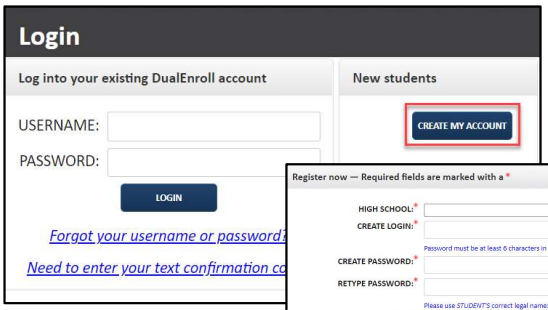
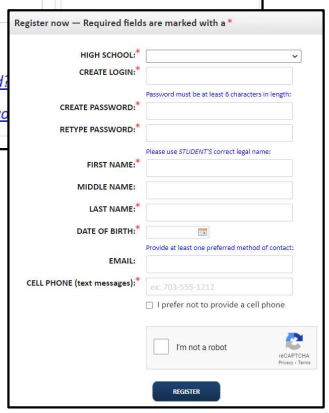
UNIVERSITY OF CENTRAL MISSOURI
LEARNING TO A GREATER DEGREE

DualEnroll.com

UCM provides a convenient online process for students using DualEnroll.com. Here's how to register:

First Time Students - Create an Account



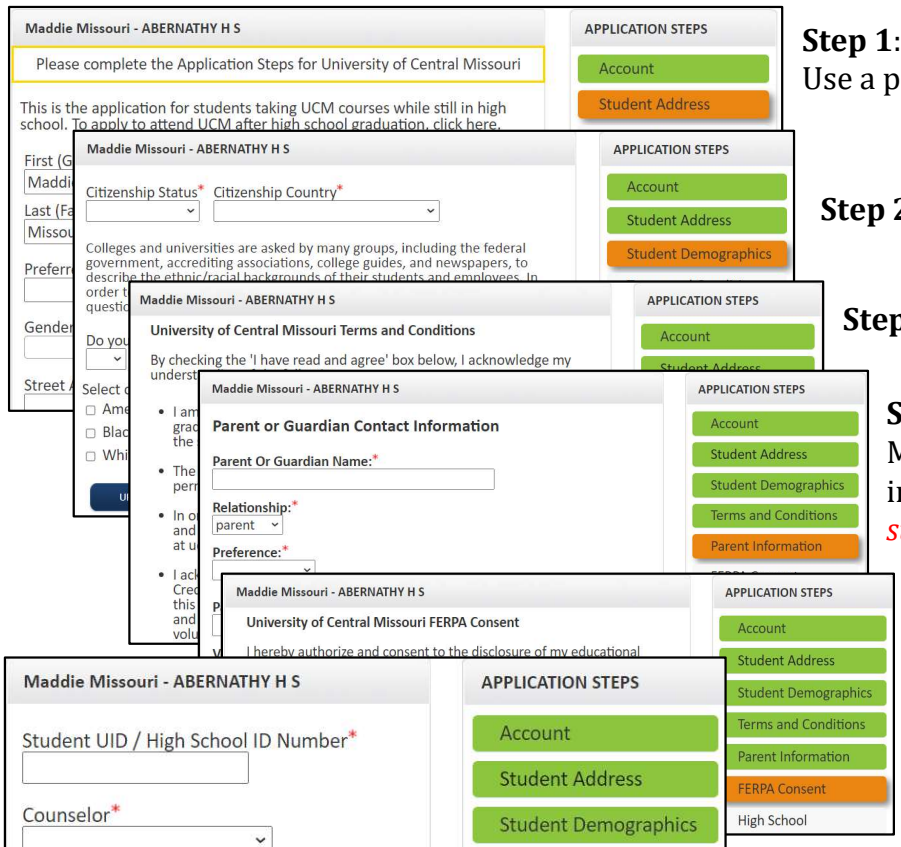


You can register by computer or right on your smart phone by entering https://ucmo.dualenroll.com and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password of your choice. You must provide, either an email account, or cell phone number to create the account.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

UCM has six application steps. Completed steps are shown in green and the current step is shown in orange. Use the hints included below to complete all required fields, then click the **update** button after each step.



