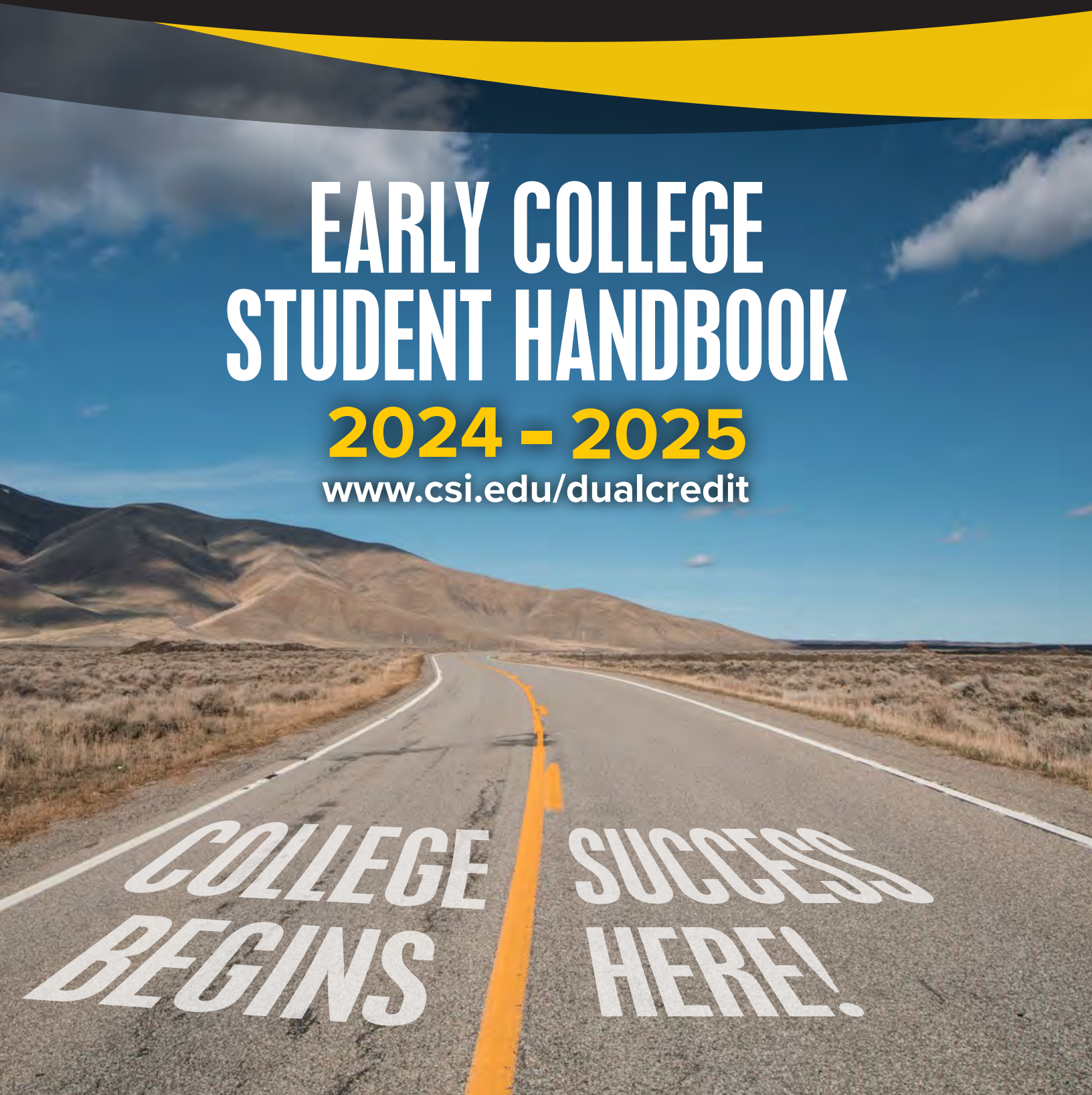
COLLEGE OF SOUTHERN IDAHO

EARLY COLLEGE

EARLY COLLEGE STUDENT HANDBOOK

2024 – 2025

www.csi.edu/dualcredit



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It is the policy of the College of Southern Idaho to provide equal and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with the Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendment of 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and all other applicable state and federal non-discrimination statutes. Appropriate complaints of illegal discrimination or harassment.

You are highly encouraged to consult with the CSI Early College Department for any changes or modifications which may have occurred after the publication of this booklet. An online copy of the Dual Credit Student Handbook can be found on the Early College website.

2024-2025 CSI DUAL CREDIT CALENDAR DEADLINES

2024 Fall, Trimester 1, Trimester 1 & 2	Deadline Dates
CSI Dual Credit Registration Begins	3/4/2024
Labor Day – CSI Campuses Closed	9/2/2024
CSI Dual Credit Registration Deadline	10/2/2024
Last Day to Drop & Receive 100% Refund	10/2/2024
Advanced Opportunities Student Entry Deadline	10/4/2024
Columbus Day – CSI Campuses Closed	10/14/2024
Veterans Day – CSI Campuses Closed	11/11/2024
Thanksgiving - CSI Campuses Closed	11/27/2024-12/2/2024
Christmas & New Years – CSI Campuses Closed	12/23/2024-1/2/2025
2025 Spring, Trimester 2, Trimester 2 & 3	**Deadline Dates**
CSI Dual Credit Registration Begins	10/21/2024
Martin Luther King, Jr. Day – CSI Campuses Closed	1/20/2025
Presidents Day – CSI Campuses Closed	2/17/2025
CSI Dual Credit Registration Deadline	3/6/2025
Last Day to Drop & Receive 100% Refund	3/6/2025
Advanced Opportunities Student Entry Deadline	3/8/2025
Memorial Day – CSI Campuses Closed	5/26/2025
2025 Trimester 2	**Deadline Dates**
CSI Dual Credit Registration Begins	10/21/2024
CSI Dual Credit Registration Deadline	2/7/2025
Last Day to Drop & Receive 100% Refund	2/7/2025
Advanced Opportunities Student Entry Deadline	2/21/2025
2025 Trimester 3	**Deadline Dates**
CSI Dual Credit Registration Begins	10/21/2024
CSI Dual Credit Registration Deadline	4/12/2025
Last Day to Drop & Receive 100% Refund	4/12/2025
Advanced Opportunities Student Entry Deadline	4/4/2025
2024-2025 YEARLONG COURSES	**Deadline Dates**
CSI Registration Deadline	3/17/2025
Last Day to Drop & Receive 100% Refund	3/17/2025
2024 Summer	**Deadline Dates**
Juneteenth Observed – CSI Campuses Closed	6/19/2024
CSI Dual Credit Registration & Drop Deadline	6/21/2024
Advanced Opportunities Student Entry Deadline	6/21/2024
Independence Day-CSI Campuses Closed	7/4/2024

*** Each course withdraw date is listed under the course details section in MyCSI and can be found on the student's CSI course schedule.**

