SAINT LOUIS UNIVERSITY

1818 ADVANCED COLLEGE CREDIT PROGRAM

DualEnroll.com

Dual Enroll: Instructor Portal

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Contact SLU
1818@slu.edu | 414-977-1818

Contact Dual Enroll
support@dualenroll.com

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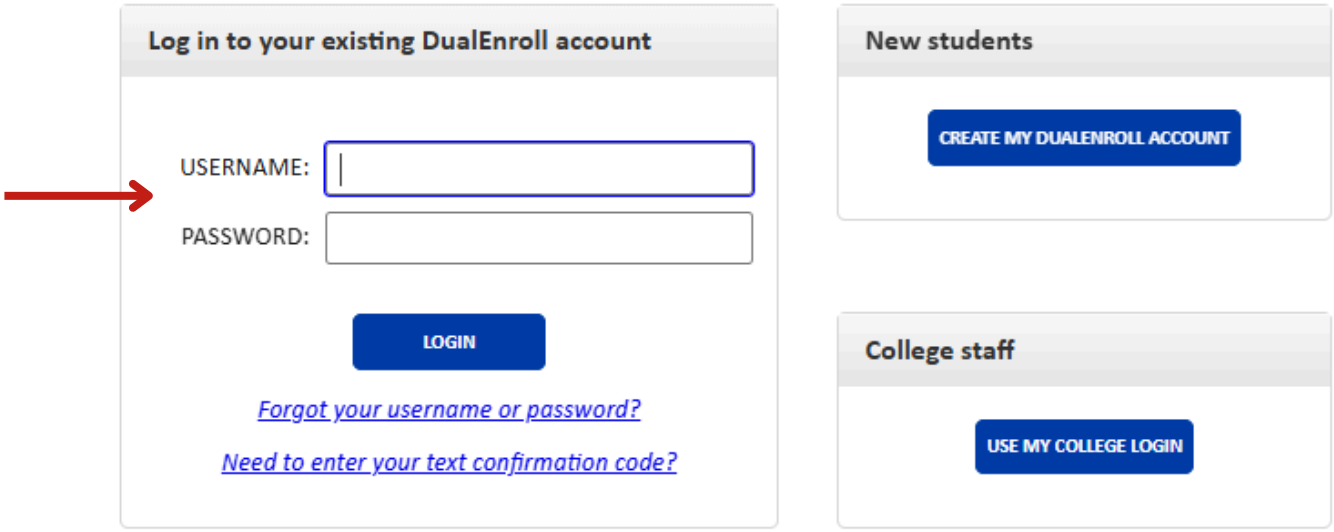
Account Setup