Step 1: **Student Address**
Use a personal email to prevent firewall blocking.

Step 2: Student Demographics

Step 3: Terms and Conditions

Step 4: Parent Information
Minors must provide parent or guardian information and contact preference. *Parent and student contact cannot be the same.*

Step 5: FERPA Consent

Step 6: High School
Enter your school and your counselor's name to be informed of your college registration.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

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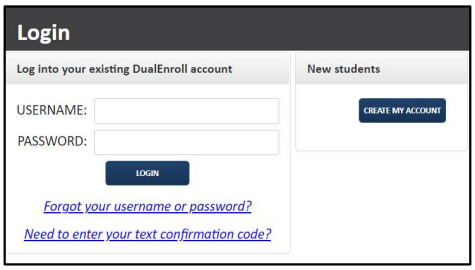
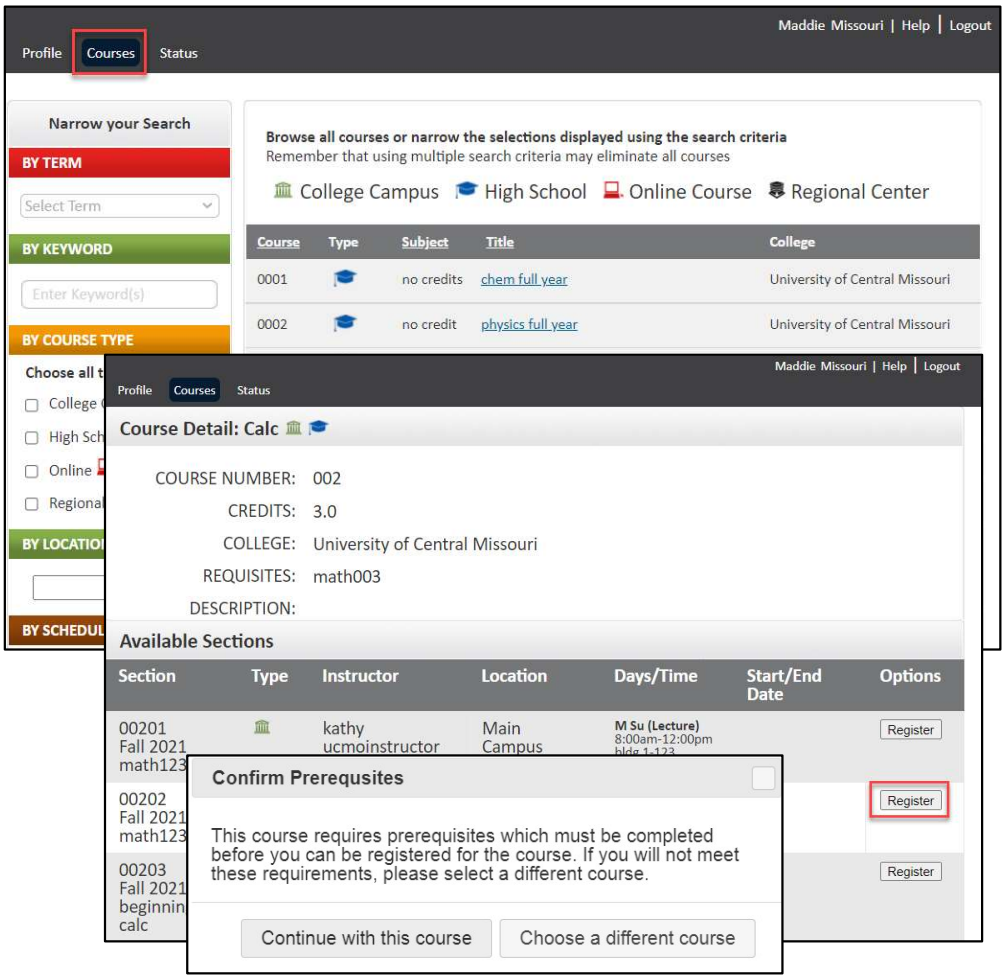
Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.



