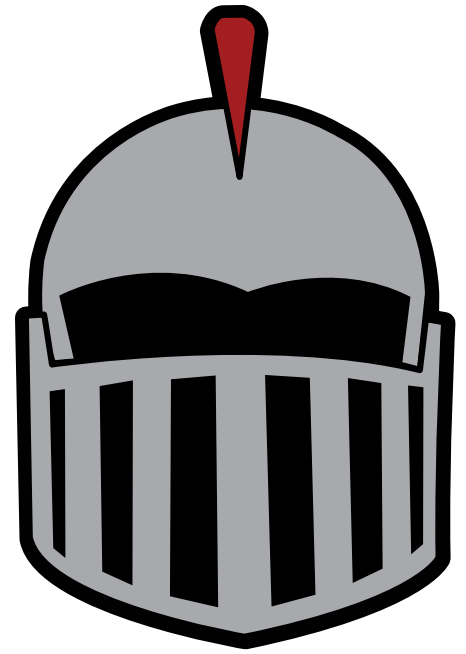


Navigating DualEnroll



Create an Account and Complete Application

- If you have not created a DualEnroll account previously, please visit rcbc.dualenroll.com. If you already have an account, please move to the **"Begin Course Registration"** section
- Click **"Create my Account"**
- Complete the Account Form
 - **NOTE** – Account information, including email address, should be the information for the **student** registering. If using a high school email, make sure it can receive mail from outside of the school district.
- Confirm your account by either email or text using the activation code/link provided by DualEnroll (*if using email, be sure to check spam/junk folders*).
- Complete student profile, demographics, terms & conditions, FERPA disclosure, parent/guardian information and high school information – this is your application to RCBC!
- Once completed, you will be directed to the **"Courses"** area to begin registration.

Begin Course Registration

- If you are registering on a different date than your application, make sure to log into rcbc.dualenroll.com and click **"Courses"** from the top menu.
- Review the course options listed for your school and click your choice to start the registration process.
- Click the **"Begin Registration"** button for the course section you are interested in registering for (*enrollment is not complete at this step, but it is the last step for the student*).
- A notification box will appear asking if you would like to Request Another Class, View Current Status or Logout. Choose **"Request Another Class"** if you would like to register for more than one course.

High School and Parent/Guardian Consent and Payment

- Once you submit your registration request, notification is sent to your school counselor.
- School counselors review the request and will approve the course if you are eligible.
- If approved, an email notification is sent to your parent/guardian with a special link that will be used to provide consent and payment.
- Once completed, the registration is sent to RCBC for final processing.

NOTE – All steps need to be completed before the designated deadline in order for a registration to be processed by RCBC. This includes the student, school counselor and parent/guardian steps. **The college cannot accept late registrations.**

Please visit rcbc.edu/cap for more information or questions.