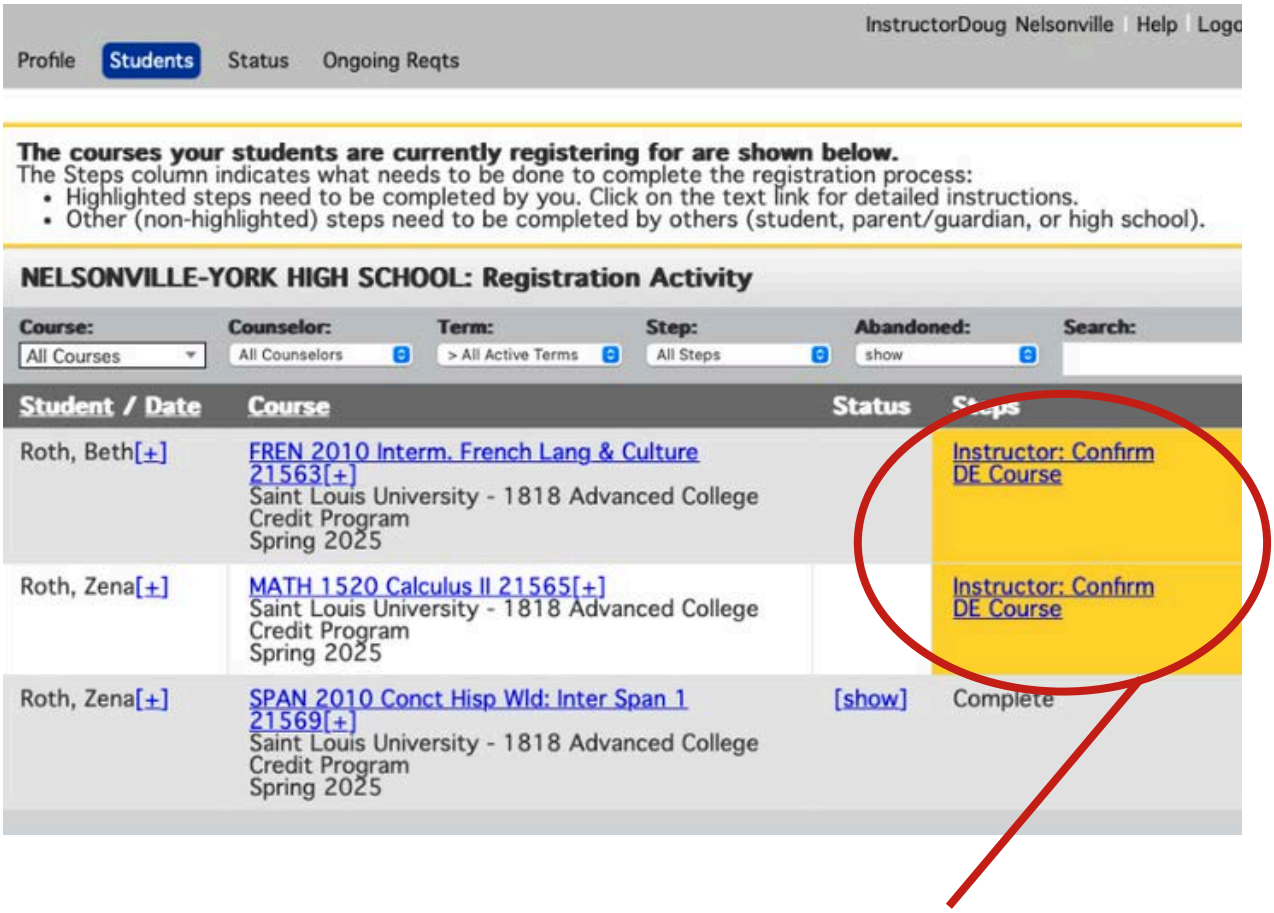
When you are onboarded as an instructor, you will receive an email from noreply@dualenroll.com to set up your login credentials. You'll use these credentials to log in at slu.dualenroll.com.

Note: When setting up your credentials, we recommend NOT using an email address as your username.



Confirming Enrollment

All students in need of enrollment confirmation will be highlighted in yellow under the 'students' tab. Enrollment confirmation is the final step in a student's regristraiton.