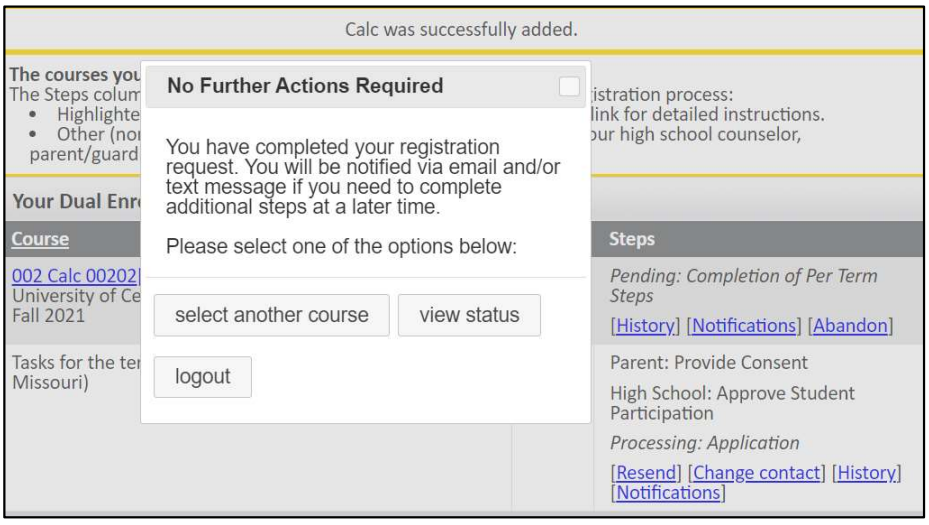


Register for Course(s):
While logged into your account, click on the **Courses** tab to review the list of courses available.

The course finder will show you only the courses available to you and your school. Use the filtering options on the left to narrow down your search.

Click on the course name to see class description and available sections. Select a section and click the **REGISTER** button to send in your course request.

Your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**. You will be notified when your registration is complete or if there's an issue.



Parent or guardian taking too long to provide consent? Use Resend to remind them or Change contact to update parent/guardian information.

Enjoy your class!

Parent Consent

Parents do not have accounts that allow them to log into the system; only students can log directly into DualEnroll.com. Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for a given term.

Note: Sometimes email notifications are delivered to your JUNK or SPAM folder –check these folders for the notifications.

