

CCU Academy Online Dual Enrollment Instructions

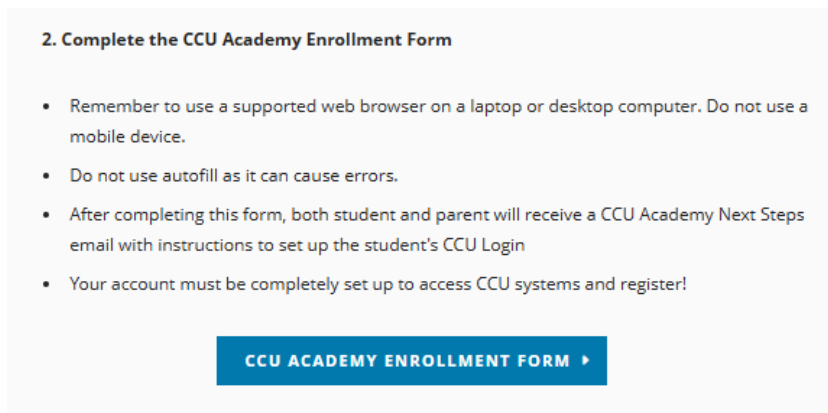
Thank you for your interest in [CCU Academy's Online Dual Enrollment \(ODE\) Program](#) for high school students!

To complete your Online Dual Enrollment registration, please follow these steps (returning students can skip to step 7):

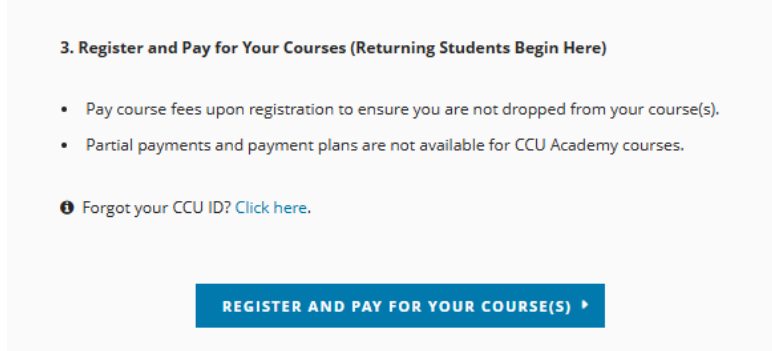
1. Please use Chrome or Firefox browsers on a laptop or desktop computer
2. Visit the [Online Dual Enrollment Registration](#) page on our CCU Academy website. ****Bookmark this page as it contains all the links your student needs for course participation**
3. Review the list of requirements under the “Before You Register” drop-down menu



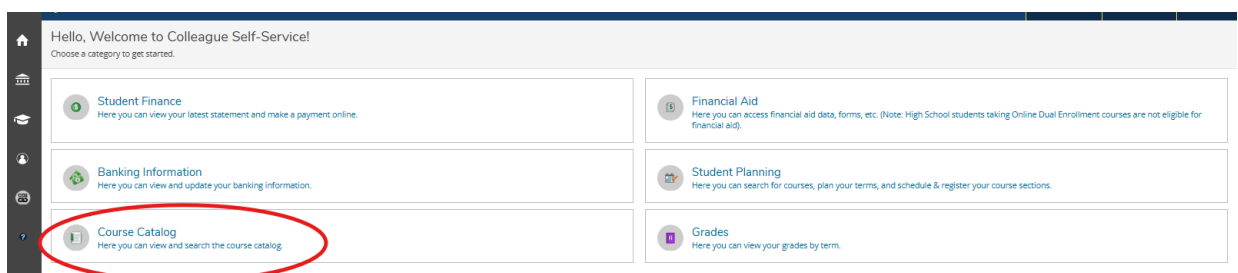
4. Then, open the “Enrollment and Course Registration” menu and gather your information
5. **New students** - Select the *CCU Academy Enrollment Form* and fill it out



6. Student and Parent will receive an email with “**Next Steps**” in the subject line. This email contains a link to set up the student’s CCU Login credentials and Multi Factor Authentication. ****Note: you only need to set up two forms of MFA credentials**
7. Once your student has completed that process, come back to the [ODE Registration page](#), select “Enrollment and Course Registration” and then “Register and Pay for Your Course(s)”



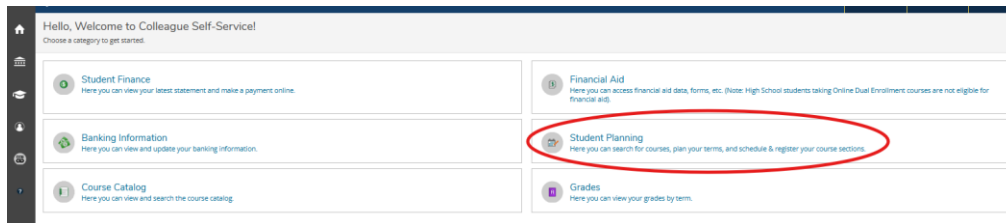
8. Sign in using the student’s Username (CCU ID#) and CCU Login password and security verification
9. Select *Course Catalog*



