

As promised, we have finalized the new, alternative, **electronic Dual Credit Enrollment Form!**

The enrollment form has been altered with DocuSign (same as the waiver for transcripts), and has very specific instructions that are critical to follow. Here are the steps!

- 1.) Student receives link to electronic form. ****STUDENT MUST START THIS PROCESS, NOT THE COUNSELOR OR PARENT!**
- 2.) Student will first be prompted to insert parent's name, parent's email, counselor's name, and counselor's email accurately. This will ensure the document is sent to the next person for signatures. (Please use valid emails).
- 3.) Student will then be directed to fill out all information on the enrollment form. It's required to fill out the entire form, so they MUST know their student ID# and all course information (CRN, part of term, instructor, etc..)
- 4.) When student completes the form and clicks finish, it will then send the form to the parent via email.
- 5.) Parent will sign and complete the form, which will prompt DocuSign to send to the counselor via email.
- 6.) Counselor will need to verify the Free & Reduced Lunch box at the top with initials and sign at the bottom as normal.
- 7.) Once the counselor has signed and filled in GPA, click "Finish" and "Close". This form will automatically send to the Dual Credit email for processing. Wah-lah, magic.

-Everyone (student, parent, and you) will be prompted to download or print a copy. That is completely optional! Counselors, if you wish to download and keep all copies you've signed for your records, you are able to do so. If you wish to download them all and send them as a batch with transcripts behind as we prefer, that's EVEN BETTER. Just know, the Dual Credit email will automatically receive the copy, so we will have it once you click Finish and Close.

-You will receive multiple emails from DocuSign. The initial will say "Please Sign", then you will receive another saying "Completed". You do not need to do anything with these emails unless you want to.

-For the additional documents you send in (transcripts, FERPA, etc.) please continue to send those via email to the Dual Credit email in batches.

-The add/drop process for students you have already submitted an enrollment form for will remain the same. You will simply email the Dual Credit email with any changes you wish to make to a student's enrollment.

**If you still have the ability to use the PDF version of the form, go right ahead! This is just an alternative option in the midst of COVID-19.

Any questions on this new process? You can send those to dualcredit@sfccmo.edu