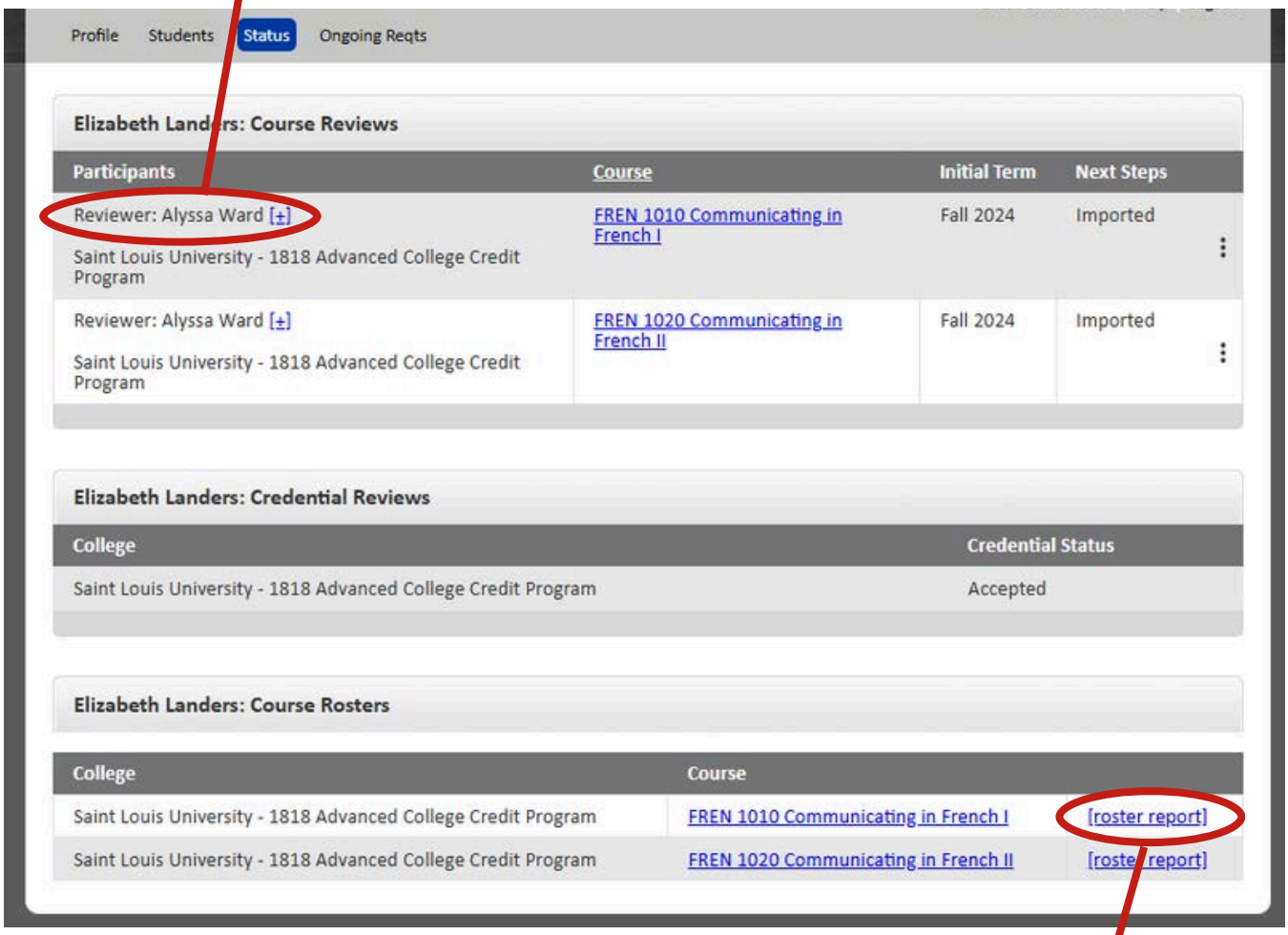


Select 'Instructor: Confirm DE Course.' A prompt will appear for you to confirm or deny a student's enrollment. If a student signed up for the incorrect course, please contact 1818@slu.edu.

Running Rosters

Under 'status' you'll find a list of courses you're offering this year along with the option to run roster reports.

Your reviewer is your SLU faculty liaison.



Select 'roster report' to view the students registered for your class.

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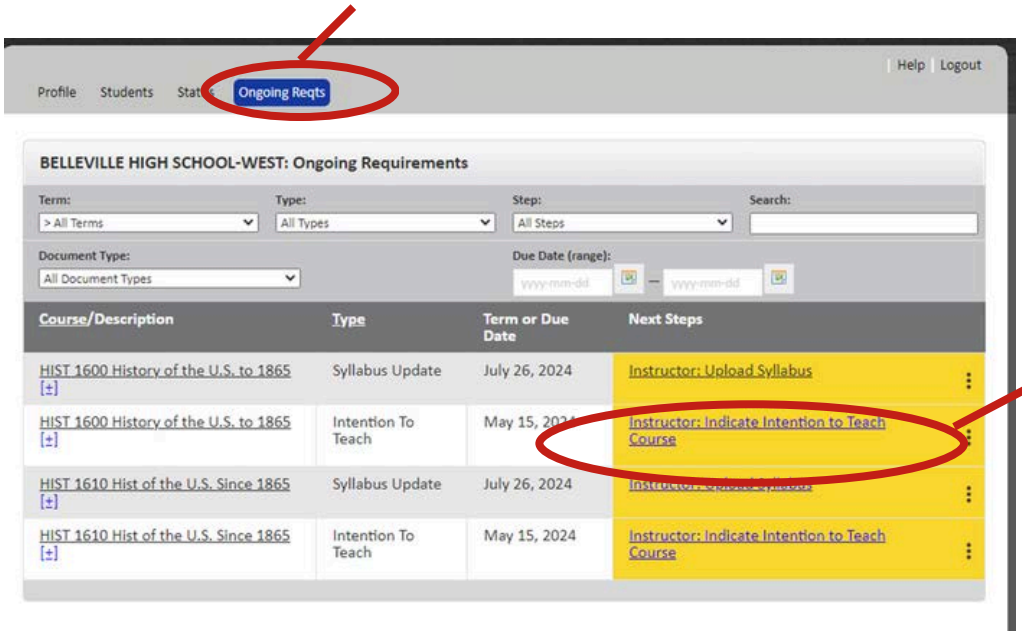
Ongoing Requirements: Intent to Teach and Annual Syllabus Upload

