

Early College Programs 2024/2025 Admissions and Registration Instructions

- **New Early College Students:** Complete online admissions AND DualEnroll requests.
- **Continuing Early College Students:** Complete DualEnroll requests only.
- **All Early College Students:** Evidence of prerequisite (if applicable) should be submitted along with Course requests.

PRINT or TYPE All Information CLEARLY, using black or blue ink

STEP 1: Complete the online Early College Programs **Admissions Application**. Please allow 48-72 hours for your application to be processed. *This admissions step is only required **once**, the first time you take an Early College course from CEI.* <https://cei.edu/early-college-enrollment>

Admissions

STEP 2: Submit a registration request through **DualEnroll**. <https://cei.dualenroll.com/login> You must submit a new request for each class you want to take from CEI. If the course you want has a prerequisite, you will need to upload that information when prompted. Math and English courses are the most likely to have prerequisite requirements. Full prerequisite information is available online.

Registration
&
Prerequisite

Only use this form if you are unable to use DualEnroll.

STEP 3: If student is eligible for **Advanced Opportunities (AO)**, log into the State of Idaho Advanced Opportunities portal. Student may need to wait until the appropriate window opens for the term for which they are enrolling. <https://advancedops.sde.idaho.gov/>

Apply for
Funding



If this step is missed or if the student chooses not to apply for AO funding, the student will be billed the full amount due. Unpaid balances will result in a hold on the student's account that will prevent future registration or transcript orders.

STEP 4: Pay any applicable fees due upon registration. Fees are not covered by Advanced Opportunities. Fees are non-refundable after the first day of class. (Dual Credit courses at high schools or IDLA usually do not have fees. Classes on a CEI campus or online through CEI often do.)

Pay Balance

Fees are paid at the CEI Business Office.

Location: CEI Building #3, room 309 **Phone Number:** (208) 535-5352

STEP 5: New students will be required to complete an online or in-person orientation. This will include account set-up for CEI email and the CEI student portal. This set-up gives students full access to their college record including unofficial transcripts, online payment options, and real-time registration status.

Orientation

Our goal is to help you succeed. Please feel free to contact us for additional information or guidance.

More information available online at

cei.edu/early-college



1600 South 25th East • Idaho Falls, Idaho 83404-5788 • 208.524.3000 • www.cei.edu

Students must submit a course request each term they wish to take classes. This form should only be used if the student is unable to use DualEnroll. cei.dualenroll.com

This form can be printed, signed, and returned electronically or manually.

2024/2025 Registration Request Form

CEI ID# _____

STUDENT NAME: _____ GRADE: _____ DATE of BIRTH: ____/____/____

CURRENT ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ PERSONAL EMAIL: (not your high school email) _____

Registration Term: (When does your class begin) YEAR: 2024 2025 TERM: SUMMER (June) FALL (Aug-Oct) SPRING (Jan-Mar) TRI 1 TRI 2 TRI 3	High School Attended _____ Or mark if homeschooled	Will you be using Advanced Opportunities Funding? Yes No
Do you meet the minimum requirements for registration? Select all that apply <input type="checkbox"/> Yes. I am in 9 th /10 th grade. My GPA is at least 3.0. I am requesting up to 10 credits. <input type="checkbox"/> Yes. I am in 11 th /12 th grade. I am requesting to register for up to 15 credits. <input type="checkbox"/> Yes. I am requesting concurrent courses and will be at least 16 by the first day of class. <input type="checkbox"/> No. I do not meet the minimum GPA requirements. I have attached my petition and high school transcript. <input type="checkbox"/> No. I am requesting concurrent courses and will not be 16 by the first day of class. I am attaching my petition and high school transcript.	Does the course(s) you are requesting have a prerequisite? Prerequisites can be found on the Early College website . <input type="checkbox"/> Yes. My course has a prerequisite and it is attached. My attached prerequisite is: <input type="checkbox"/> An ACT score <input type="checkbox"/> A SAT score <input type="checkbox"/> A placement test score <input type="checkbox"/> A course previously taken from CEI <input type="checkbox"/> A course taken from another college/university (a college transcript or grade report is attached) <input type="checkbox"/> No. My requested course(s) do not have prerequisites.	

Early College Programs offers college level courses. Course content, materials and curriculum are the same for Early College students as all students at CEI. College coursework may contain sensitive content that will not be waived for Early College participants.

College of Eastern Idaho is required by law, regardless of age, to keep student records confidential. Without express permission, we cannot share student records with anyone but the student. If student wishes to allow CEI to disclose records to a third party, the student must submit a separate Release of Information form to CEI and show government issued ID.

By signing below, I acknowledge that CEI Early College Programs has rules and regulations that must be followed to participate. I understand that it is the student's responsibility to request Advanced Opportunities or self-pay for courses by established deadlines. I understand that program information, college policies, and college deadlines can be found on the website: www.cei.edu/early-college/.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

List details of the courses you wish to enroll in.

Course Code <small>Example: ENGL 101</small>	Section <small>ex. 02DC</small>	Course Title <small>Example: Writing and Rhetoric I</small>	Day / Time / Instructor <small>Example: M/W 9am-10:20am Jones</small>	Location <small>(CEI, High School, IDLA, Online)</small>	Credits

THIS SECTION SHOULD BE COMPLETED BY A COUNSELOR OR HIGH SCHOOL ADMINISTRATOR:

For high school 11th & 12th graders, a cumulative high school GPA of 2.7 is *recommended*. For 10th & 9th graders, a cumulative high school GPA of 3.0 is *required*. By signing below, you verify that you have checked the academic record of the student and are giving your endorsement for the student to participate in the college level coursework and/or program listed above.

Student cumulative high school GPA is: _____

High School Counselor or Administrator Signature Date