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

Dear Parent/Guardian,

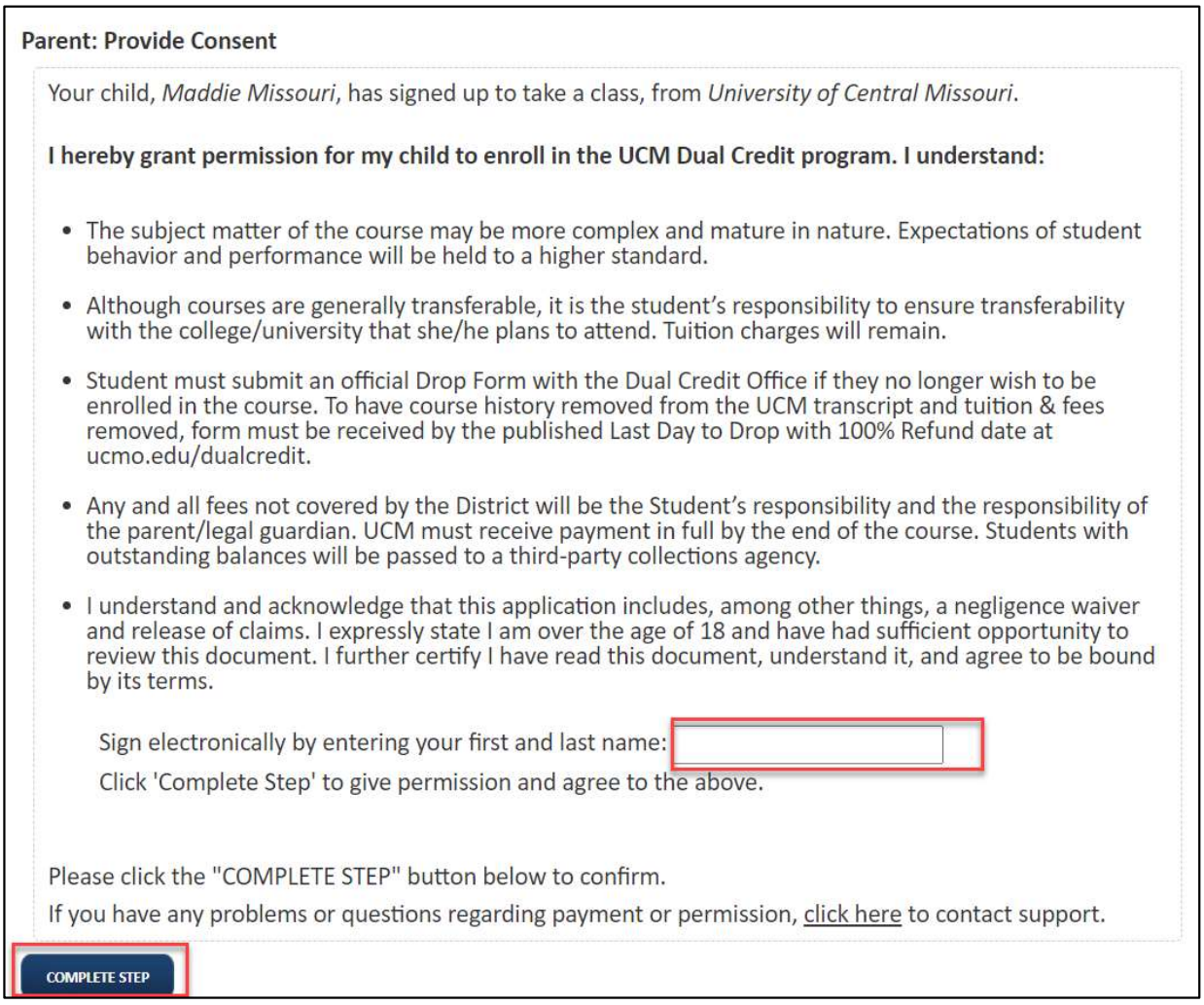
You have a task, Provide Consent, related to the following:

Student: Maddie Missouri
College: University of Central Missouri
Term: Fall 2021

Click here to review the documentation and complete your task.

No additional instructions provided for this task.

Note: You have received this email because Maddie provided it as Maddie's parent/guardian's email address on the dualenroll.com website when Maddie signed up for the class.



Parent: Provide Consent

Your child, *Maddie Missouri*, has signed up to take a class, from *University of Central Missouri*.

I hereby grant permission for my child to enroll in the UCM Dual Credit program. I understand:

- The subject matter of the course may be more complex and mature in nature. Expectations of student behavior and performance will be held to a higher standard.
- Although courses are generally transferable, it is the student's responsibility to ensure transferability with the college/university that she/he plans to attend. Tuition charges will remain.
- Student must submit an official Drop Form with the Dual Credit Office if they no longer wish to be enrolled in the course. To have course history removed from the UCM transcript and tuition & fees removed, form must be received by the published Last Day to Drop with 100% Refund date at ucmo.edu/dualcredit.
- Any and all fees not covered by the District will be the Student's responsibility and the responsibility of the parent/legal guardian. UCM must receive payment in full by the end of the course. Students with outstanding balances will be passed to a third-party collections agency.
- I understand and acknowledge that this application includes, among other things, a negligence waiver and release of claims. I expressly state I am over the age of 18 and have had sufficient opportunity to review this document. I further certify I have read this document, understand it, and agree to be bound by its terms.

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission and agree to the above.

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems or questions regarding payment or permission, click here to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at UCM.

Click **COMPLETE STEP** and you are done!