

**Dual Enrollment Guide for Parents and Students**  
*Illinois State University, University College Academic Advisement*

**What are the first steps in taking Dual Enrollment courses at Illinois State?**

- Students have approval from their high school guidance office and/or administration
- Once completed, they turn in the Dual Enrollment Interest Form into their High School Counselor who should send it to Kelly Schoon at University College via e-mail at [kmschoo@ilstu.edu](mailto:kmschoo@ilstu.edu)
  - Students must list their intended courses, as specifically as possible i.e., section, time class number/name
  - Parents/Guardians sign the form with the students
- Students must also apply\* to the University at <http://admissions.illinoisstate.edu/apply/>
  - Students should select **“Visiting Non-Degree”** and will be prompted to choose “Dual Enrollment – High School”
  - The application fee is not required; if the system requests a fee, it will be waived

**\*Note:** Failure to submit an application to the University will stop the process

**Where do students park on campus?**

- Students will need to have a parking pass or pay for daily parking to park on-campus
- General Parking information is available at <http://parking.illinoisstate.edu/parking/>
- Parking Permit information can be found at <http://parking.illinoisstate.edu/permits/>
- Parking spots in certain lots may be limited during peak class periods

**What other documentation is needed?**

- Immunization history must be sent to Student Health Services (<http://healthservices.illinoisstate.edu/medical-services/immunization-requirements.shtml>)
- AP Test Scores may be required for any coursework requiring college-level prerequisites (For example, Math, Sciences, or Foreign Language to take advance levels at ISU)

**Are certain courses guaranteed for Dual Enrollment students?**

- Course enrollment is not guaranteed and is dependent upon course availability and offerings
- Some Academic Departments restrict certain courses to specific majors and may not be available
- Courses may have prerequisites, please utilize the University Catalog (<http://illinoisstate.edu/catalog/>)
- An Academic Advisor in University College will review the requested courses and inform the student whether the request is possible

**How does a student enroll in the course itself?\***

- All previous steps must be completed, including review by an Academic Advisor
- Once completed, the student will register using **“My.IllinoisState.edu”**
  - Parents are asked not to register on behalf of the student
  - We encourage the student to do so

**\*Note:** HS Guidance Counselors, ISU Advisors, and Professors do not enroll students in courses

**\*According to University policy, a student cannot attend a course without proper registration**

**How do I access my student’s grades?**

- The student can access grades on “My.IllinoisState” after grades post
- Parents do not have access to these student accounts; students can log-in and show grades

**How do I know University deadlines like the withdrawal date?**

- The University Catalog (<http://illinoisstate.edu/catalog/>) includes an “Academic Policies” section
  - Includes course withdrawal policy, repeat policy, and University grading system
  - These are important policies that should be reviewed
- Academic calendars for each semester can be found at <http://registrar.illinoisstate.edu/calendar/>.

**What if my student changes his or her mind?**

- If a student makes a course request change, this must be approved by the high school first
- If a student chooses not to participate in the program, they should contact his or her Academic Advisor and Guidance Counselor
- ***If a student decides not to continue once the semester has begun, he or she must withdraw\**** from the course(s) as determine by University Policy <http://registrar.illinoisstate.edu/registration/withdrawal/>

**\*Note:** HS Guidance Counselors, ISU Advisors, and professors **will not** withdraw the student

***Following each step of the process is essential; failure to do so will prevent participation in Dual Enrollment.***

For any additional questions, please contact University College Academic Advisor at (309) 438-7604 to speak with Kelly Schoon.