Each spring, instructors are required to complete the following:

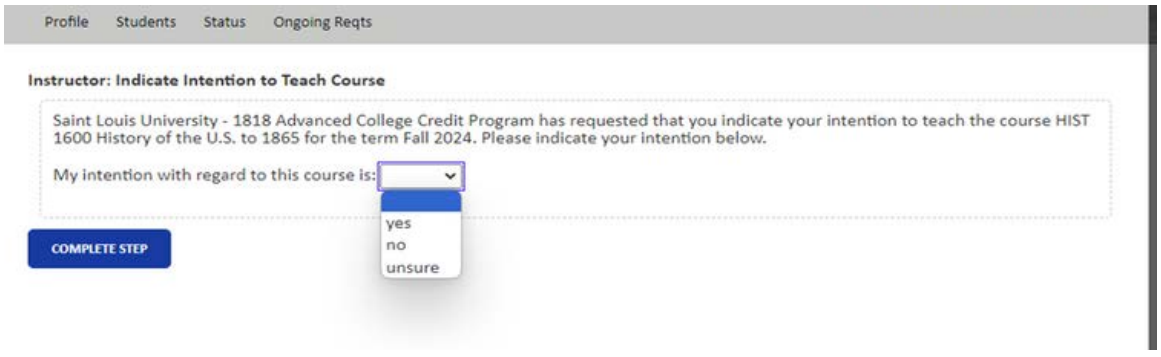
- Intent to Teach: Notifying the 1818 Program if you are, or are not, planning to teach a course for the following academic year
- Syllabus Upload and Review: Uploading a syllabus for any given coursework you intend to teach the following academic year

Intent to Teach

Step 1: Select the 'ongoing reqts' tab.



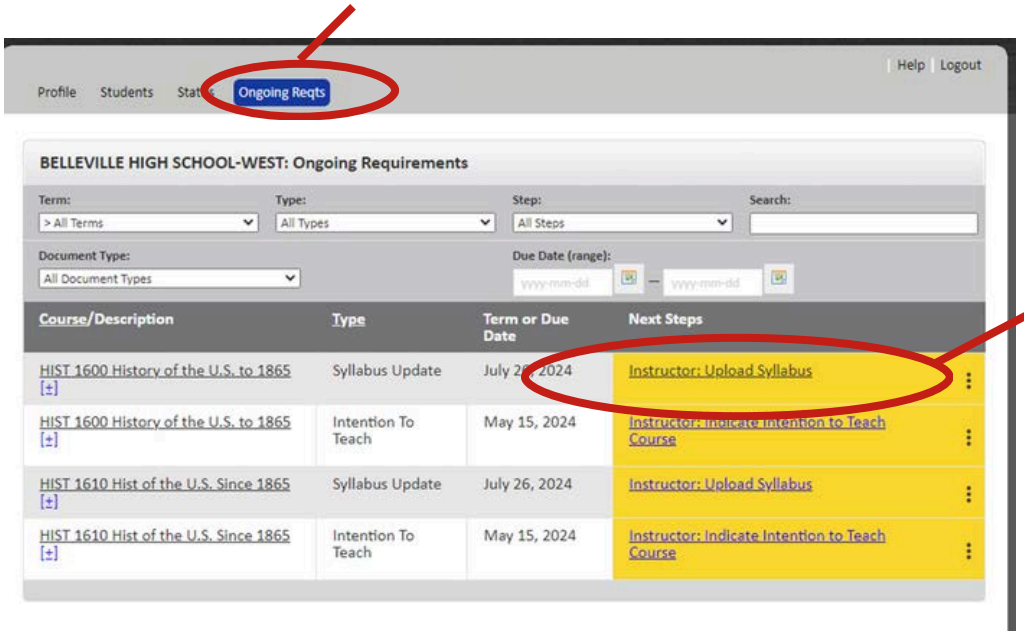
Step 2: Select 'Instructor: Indicate Intention to Teach Course'