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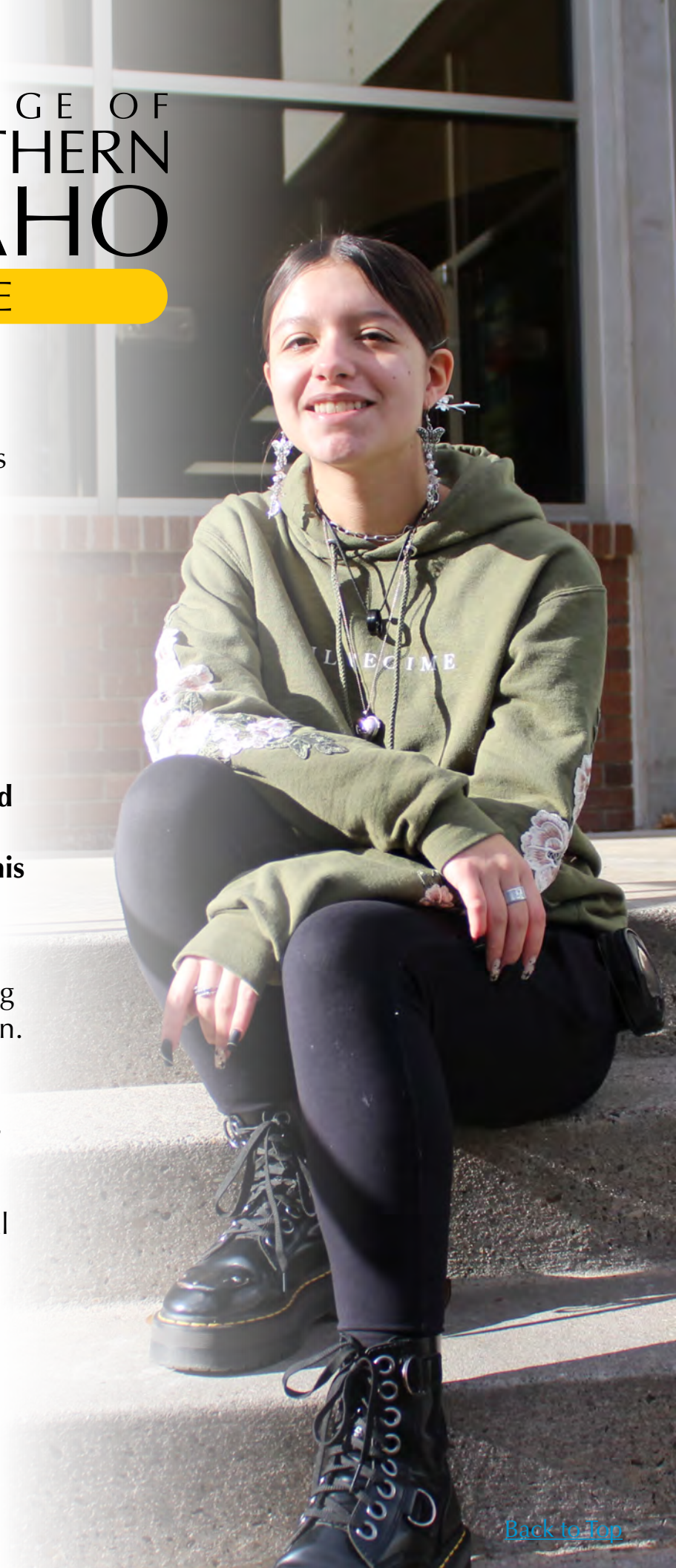
COLLEGE OF SOUTHERN IDAHO

EARLY COLLEGE



Welcome to the College of Southern Idaho Early College Program. This handbook is designed to help students and parents learn the Dual Credit process and will provide answers to commonly asked questions regarding Dual Credit.

The key to Dual Credit success is to follow the clearly outlined steps in the handbook. **Please be aware your enrollment and future federal financial aid funding could be delayed or negatively impacted if you fail to complete *all* the steps contained in this handbook.**

We look forward to helping you meet your educational goals and connecting you to CSI after high school graduation. Our offices are located upstairs in the Taylor Building room 272 and we can be contacted at dualcredit@csi.edu or at 208-933-2320.

We wish you a great start to your Dual Credit experience with CSI!

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TAKE ADVANTAGE OF BENEFITS & BE CAUTIOUS

BENEFITS OF SUCCESSFULLY COMPLETING CSI DUAL CREDIT COURSES

- High school students can earn college credits toward the Academic Certificate or degree.
- Save money on your college education with State of Idaho Advanced Opportunities funding.
- After you graduate high school, seamlessly transition to continue your education at CSI.
- CSI Dual Credit general education courses will transfer to Idaho public postsecondary institutions accredited by a regional accrediting agency recognized by the U.S. Department of Education.
- Early college experience may help you achieve you educational goals.

BE CAUTIOUS OF THE FOLLOWING BEFORE TAKING CSI DUAL CREDIT COURSES

- Take purposeful courses which satisfy requirements for your intended major. Meet with an advisor or counselor!
- Meet Dual Credit deadlines to ensure you enroll successfully.
- Take Dual Credit courses seriously, as the grade you earn will be recorded on your college transcript.
- Failing or withdrawing from a Dual Credit course will negatively affect your CSI Academic Standing and future federal Financial Aid Advanced Opportunity eligibility (which includes Fast Forward funding).
- On-campus courses (face to face or online) have additional costs that are not covered entirely by Fast Forward funding, so budget wisely.
- Ask for help.

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TECH TOOLS

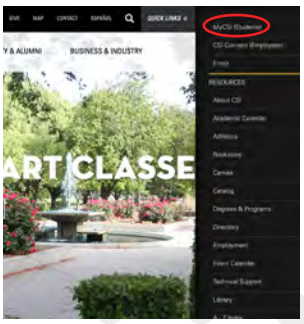
CSI Email and **Canvas** are important tools for your success at CSI. Become familiar with these services to keep the lines of communication open between you and CSI.

Use your **CSI Email** when communicating with CSI offices. After you register for your courses, follow the instructions & activate your account. Some instructors will require students to use **Canvas.** Follow these instructions to login to your **Canvas** account.

CSI EMAIL

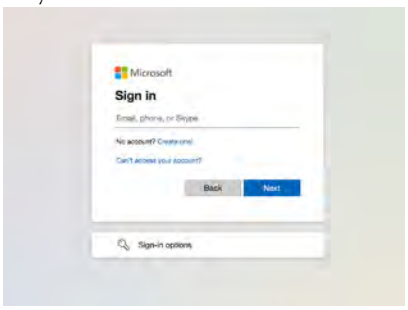
1 Go to https://www.csi.edu and click on Quick Links

2 Click on "MyCSI (Students)"

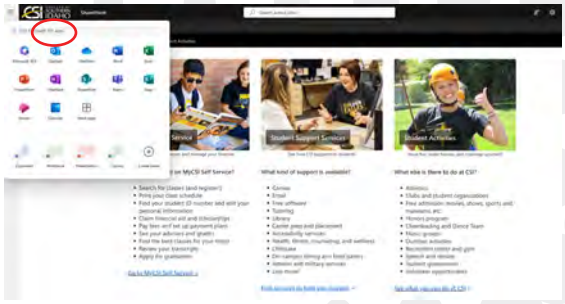


3 Get signed in with your CSI Login/Email

*Your password is typically your Date of Birth in the only number format: MMDDYYYY

