

## CSI Student & Parent Information, Spring 2017

### Spring 2017 Deadlines:

- **Admission Deadline-2/10/17**, New students, those who have never taken CSI dual credit courses before, must apply online for admission to the CSI Dual Credit Program by 2/10/17 for spring classes.
- **Registration Deadline-2/17/17**, students must enroll in their spring dual credit classes by 2/17/2017.
- Last day to drop without a withdrawal on a CSI transcript and receive a tuition refund is – **2/17/2017**.
- Students may withdraw (W grade issued and no tuition refund) until –**4/14/2017**.

### 3rd trimester classes-THE FOLLOWING DEADLINES ONLY APPLY TO CLASSES THAT START DURING THE 3<sup>RD</sup> TRIMESTER-

- Friday, March 31<sup>st</sup>- 3<sup>rd</sup> Trimester Dual Credit Admission deadline
- Friday, April 7<sup>th</sup>- 3<sup>rd</sup> Trimester Dual Credit Registration deadline

### Placement Requirements for English, Math, and Physical Science:

Students who take dual credit coursework in English, Math, and Physical Science are required to be appropriately 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/SAT test results and HS GPA
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 proper placement scores are submitted to CSI 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. Placement guides can be found online at <http://advising.csi.edu/newStudents.asp#placement>

### Online Admission Application and Registration:

CSI uses an online system to process dual credit admissions and course registration. Admissions and registration are two separate processes! Students are encouraged to apply for admission early!

### New Dual Credit Student Instructions

**Students who have never taken dual credit coursework through CSI will need to complete the steps listed below to apply for admission and enroll in dual credit classes. 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.csi.edu](http://mycsi.csi.edu) (click the “**Apply to CSI**” tab located at the top of the screen then click the “**Dual Credit Application**” link to begin the application.) Complete and submit your Dual Credit Admission Application online. Once your Admission Application is processed, within several business days of submission, you’ll be sent an admission letter to the email address you provided on the application. The admission letter will contain your CSI Student ID Number and instructions for registering for your dual credit classes online. If you do not receive your admission letter within 5 business days, please contact the CSI Admissions Office at 208-732-6221. Please note that applying for admission and registering for classes online are **two separate** processes.
2. After you’ve received your admission letter with your CSI Student ID Number, you’re ready to register for dual credit classes at CSI. Register **online** by completing these steps-
  - Retrieve your temporary PIN online at [https://mycsi.csi.edu/ICS/Retrieve\\_PIN/](https://mycsi.csi.edu/ICS/Retrieve_PIN/) to access [mycsi.csi.edu](http://mycsi.csi.edu) for registration.
  - Log in to [mycsi.csi.edu](http://mycsi.csi.edu) using your CSI Student ID number and temporary PIN.
    - You may need to complete a Personal Information Update before you can register each term.
  - Click on **Records and Registration** tab and select **Course Search**.
    - Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses using the **Faculty** drop down menu to find your instructor’s last name and click the **Search** button. Otherwise, select “Dual Credit” from the **Campus** drop down menu and then select your high school

from the **Building** drop down menu and click the **Search** button. If you are registering for an IDLA class, you'll need to choose "Idaho Digital Learning Academy" as the high school.

- Find your course and select the **Add** checkbox to the left of the course, and click the **Add Courses** button 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. **Submit a Certificate of Residency Form**-Once you have finalized your registration, you'll need to submit a Certificate of Residency form to your county by the deadline. Students are highly encouraged to mark both the fall and spring enrollment terms. The Certificate of Residency form can be found online at <http://csi.edu/CountyResidency>.
  4. **Fast Forward**-If you'll be using Fast Forward funds to assist with the cost of you class, you'll need to submit a funding request in the Advanced Opportunities Portal. Please visit <https://advancedops.sde.idaho.gov/> or speak with your school counselor/administrator for more information.

### Returning Dual Credit Student Instructions

**If you've 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. If you have forgotten your CSI Student ID Number, please contact us, there is no need to re-apply for admission. Register **online** by completing these steps-
  - Log in to [mycsi.csi.edu](http://mycsi.csi.edu) using your **CSI Student ID number** and **8 digit date of birth, for example if your date of birth is May 9, 2000, you would enter 05092000.**
    - You may need to complete a Personal Information Update before you can register each term.
  - Click on **Records and Registration** tab and select **Course Search**.
    - Select the **Term** in which you wish to enroll. If you know the name of your dual credit instructor, search for courses using the **Faculty** drop down menu to find your instructor's last name and click the **Search** button. Otherwise, select "Dual Credit" from the **Campus** drop down menu and then select your high school from the **Building** drop down menu and click the **Search** button. If you are registering for an IDLA class, you'll need to choose "Idaho Digital Learning Academy" as the high school.
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    - 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.
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### CSI Contact Information:

CSI Admissions Office	208-732-6221	<a href="mailto:admissions@csi.edu">admissions@csi.edu</a>
CSI Office of the Registrar	208-732-6795	<a href="mailto:records@csi.edu">records@csi.edu</a>

### CSI Dual Credit Program

Visit us online at [www.csi.edu/dualcredit](http://www.csi.edu/dualcredit)

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