Step 3: The following popup will appear. Select 'yes,' 'no,' or 'unsure' to indicate whether you will be teaching the course for the subsequent year. If you are planning on teaching an additional course not listed in your portal. Please visit https://www.slu.edu/1818/instructors/course-addition-instructor-application.php to request an addition.

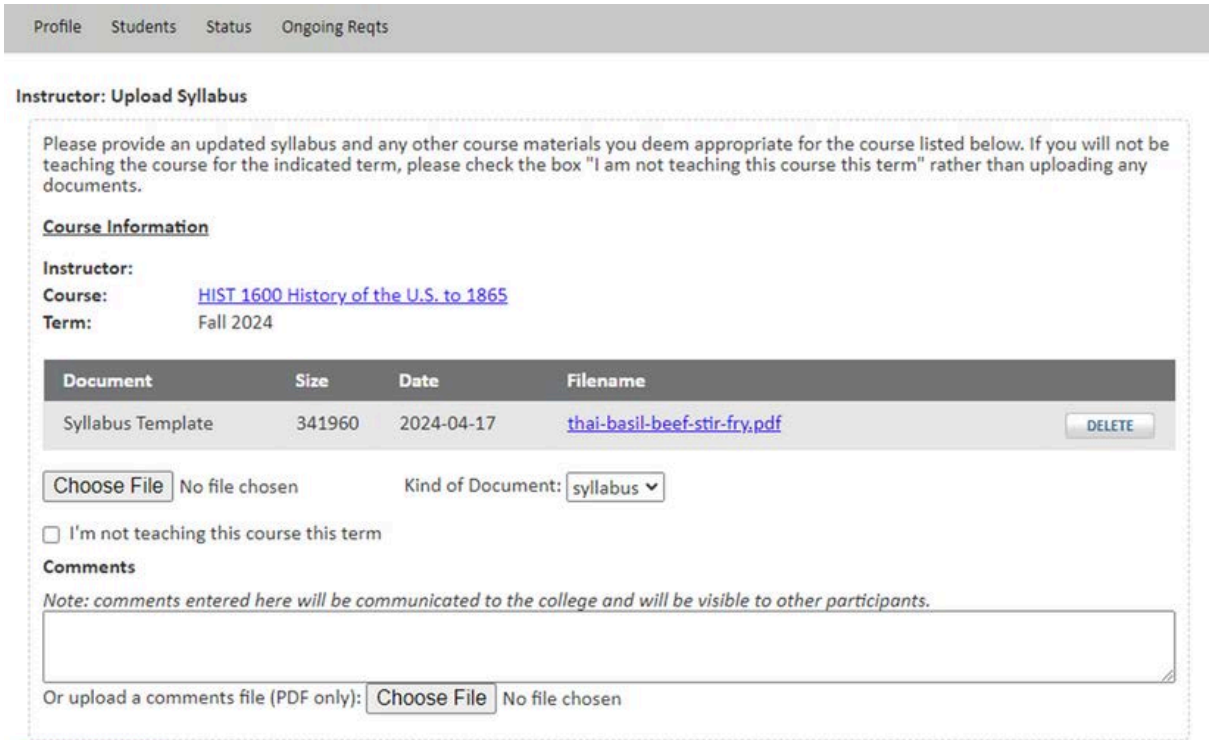
Syllabus Upload and Review

Step 1: Select the 'ongoing reqts' tab.



