Student Quick Reference Guide

Welcome to the dual enrollment program at CCSNH!
The college provides a convenient online registration process using DualEnroll.com.
Follow these directions to register for your course(s).

Create your DualEnroll.com Account

You can create your account using a computer, tablet or smart phone by going to:

https://ccsnh.dualenroll.com

Click on the CREATE MY ACCOUNT button on the right side of the page.

Complete the **New Student Registration** form to create your account. Complete the required profile information including your high school, login name and password. All fields marked with a red asterisk (*) are required. You must provide a **unique** email account or cell phone number to create the account. (*Do not use a parent email or cell for these fields as they will be required later in the process*).

Once you click **CONTINUE**, you will receive either a text message with an activation code or an email with a link to activate your account. You **must** confirm your account before you can proceed with the enrollment process. *If using email, be sure to check your junk/spam folder for the email.*

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Complete Your Application

There are three steps in the application wizard.

Student Details: You must complete any fields with an *****. It is **very important** that you (or your parent) provide **YOUR** student information. This data will be used to create your student account with CCSNH.

Terms and Conditions: Please read and acknowledge the terms and conditions. You (and your parent) are agreeing to abide by these terms and conditions.

You must check the **"I have read"** box at the bottom before you can select courses.

Parent Consent Information: Please provide your parent/guardian contact information. You can choose email, cell phone (for text messages) or both options.

Your parent/guardian will be asked to provide consent (and maybe payment) before the registration is complete with CCSNH.

If you get an error message indicating the email has already been used, make sure you didn't use the same email for the student .

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The course finder shows you which courses are being offered for your high school for the current term (s).

Use any of the filtering options on the left to narrow down your search. The **BY KEYWORD** filter is useful to look for courses by title; you can search by any part of the course title.

Click on the **title link** to select a course. The system will display detailed information about the course including the sections offered.

Next, click the **<Register>** button for the desired section. This will initiate the registration process. *If you select a course or section by mistake, you can go to the status screen and use the* ***[abandon]*** *option to cancel the course/section.*

The system will display a prompt to select your next action:

(a) Select Another Course – this returns you to the **Courses** tab to select another course.
(b) View Status – this returns you to the status screen so that you can view current activity with your registrations
(c) Logout – this will log you out of your current dualenroll.com session.