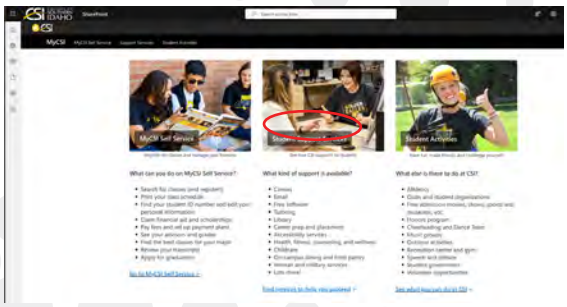


4 Click on the App Launcher in the left-hand corner to launch in the left hand corner

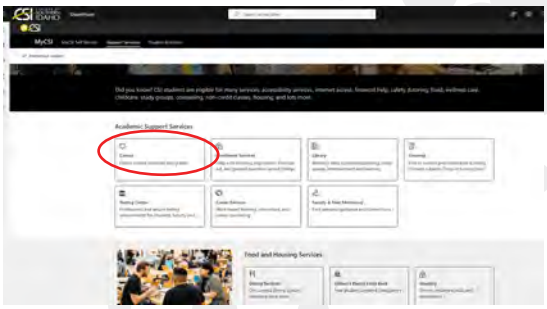


CANVAS ACCOUNT

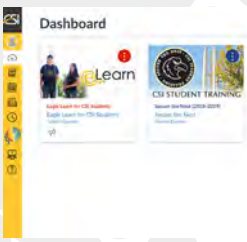
1 Click on Student Support Services to access your online classes or hybrid courses.



2 Click on canvas to access you online classes or hybrid classes



3 Your classes will appear in Canvas Dashboard



Check the email address you provided in the admission application for your acceptance letter.

Login information for Canvas & Email is the same as your MyCSI login information, which is emailed to you.

- Username: Your CSI email address
- Default Password: Your eight-digit birthday (MMDDYYYY)
- Courses & enrollments are imported directly from our student information system, after you have registered.
- If you have difficulty logging into any of your CSI accounts, you can contact the CSI Helpdesk at Helpdesk@csi.edu or call 208-732-6311.

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DUAL CREDIT ENROLLMENT CHECKLIST

The following steps will ensure you complete the Dual Credit enrollment processes successfully. Please note specific page numbers are listed next to each step which you can refer to for detailed information.

Advanced Opportunities Account Setup

Step 1
Create a Student Advanced Opportunities Fast Forward Account. (Page 13)
This step may be done by your high school. Please check with them before creating your account.

CSI Enrollment Checklist

Step 1
Contact your Early College Coordinator for assistance every semester/trimester.
Early College Coordinators can help you with the following: (Page 15-16)

- Admission
- Registration
- Advising
- Advanced Opportunity Fast Forward Funding

Step 2
Create your DualEnroll account online at csi.dualenroll.com (Page 8)

- Click on the words "Click here" to create your account.

*Students with existing DualEnroll login see page 8 for instructions.

Step 3
To complete the Dual Credit admissions process you will login to your DualEnroll account. (Page 8-9)

- You will: complete the admissions application, agree with the Terms of Admissions, provide contact information for your Parent/Guardian and confirm your high school information.

Step 4
If required, submit placement documentation to the CSI Admissions Office. (Page 14)

- ACT/SAT scores
- Math courses use the CSI Self-Guided Math Placement
- English courses use The Write Class
- Official high school/college transcripts
- Alternative Credit

Step 5
Register for your CSI Dual Credit courses through your new DualEnroll account. (Page 10)

Step 6
Login to your MyCSI account to confirm accuracy of your schedule. (Page 12)

NOTE

Click here to view the CSI DualEnroll Video Resources.

Final Steps

Step 1
Review billing and payment information. (Page 21)

Step 2
Familiarize yourself with the CSI Catalog to learn more about college policies and procedures. (Page 17)

- You can find the catalog online at www.csi.edu/catalog

Step 3
Learn about CSI technology tools. (Page 6)

Step 4
Understand milestones to Dual Credit Academic Success. (Page 33)

Step 5
Read through the Parent Toolbox. (Page 23)

Step 6
Finalize Next Steps to Attending CSI after high school graduation. (Page 30)

Step 7
Your voice is important! We value your feedback on the courses you take at CSI. Please complete the course survey, evaluating the course and the instructor once your course is complete. (Page 28)

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CREATE DUALENROLL ACCOUNT

Creating your DualEnroll account is the first step in the enrollment process. It is important to complete this step so you can apply for admissions and register for your Dual Credit courses. PLEASE NOTE: Your confirmation email does not represent or replace the course registration process.

HOW TO CREATE A NEW DUALENROLL ACCOUNT:

1. Go to csi.dualenroll.com and click on the "Create My Account" button on the right side of the screen.
2. Complete the Student Application form, fill out all fields with a red asterisk, check the "I'm not a robot" box and click the register button. Please see pages 9 and 10 for step by step instructions.
3. You will receive an email from noreply @ dualenroll.com with a "Confirm my account" link.
4. You will receive another email confirming your account has been activated.
5. Go to csi.dualenroll.com and login to your account. If you have difficulty logging in to your DualEnroll account, please contact us at dualcredit@csi.edu or call 208-933-2320.

NOTE

Once you have registered for your courses, if you will NOT use Fast Forward Funding to pay for your class, you may complete your certificate of residency. csi.edu/tuition

RETURNING DUAL CREDIT STUDENTS:

If you have previously created a DualEnroll account or have an account with another college, do NOT create another account. You must use csi.dualenroll.com with your existing login so you can register for your CSI Dual Credit courses.

TIPS WHEN COMPLETING YOUR DUALENROLL ACCOUNT ONLINE:

- Provide your full legal name. Example: Your first name is Elizabeth and you go by Liz, you will enter Elizabeth.
- Enter your correct date of birth including your birth year. Example: 2001-11-04
- Use a valid, current email address you can access!
- Address Abbreviations:
  - Directions: N, S, E, W
  - Ave, St, Rd, Ln, Dr, Cir, PO BOX, Apt #
  - NO PERIODS
  - Example: 123 N 456 W Apt #1
  - Example: 12345 Eagle Ln
- Enter your correct county. If you do not know your county ask.
- Select the year you will be a senior and choose any date in May for the graduation date.

Dual Credit students can obtain a CSI Student ID card for testing at the CSI Testing Centers. Contact the Early College Department for a list of locations where you can obtain your student ID card.

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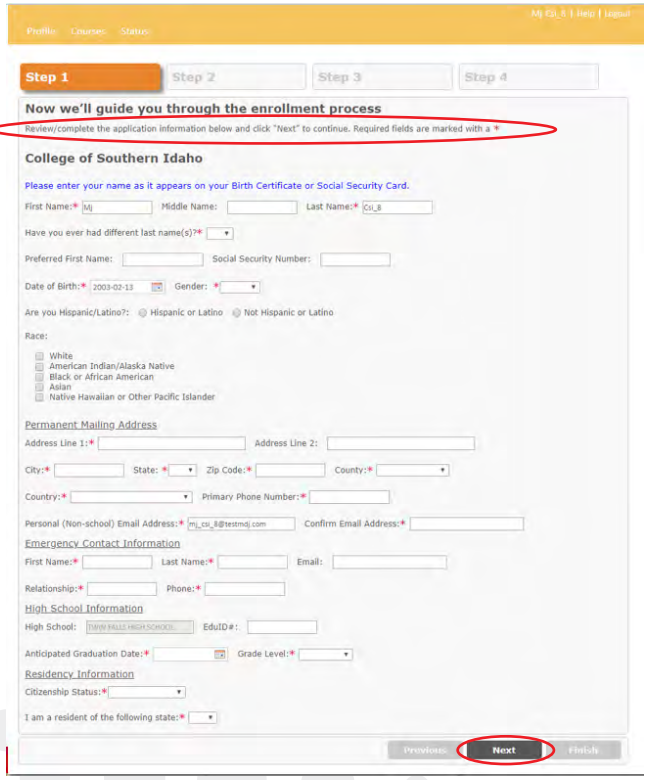
DUALENROLL STUDENT APPLICATION STEPS

A large part of being a successful CSI Dual Credit student involves being prepared for the expectations of the semester, which includes meeting deadlines, applying and registering for your courses on time.