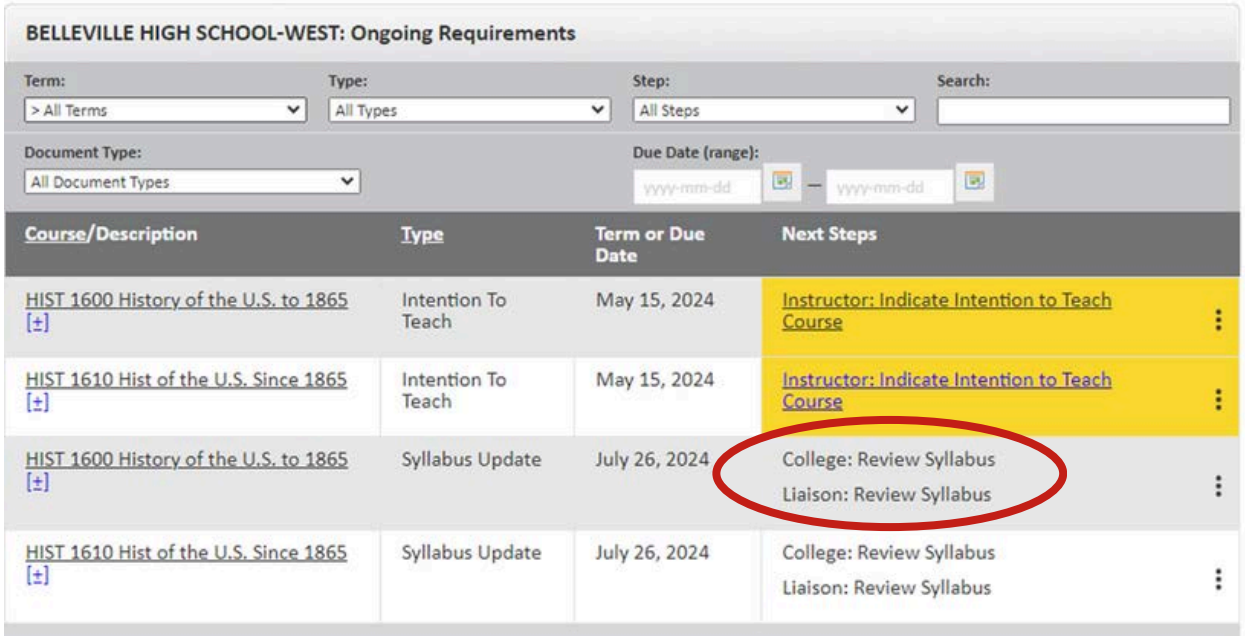
Step 2: Select 'Instructor: Upload Syllabus'

Step 3: To upload your document, select 'choose file' and select kind of document as 'syllabus.' Comments made below will be made visible to your liaison.

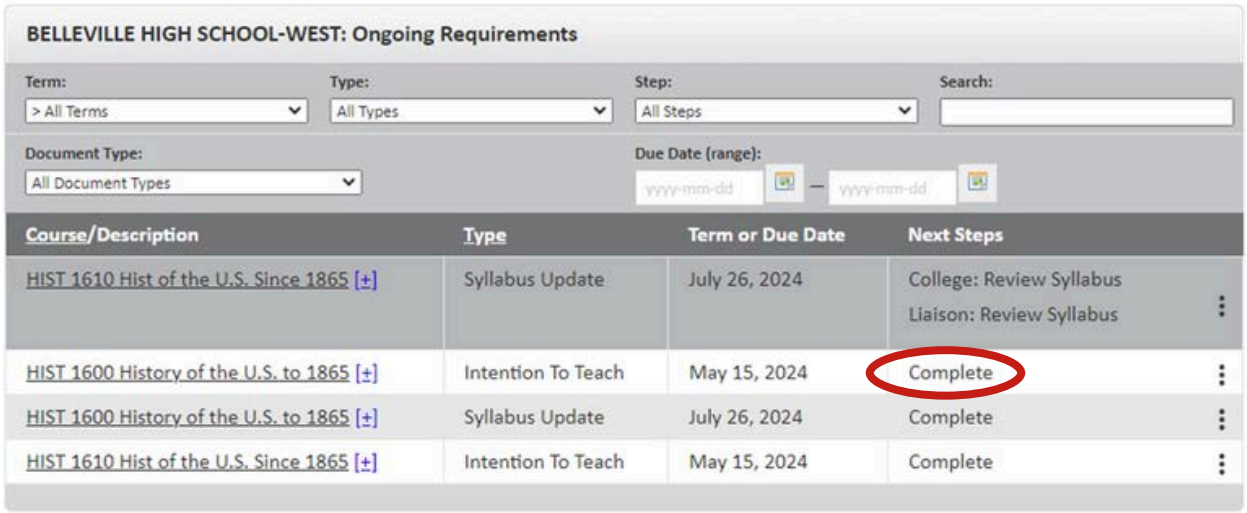


Don't forget to select 'complete step!'

