

Welcome to the dual enrollment program at Cascadia College! Cascadia provides a convenient online registration process using DualEnroll.com. Here's how to register for your Cascadia College course(s).

First Time Students-Create an Account

You can register by computer or right on your smart phone by entering <https://cascadia.app.dualenroll.com/login> and using the link to create a new account.

Provide some basic information to create your account.

Cell phones are the best way to confirm your account and get updates during the registration process, but email will also work. Once you click **Register** you'll get either a text message with an activation code or an email with a link to confirm your account. You have to confirm your account before you can proceed. **Be sure to check your junk/spam box if using email to create your account**

Cascadia College has a four step pre-registration process.

Step 1) Cascadia College enrollment application. All fields with an asterisk are required. Click on **NEXT** when complete.

Step 2) Accept Cascadia College terms.

Step 3) Parent/Guardian Contact Email. Provide parent's name and email address.

Step 4) FERPA Disclosure. Click on the blue link for information on your FERPA form. Cascadia requires the FERPA form to be submitted in-person should you wish to release information to a designated party.

Your account is now ready for use and you can begin choosing courses. Next time you log in, you'll skip all this and go straight to the course finder.

Returning Students

If you've forgotten your user name or password, we have you covered. You can retrieve your user name and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Once logged in, click on the **Courses** tab to review the course list.

The Course Finder shows you which Cascadia courses are being offered. Use any of the filtering options on the left to narrow down your search. **Click on the course title** to see the detailed course description and open sections.

If you want to think about a course, you can 'save' it and come back to it later. When you've made a selection, click "**REGISTER**" for the specific section you want to take.

NOTE: Saving a course does NOT result in a registration. You must click REGISTER to begin registration for a course.

You have started the process of registering. You are NOT enrolled just yet, but your part is done.

Cascadia requires instructor approval and parental approval and payment.

Once all the steps are complete, and you have successfully been enrolled in the class, you will receive an email and your status will read "Complete."

Course	Status	Next Steps
GS 101 Introduction to Global Studies 5240 Cascadia College Fall 2017	Registration: Pending High School Permission: Need Payment: Required	Instructor: Approve Student Enrollment [history] [abandon]

That's it! You can go back to the "Courses" tab and repeat the process if you want to take more than one course. Otherwise, your registration is now being processed. Come back to the "Status" tab any time for an update.

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