STUDENT APPLICATION STEPS

Follow the instructions on each step, complete steps 1 through 4 and fill out all required fields marked with a red asterisk. See screenshots below:

1



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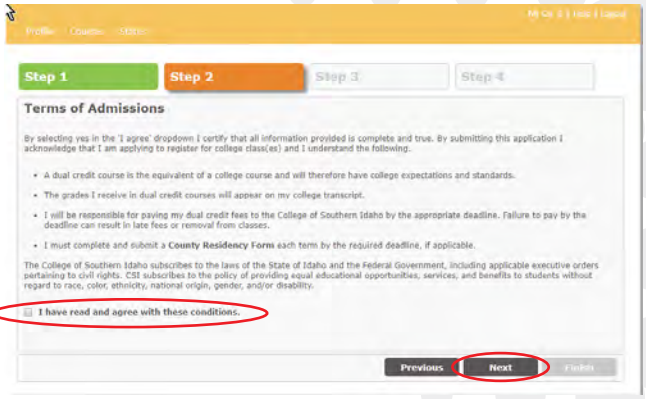

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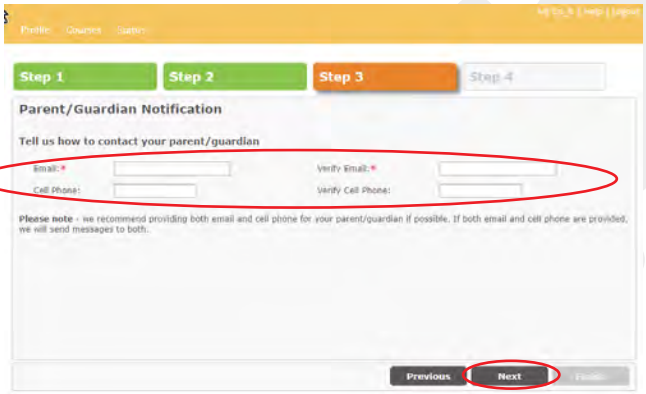

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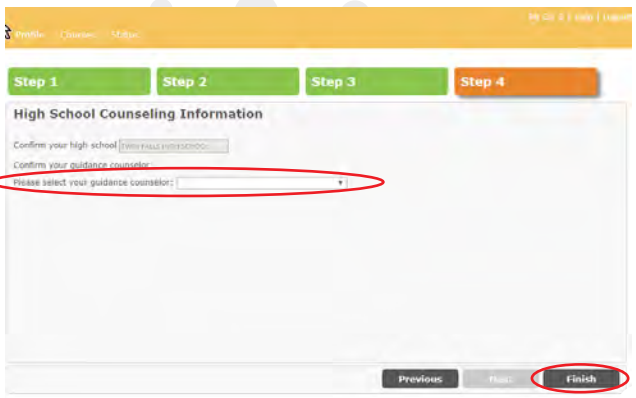

DO NOT create a new account in DualEnroll. If you are unsure you created an account in the past contact us at dualcredit@csi.edu or 208-933-2320 for account assistance.

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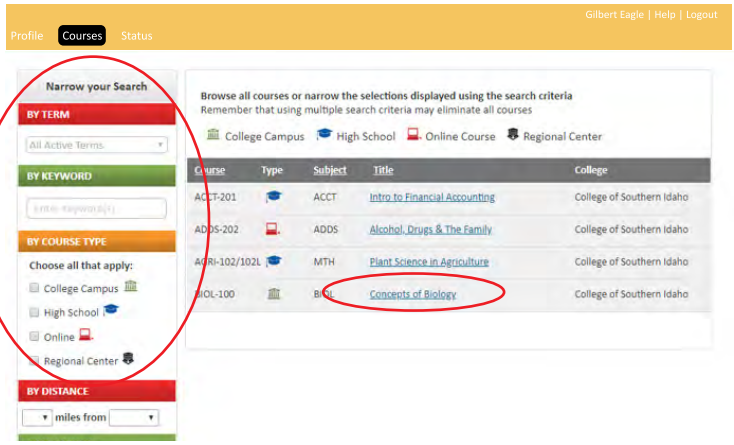
REGISTRATION STEPS

Please note the options at the top left of the page when logged in:

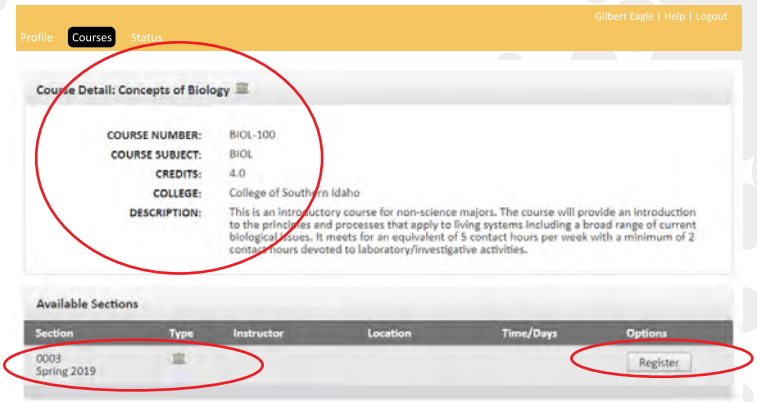
Click on “Courses” to search for your courses.

The following screenshot is the Student Course Finder:



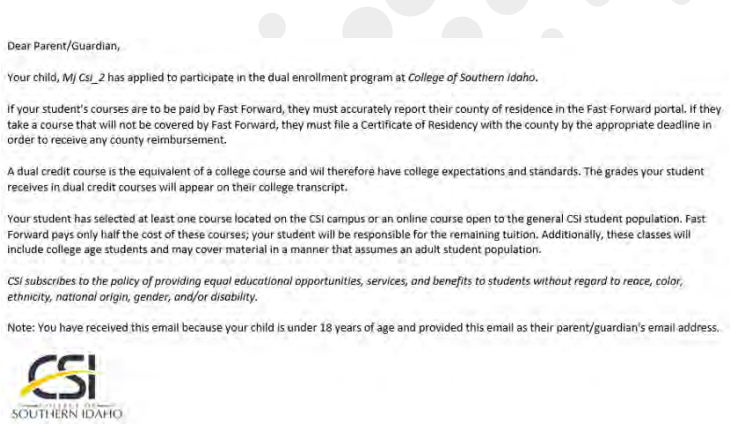
Please note you can search by term, by keyword or by course type. Once you find the course click on the title to view the course sections and register for your course.