Once your syllabus is uploaded, it will go to your liaison or College for review and will no longer be highlighted.



Once the syllabus has been approved, it will be marked as 'complete' in your portal. You will receive email updates notifying you of updates to your submission.

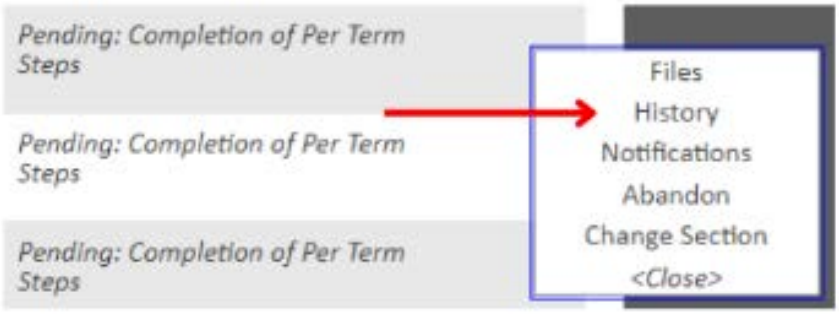


Step 4: If necessary, your liaison may request revisions to your syllabus. You will receive an email notification with their comments, and the request to reupload will once again be highlighted in yellow in your portal.

Step Definitions

Pending: Completion of Per Term Steps

This means the student has a step in their registration process that still needs to be completed. This does NOT necessarily mean that the student needs to do anything at this point. You will need to view the student's history to see what step they are on. All steps listed under history are completed steps.



Standard order of steps (this may vary with exception cases):

- Student Initiates registration
- Coordinator confirms GPA and Academic Year
- Parent provides consent for all Students (Parents often get confused if they see this. If this step is listed, they have completed all of the steps, even if the "name" column is blank)
- Students account bridges to SLU systems, generating a Banner ID number for the student
- Instructor confirms enrollment in DE course

High School: Confirm DE Course

High School instructor needs to confirm student may enroll in their class. Coordinator may also complete this step on behalf of instructor.

High School: Confirm GPA and Academic Year

Coordinator needs to confirm the student's GPA. Once coordinator confirms, a consent email will be sent to the parent.

High School: Request Jr/Sr Exception Below 3.0

Coordinator needs to approve Jr/Sr GPA under 3.0.

Parent: Provide Consent for all students

Parent needs to provide consent for student to participate. They will receive regular reminders via email/text from DualEnroll asking them to consent or deny their students enrollment. This needs to be completed by the last day of registration. Parents should check spam folder if they cannot locate email from noreply@dualenroll.com. Check the student's profile to confirm their parent's contact information is listed correctly. Email can be resend within DualEnroll if they cannot find it.

Parent: Provide Consent for exception cases
This is the same step as "provide consent for all students," it is just for students with a GPA lower than what we require to participate in coursework.

Pending: Application Response
Student is being processed by Saint Louis University.

Instructor: Confirm DE Course
Coordinator has confirmed GPA, parent has consented, and instructor just needs to approve their enrollment. There is nothing that the student needs to do at this time.

College: Resolve Failed Registration/Approve Exception
Saint Louis University staff needs to resolve an issue with the students account before moving them forward. This could be related to unpaid tuition from the previous semester, approving a GPA exception, etc.

Student: Resolve Issues
The student needs to take action on their account to complete their registration. This is often due to nonpayment from a previous semester. Click on notification to view comment from university.

Abandoned/Drop
The student or an administrator as dropped the student's course.

Failed
The students registration has failed. This is typically because they did not meet the requirements to participate or their parent declined their consent form.

Complete
The student's registration is completely processed and they are fully registered into the program.

**There are a few other steps that come up rarely. If you have a student that is on a step not listed here, please know Saint Louis University staff will be working with either the coordinator, DualEnroll helpdesk, or family to resolve these issues.