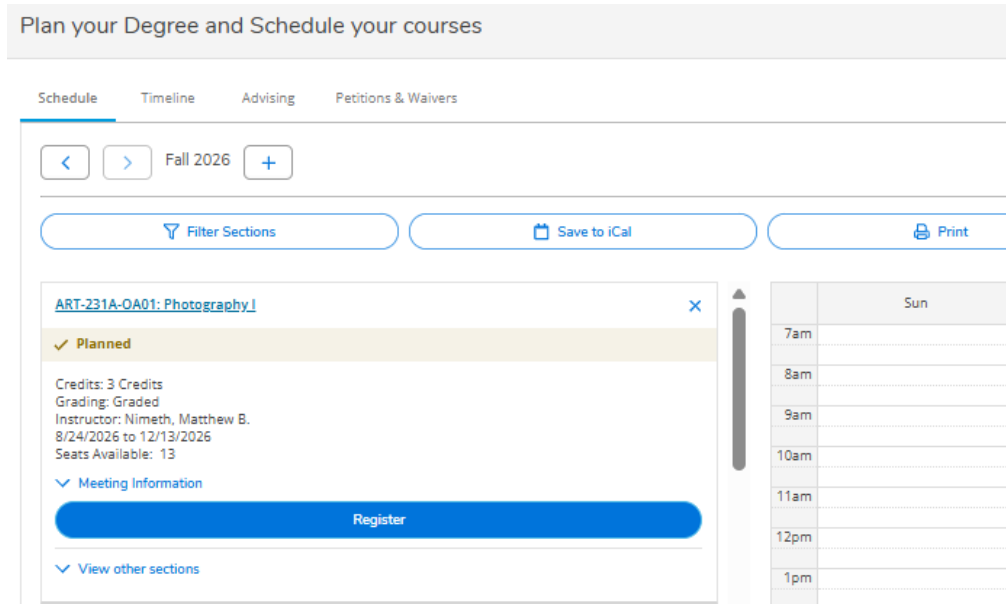
10. Select the **Term** you are registering for, set the **Location** to **CCU Academy Dual Enrollment** and Search

A screenshot of a "Catalog Advanced Search" form. It has two radio buttons for "Results View": "Catalog Listing" and "Section Listing" (selected). Below are three input fields: "Term" (circled in red), "Meeting Start Date", and "Meeting End Date". Under "Courses And Sections", there are three rows, each with a "Subject" dropdown, a "Course number" input, and a "Section" input. Below these is a "+ Add More..." button. There are checkboxes for "Days Of Week" (Sunday through Saturday). At the bottom, there is a "Location" dropdown (circled in red) with "CCU Academy-Dual Enrollment" selected, and two more input fields: "Time Starts by" and "Time Ends by".

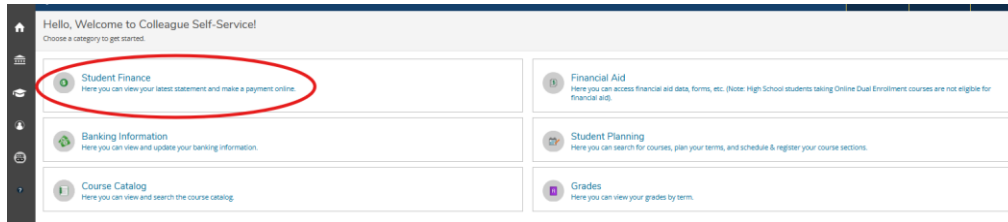
11. When you locate your Online Academy (OA) course(s), select “Add” then “Add Section.”
***If you see any prerequisite requirements listed or do not see an “OA” in the course code, you are not viewing the CCU Academy ODE courses. Please go back and filter for **Location: CCU Academy – Dual Enrollment** as shown above.*
12. Click the house button icon on the top left to return to the home dashboard
13. Select *Student Planning*, then 2. *Go to Plan and Schedule*



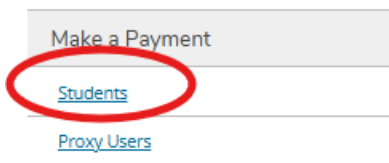
14. Ensure that the term showing is the term you are registering for. Use the “>” to move the term ahead if needed
15. Scroll down until you see the planned course(s) and select the blue “Register” button for each course. Each course should say “*Registered, not started*” at this point. If it says “*Planned*,” you are not registered yet



16. Return to the house button, then select *Student Finance* to pay for your course(s)



17. On the top right, select “Students” under *Make a Payment*. Enter bank information or credit card info to complete the payment in CCU’s TouchNet system



Once registration and payment are complete, please return to the [Online Dual Enrollment Registration page](#).

- Choose the “After You Register” menu, and have students go through the listed items and complete each task
- **The Age Verification form and the New Student Orientation (NSO) in Brightspace are essential for course access. There may be a 24 hour course access delay if they are not completed.**
- These steps should be completed at least one week prior to the first day of class.