You will see course details along with the available sections and an option to register.



Once you register for a course you will receive an email, from courseregistration@dualenroll.com, notifying you of your student registration.

Your parent will also receive an email, from courseregistration@dualenroll.com, notifying them of your registration with the following message:



Dear Parent/Guardian,

Your child, *Mj Csi_2* has applied to participate in the dual enrollment program at *College of Southern Idaho*.

If your student's courses are to be paid by Fast Forward, they must accurately report their county of residence in the Fast Forward portal. If they take a course that will not be covered by Fast Forward, they must file a Certificate of Residency with the county by the appropriate deadline in order to receive any county reimbursement.

A dual credit course is the equivalent of a college course and wil therefore have college expectations and standards. The grades your student receives in dual credit courses will appear on their college transcript.

Your student has selected at least one course located on the CSI campus or an online course open to the general CSI student population. Fast Forward pays only half the cost of these courses; your student will be responsible for the remaining tuition. Additionally, these classes will include college age students and may cover material in a manner that assumes an adult student population.

CSI subscribes to the policy of providing equal educational opportunities, services, and benefits to students without regard to reace, color, ethnicity, national origin, gender, and/or disability.

Note: You have received this email because your child is under 18 years of age and provided this email as their parent/guardian's email address.

CSI
COLLEGE OF SOUTHERN IDAHO

Dual Credit IDLA students must register first through IDLA, once you know your instructor and class section. Second step is to register through CSI DualEnroll. You must register through both IDLA and DualEnroll!

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MyCSI LOGIN STEPS

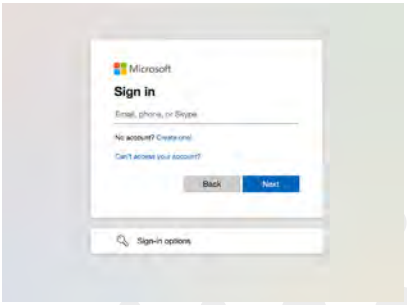
To view your schedule, grades, GPA, or order your transcripts you will need access to your MyCSI account. The steps below will assist you with your first time logging in to your MyCSI account.

LOGIN STEPS

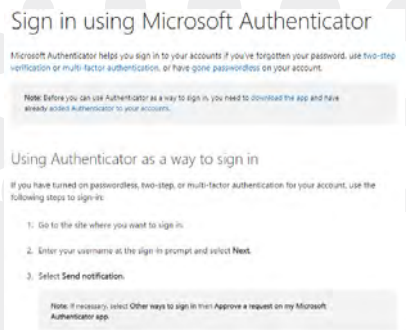
1 Go to https://www.csi.edu and click on Quick Links

2 Get signed in with your CSI Login/Email

*Your password is typically your Date of Birth in the only number format: MMDD/YYYY

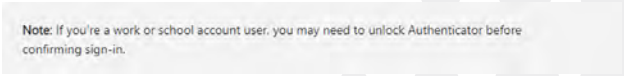


3 Follow the Authentication steps:

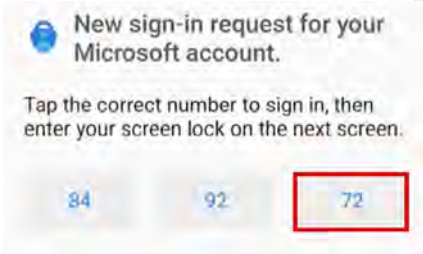


4 You will be prompted to Check your Authenticator app and may be shown a number

5 On your mobile device, open Authenticator or tap the **New sign-in request** notification.



6 Tap or enter the corresponding number, then **Approve.**



Once logged in you will see your name in the upper right hand corner

TIP If you have difficulty logging in to your MyCSI account, please contact us at dualcredit@csi.edu or call 208-933-2320.

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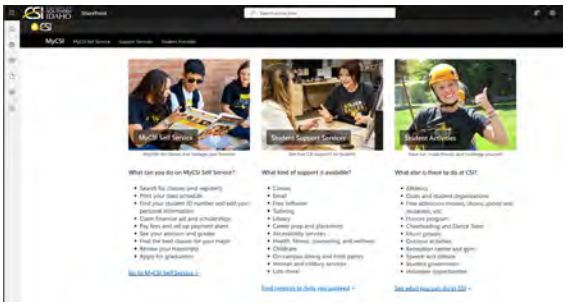
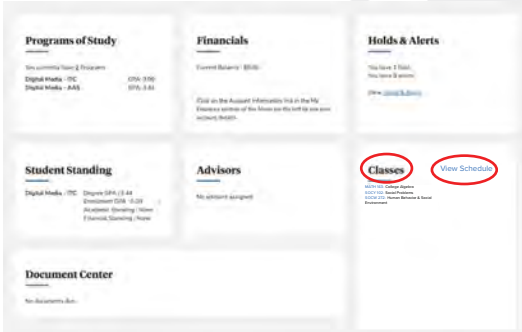
MANAGING YOUR SCHEDULE

1 Follow steps on page 6 to login to your MyCSI account. Then Click on MyCSI Self Service:



2 Click on View Schedule



3 Print or save as a PDF to share with your high school counselor.

Your schedule will open in a separate tab. Check for accuracy and review the deadline dates to drop and withdraw listed under each course.

It is your responsibility to make sure your schedule is accurate.

NOTE

Student Schedule *r_student_schedule_web_csi*

Name: Gilbert Eagle
ID Number: 555555
Address: 123 Any Street
AnyTown, ID 81234

Division: Lower Division Work
Class: Sophomore
Advisor: Advisor Inactive X
Cooper Jeffrey S

Major: Geospatial Technology - BTC

Course	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Credits
GEOL 104 C20W	Natural Disasters and Env Geology								
	Shawn Patrick Willsey		8/20/18		12/13/18		CAMPS INTRN TBA	History	4
			Last Day to Drop:		8/26/2018		**Last Day to Withdraw:**	11/9/2018	
GEOL 104L C20W	National Disasters and Env Geo Lab								
	Shawn Patrick Willsey		8/20/18		12/13/18		CAMPS INTRN TBA	History	0
			Last Day to Drop:		8/26/2018		**Last Day to Withdraw:**	11/9/2018	
								Total Hours:	4.00

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DOLLARS MATTER $$$

The college planning process includes budgeting wisely. The following information will introduce you to costs involved with Dual Credit and funding availability.

TUITION AND FEES

Example:

Course Type	Tuition Per Credit
Dual Credit courses through a public high school	$75
CSI on-campus or online	$75

TUITION & FEE TIPS

- Additional costs may include books & materials you may need for your courses.
- Students who have resided 12 consecutive months in Ada, Canyon, Bonneville, Kootenai, Jerome or Twin Falls counties are considered in-district and are not charged the https://csi.smartcatalogiq.com/en/2023-2024/Catalog. You do not have to submit the Certificate of Residency form.

