



DualEnroll

Drury University Dual Credit – DualEnroll Counselor Cheat Sheet

Application

Pending: Application Response and **Pending: Completion of Per Term Steps:** Students in these steps are awaiting their Drury ID to be entered into their DualEnroll account by Drury DC staff. Students who enter their Drury ID or "123456" usually do not go through this step. Their Drury ID is created when they fill out the Dual Credit Student Application & is emailed to them with login information.

[Pending: Application Response](#)

Pending: Completion of Per Term Steps

Student Status

Application Incomplete: The student needs to finish filling out their DualEnroll application information and select their course/s.

Application Complete: The student has completed all DualEnroll application information, but still needs to select their course/s.

Registration Activity: The student has successfully completed filling out the DualEnroll application information, selected their courses, and is on another step of the process.

Application Incomplete

Application Complete

Registration Activity

High School and Counselor Steps

High School: Confirm Enrollment: This is where counselors will initially confirm or deny students' enrollment, and where you will select DISTRICT PAY or PANTHER SCHOLARSHIP. A separate confirmation step appears for every course a student is taking.

[High School: Confirm Enrollment](#)

[Counselor: Confirm Participation](#)

PLEASE NOTE:

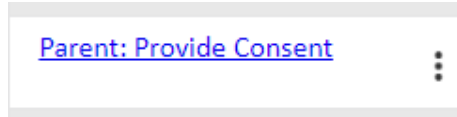
- When selecting district pay, the amount covered by your district must be indicated.
- When selecting Panther Scholarship, only do this on TWO of the courses that this student is taking, not all of their courses.

Counselor: Confirm Participation: This step ensures students meet Drury Dual Credit eligibility requirements.

Parent Steps

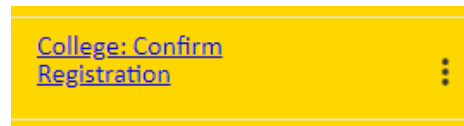
Parent: Provide Consent: This is where parents provide consent and make payment for their students' courses. You are able to resend notifications to parents two ways:

1. Batch Mode
 - a. Filter "Step" to Parent: Provide Consent → select "Step Actions" → "Resend Notifications"
 - b. You can add a message from yourself here, or just resend the notification DualEnroll sent. Batch mode sends notifications to ALL students in this step.
2. Individually
 - a. Find the students' registration → select the 3 dots to the right of the registration → select "Resend"
 - b. This is best for resending notifications to an individual family. You may also add an additional message here before sending.



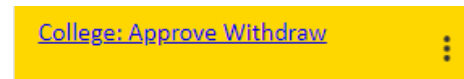
College Steps

College: Confirm Registration
College: Approve Withdraw



College: Confirm Registration: The student is waiting to be manually enrolled in their course by Drury DC staff.

College: Approve Withdraw: Students initiate a withdrawal on their own in DualEnroll (by clicking the 3 dots next to their course and selecting "Withdraw"). Counselors approve this withdrawal, and then Drury DC staff must approve it as well and manually withdraw them from Drury's system



Miscellaneous

Please let us know if any of your students are in these steps! Usually they are a lag within the system, and DualEnroll can easily fix them.

Pending: Withdraw Registration Response
Processing: Generate Payment Receipt PDF
Processing: Registration XML Data Exchange
Processing: Successful Registration