bottom of the page to add the class to your schedule.
     - If you are unable to register for a class due to a required prerequisite, you may need to submit ACT/SAT or COMPASS Placement scores to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.
• You are now registered for your class. If you’d like to add another course, repeat the steps listed above.

3. **Pay your Tuition and Submit a County Residency Form**—Once you have finalized your Dual Credit Registration, you’ll need to pay your tuition and submit a county residency form.

**Returning Dual Credit Student Instructions**

*If you have already taken dual credit coursework through CSI, please complete the steps listed below to enroll.*

1. Using your **CSI Student ID Number**, you are ready to register for dual credit classes at CSI. Register **online** by completing these steps—
   - Log in to [MyCSI](#) using your **CSI Student ID number** and 8 digit date of birth.
     - You may need to complete a Personal Information Update before you can register for the first time each term.
   - Click on [Records and Registration](#) and select **Course Search**.
   - Select the semester in which you wish to enroll.
   - Search for courses using the **Faculty** drop down menu to find your Instructor’s name and click **Search**.
   - Select the **Add** checkbox to the left of the course, and click **Add Courses** at the bottom of the page to add the class to your schedule.
     - If you are unable to register for a class due to a required prerequisite, you may need to submit **ACT/SAT or COMPASS Placement scores** to CSI. Please check with your dual credit instructor or contact the CSI Dual Credit Office for more information.
   - You are now registered for your class. If you’d like to add another course, repeat the steps listed above.

2. **Pay your Tuition and Submit a County Residency Form**—Once you have finalized your Dual Credit Registration, you’ll need to pay your tuition and submit a county residency form.

**Tuition/Payment/Scholarships:**

- **Scholarship money** is available through the College Access Challenge Grant (CACG) and the CSI Foundation. Both scholarships are “need based” (qualification for F/R lunch or extenuating circumstances). Scholarship forms may be obtained from the counseling center at your local high school or by request from the CSI Dual Credit Office.

- **Tuition payment can also be made online.** Students will need to login to their MyCSI account using their CSI Student ID Number and their 8 digit birthdate. Upon logging in, click the “Money Matters” tab and click on “My Account Balances” to see the tuition charges and make a payment online. Online payments can be made by credit, debit or check.

- **Tuition Loan agreements** are available for dual credit students. The link is as follows: [http://www.csi.edu/forms/Students_Forms/loan_agreement_SPR14.pdf](http://www.csi.edu/forms/Students_Forms/loan_agreement_SPR14.pdf). Contact the CSI Dual Credit office for additional information and direction.

**Dual Credit Contact Information:**

- **Larrianne Ruiz**, Dual Credit Administrative Assistant 732-6219  lruiiz@csi.edu
- **Karrie Hornbacher**, Coordinator for Advanced Learning 732-6276  khornbacher@csi.edu
- **Dr. John Miller**, Instructional Dean, Off-Campus Education 732-6280  jmiller@csi.edu