ADVANCED OPPORTUNITIES FAST FORWARD FUNDING

Example:

Dual Credit Location	Funding Amount Per Credit
Dual Credit course through a public high school or IDLA	$75
CSI on-campus or online	$75

How to apply for Advanced Opportunities Fast Forward funding:

1. **Create a Fast Forward account** at advancedops.sde.idaho.gov
   By creating an account, you will be able to track where your funds are, request payment for courses and exams, and view the status of payments. Accounts must be activated by your school before funds are allocated. Check with your local school district to learn more about your local application process for Fast Forward funding.
2. **Course Entry:** With assistance of your high school enter the courses in your portal account.
3. **IDLA Participants:** If you are taking a Dual Credit course through the Idaho Digital Learning Academy, you will need to work with the IDLA site coordinator at your school to get signed up and registered!
4. Complete and submit the Fast Forward Participation Form to your high school in order to receive Fast Forward funding. You can find the form at https://www.sde.idaho.gov/student-engagement/advanced-ops/

For more information on the Advanced Opportunities programs contact: The State Wide Coordinator at 208-332-6944.

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COURSE PLACEMENT

The College accepts the following placement information in order to assist students with the selection of appropriate level courses in the educational planning process: Write Class, ACT (American College Testing), SAT (Scholastic Aptitude Test), Dual Credit, Alternative Credit, and Transfer Credit.

All students are encouraged to submit placement information prior to enrolling in courses that require math or English placement. The score results are used during the educational planning process to assist students in selecting appropriate level courses in which there is a reasonable probability that they will be successful.

Some courses and program-specific admissions criteria require certain course placement level attainment. Refer to the catalog's curriculum and program description sections for details.

Self-Guided Math Placement

English Self-Directed Placement

The Write Class

Students are held to prerequisite standards by the college instructor who delivers their course. The DualEnroll system informs the student that their Registration Request will be reviewed by the instructor for approval. Instructors approve each individual student who requests their course in the Dual Enroll system.

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EARLY COLLEGE CONTACTS

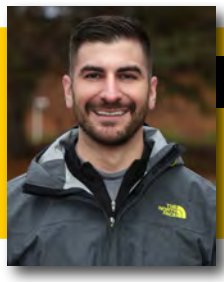
Contact the Early College Coordinator assigned to your school region to ensure you are taking meaningful courses which match your academic goals.

Kendal Nield

Director of Early College
208-732-6876
knield@csi.edu

Dale Mallows

Early College Senior Coordinator
208-732-6887
dmallows@csi.edu



Josh Sakelaris

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jsakelaris@csi.edu

Shawna Jacobson

Early College Coordinator
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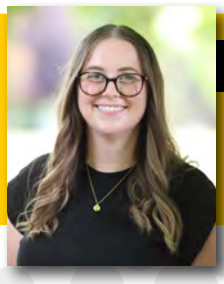
208-732-6461 | 208-934-8678
sjacobson@csi.edu



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clradford@csi.edu

Miah Floyd

Off Campus Coordinator
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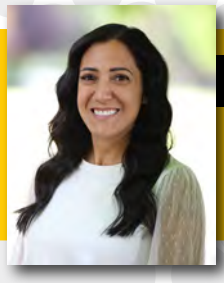

Felice England

NextGen Early College Coordinator
208-732-6882
fengland@csi.edu

Contact your Early College Coordinator today to get assistance with:

- Admission
- Registration
- Advising
- Fast Forward Funding

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EARLY COLLEGE CONTACTS

Crystal Padron

Early College Coordinator
(Hablo Español)
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Neh Meh

Early College Coordinator
(Fluent in Burmese, Karen, Karenni & Cantonese)
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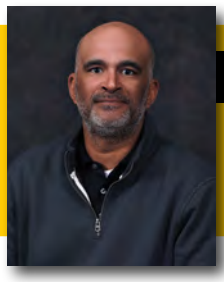

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Carolina Driever

Early College Coordinator
(Hablo Español)
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Nikcole Zamarripa

CTE HSHS Early College Coordinator
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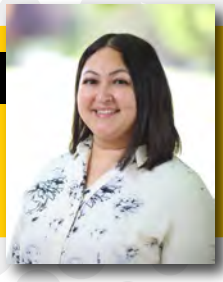
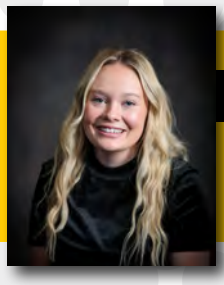


Josie Untalan

Early College Coordinator
208-732-6891
juntalan@csi.edu



Ellee Cranney

NextGen Early College Coordinator
208-732-6562
ecranney@csi.edu

Melissa Chantry

CTE Early College Coordinator
208-732-6235
mchantry@csi.edu

Please contact us at:
208-933-2320 or dualcredit@csi.edu

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FAMILIARIZE YOURSELF WITH THE CSI CATALOG

It is essential to familiarize yourself with the official CSI Catalog to learn more about important college policies and procedures. You can find the CSI catalog online by clicking here. The following are highlights the Early College Department encourages you to read through. When Using online catalog, type title in search field.

STUDENT CODE OF CONDUCT

The College of Southern Idaho promotes behavioral standards that create a positive environment in which students can learn, work, and live. The Student Code of Conduct is intended to help create and preserve this positive environment in support of the institution's mission, educational philosophy, purposes, and functions; to foster students' educational and civic development; and to protect the people, properties, systems, and processes that support the College.

ACADEMIC INTEGRITY

Academic integrity is central to the educational mission of the college. CSI expects students, faculty, staff, and administrators to be honest in all aspects of their work for the college. CSI instructors evaluate all student work with the assumption that the work presented is the individual's own. Anything less than full transparency about the origin and provenance of the work presented is unacceptable. Persons who stray from this expectation are subject to disciplinary action, which may include, but is not limited to verbal warnings, written plans for improvement, zero scores on affected work, course failure, and/or dismissal from the course, program, or college. The Academic Integrity section of the CSI Student Handbook offers additional information.

PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law protecting the **privacy of student education records.** The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

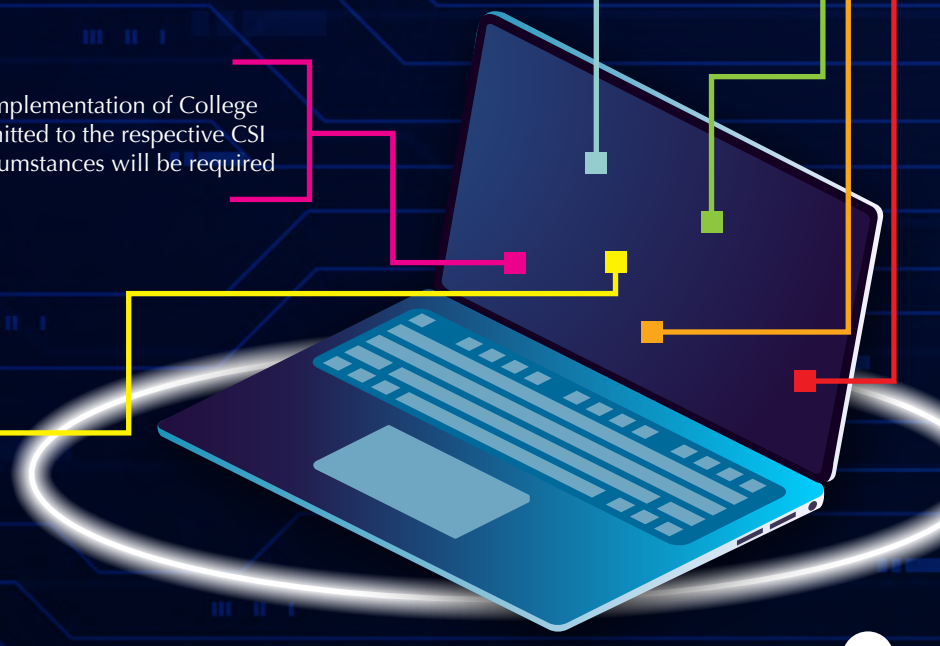
FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (e.g. college or university).** Students to whom the rights have transferred are **"eligible students."** Questions concerning FERPA should be referred to the CSI Office of the Registrar (208-732-6795); www.csi.edu/FERPA.

ATTENDANCE

The college recognizes that regular attendance is the student's responsibility. Instructors evaluate the lack of attendance in terms of the course requirements and take reasonable course of action, including but not limited to, dropping students for no show. A class missed due to required participation in a verified school activity will not be considered an absence. Students who miss class or are absent for any reason, are still responsible for completing all course requirements. When the number of class hours absent exceeds the number of course credits, the instructor has the authority to send a notice to the student as a warning and/or refer the student to his/her advisor.

RIGHT OF APPEAL

Students have the right to appeal outcomes imposed by implementation of College policies. All appeals must be in writing and must be submitted to the respective CSI official(s). Appropriate documentation of extenuating circumstances will be required and the timeliness of the appeal will also be considered.



COURSE DESCRIPTION EXAMPLE

ENGL 101 WRITING AND RHETORIC 1

English 101 emphasizes the process and strategies of writing academic essays with critical attention to purpose and audience; focus and development to support a thesis; and organization and coherency. Students write analytical essays based on readings, observations, and ideas: develop various strategies to respond to different rhetorical situations; and edit for style, voice, and conventions of standard usage. This course introduces MLA format.

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DEADLINES & APPEAL

DEADLINES

All of CSI's Dual Credit deadlines are clearly listed on the Dual Credit Web Page and found on page 3. The deadlines are also in the first email message you receive from the CSI Dual Credit Department.

ENROLLMENT APPEAL

Students requesting to add, drop, or withdraw after the deadline must submit an Enrollment Appeal to the Office of the Registrar. This includes students who were legitimately dropped for no show by faculty. The Enrollment Appeal form can be found at https://www.csi.edu/_files/pdf/registrar/enrollment-appeal.pdf.

To be considered the appeal must demonstrate, with supporting evidence, an extenuating circumstance which prevented the student from meeting the deadline. Enrollment Appeals for dropping or withdrawing after the deadline, may have financial implications if approved.

Student appeals without an extenuating circumstance, lacking supporting evidence, or where the faculty member believes the student would not be successful will be denied.

Extenuating circumstances are circumstances which meet ALL of the following conditions and must be addressed in explanation of the appeal:

1. Affects your ability to meet established deadlines/standards
2. Are life-altering
3. Are outside of your control
4. Can be corroborated by independent evidence (MUST BE ATTACHED TO THE APPEAL)
5. Occurred during or shortly before the deadline in question
6. Was unplanned.

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DROPPING & WITHDRAWING

Dropped course(s) do not appear on the student's transcript, tuition charges are subtracted from the student's account and are refundable. Students may drop courses until 5:00 pm on the Wednesday deadline listed on the Early College web page.

Withdraw means the student attempted the course but did not complete any credit; the grade of W will appear on the student's transcript and there is no refund. No course may be withdrawn from after 75% of the course has elapsed. Students will be issued a grade after the deadline.

NOTE

W grades can have a number of negative consequences, including negatively impacting students' eligibility for Federal Financial Aid. Ws on transcripts can also raise questions by transfer institutions and even prospective employers. Students should carefully consider the consequences of Ws before withdrawing from courses. For more information contact the CSI Financial Aid Office at 208-732-6873.

HOW TO DROP OR WITHDRAW FROM A COURSE

Drop - To drop a Dual Credit course login to your Dual Enroll account and click on the Drop hyperlink.

Withdraw - To withdraw from one or more courses, a completed Add/Drop/Withdraw form must be submitted to the CSI Early College in person or via email dualcredit@csi.edu. To withdraw from **all** credited courses you must obtain a Federal Financial Aid Advisor's signature on a Complete Withdraw form. This form must be submitted to CSI Early College in person or via email dualcredit@csi.edu.

NOTE

Drop and withdraw deadlines are published on the student's schedule.

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ACADEMIC STANDING

CSI ACADEMIC STANDING FLOWCHART

GOOD ACADEMIC STANDING

- **Students who maintain a cumulative GPA of 2.0 or higher, are considered to be in Good Academic Standing.**

Note: To be eligible for Federal Financial Aid and to graduate, a student must have a 2.0 or higher cumulative GPA.

ACADEMIC WARNING

Students who fall below a 2.0 cumulative GPA, will be placed on Academic Warning for the subsequent semester of attendance. These students are required to meet with their Student Success Advisor. In this status, students are eligible to receive Federal Financial Aid.

ACADEMIC PROBATION

- Students who are on Academic Suspension, have an approved appeal, and complete a Plan for Academic Student Success (PASS), will be placed on Academic Probation.
- Students on Academic Probation cannot take more than 12 credits in the Fall and Spring semesters and cannot take more than 6 credits in the summer semesters.

DISMISSAL

Students who fall to Academic Suspension a second (or more) time after failing to meet the minimum satisfactory progress (2.0 GPA) may be subject to dismissal. A dismissed student must sit out for one academic year from the time of dismissal. After the dismissal period, the student may appeal for reinstatement and will be placed on Academic Probation.

ACADEMIC SUSPENSION

- Students who fall below a 2.0 cumulative GPA for the second semester of attendance in a row, will be placed on Academic Suspension.
- These students are required to submit an appeal prior to being able to register for future courses. This appeal process also includes an eligibility appeal to receive Federal Financial Aid.

When cumulative CSI GPA rises to a 2.0 or higher, student achieves Good Academic Standing.

*Academic Standing is not the same as Financial Aid Satisfactory Academic Progress Standing

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BILLING & PAYMENT INFORMATION

Now that you are registered, your courses and fees will generate an account balance.

Take a look at the sample bill below on how and where you can make payments that are convenient for you and your family to pay off your bill. To pay your remaining tuition and fees, you can make your payment with the following methods:

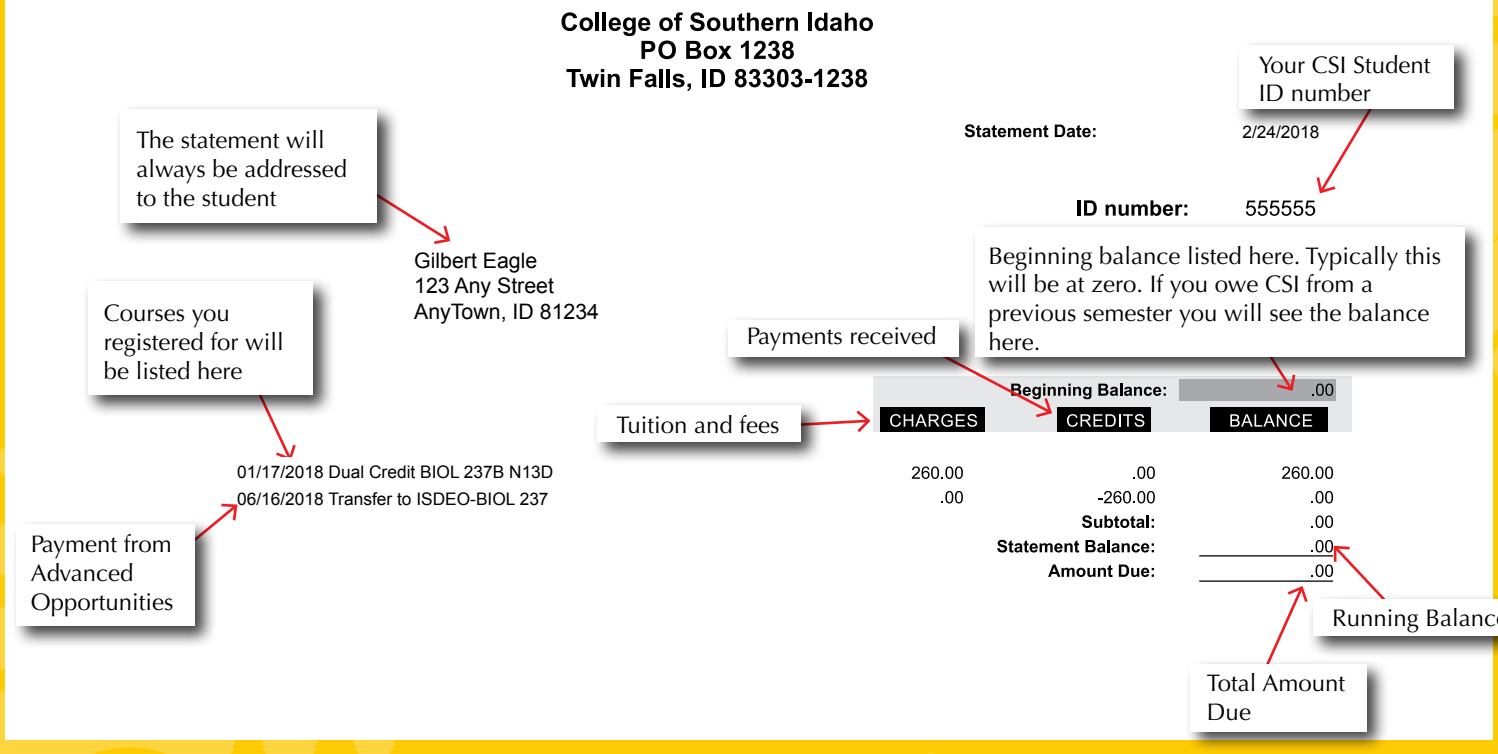
Online through your MyCSI account, click on the green $ Financials tile:

- Credit or debit card

In person on-campus or at any of the off-campus centers:

- Cash
- Check
- Credit or debit card
- Mini-Cassia Center
- Gooding Center
- Jerome Center

SAMPLE STATEMENT



TIP

- A subtraction means a payment has been applied to your account.
- Dual Credit students are not assessed late fees. However, you will have a Business Office hold on your account which prevents registering in future courses & ordering transcripts.

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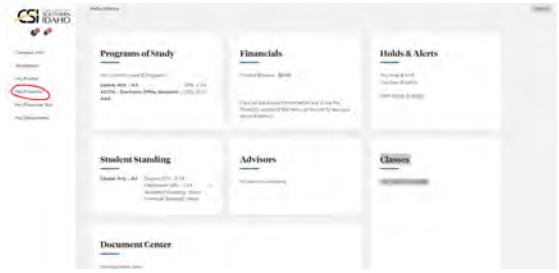
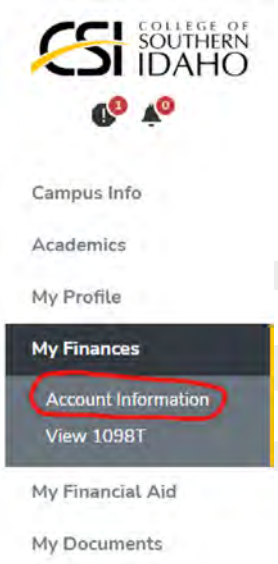
FINANCIALS

1 Locate My Finances in My CSI



2 Under “My Finances” locate “Account Information



3 You can see your financial here!

Questions, please contact CSI Business Office at 208-732-6212 regarding your statement.

NOTE

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PARENT TOOLBOX

Parent engagement is an important contribution in helping your student achieve their goals and degree progression. We have created a list of useful tips which will help you support your student in the Dual Credit process.

Tips for parents:

- Communicate often with your student about his/her Dual Credit plans.
- Communicate often with your student's high school counselor to determine what Dual Credit courses are offered.
- Contact CSI Early College Department for questions regarding the pros and cons of enrolling in Dual Credit.
- Remind your student Dual Credit courses require a high level of maturity, preparedness, and commitment.
- The tuition rate for CSI Dual Credit college courses taken through a public high school, CSI campus and CSI online is the same rate regardless of where the student takes the course.

FERPA Q&A FOR PARENTS AND FAMILIES:

WHAT IS FERPA?

FERPA (Family Educational Rights and Privacy Act) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education.

WHAT CAN PARENTS ACCESS ACCORDING TO FERPA?

- When a student reaches the age of 18 or registers for classes at the College of Southern Idaho, regardless of age, FERPA rights transfer from the parent to the student.
- Parents may obtain directory information at the discretion of the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) by obtaining written consent from their child.
- Parents may obtain non-directory information after it has been determined that their child is legally their dependent.

For more information about FERPA contact the Office of the Registrar at 208-732-6795 or records@csi.edu.

EDUCATION RECORDS INCLUDE

- Any record that contains information that is directly related to the student.
- Personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in the Office of the Registrar.
- Education records can exist in any medium including typed, computer-generated (monitor screen), video, microfilm, microfiche, email, notepad, and others.
- Academic records, financial aid, disciplinary actions.

EDUCATION RECORDS DO NOT INCLUDE

- Sole Possession records (records/notes in sole possession of the maker, used only as a personal memory aid and not revealed to any other person except a temporary substitute for the maker of the records which may include notes an instructor makes in regard to career/professional guidance to a student, etc.).
- Medical records.
- Employment records when employment is not contingent on being a student provided the record is used only in relation to employment.
- Records created and maintained by a law enforcement unit used only for that purpose.
- Post attendance records (information about a person that was obtained when the person was no longer a student).

WHAT IS A FERPA RELEASE FORM?

To review a FERPA Release form go to www.csi.edu/FERPA

Must be completed and submitted by the student.

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ACADEMIC CERTIFICATE

The Academic Certificate is intended for students who plan to complete their Associate of Arts or Associate of Science degree or who intend to transfer into a baccalaureate program after completing two semesters of study at CSI. Students must complete the minimum number of credits indicated, from each of the following areas, in order to meet the certificate requirements.

Example:

Academic Certificate	Credits
Oral Communication	3
Written Communication	6
Mathematical Ways of Knowing	3
Humanistic and Artistic Ways of Knowing	6
Scientific Ways of Knowing	7-8
Social and Behavioral Ways of Knowing	6
Introduction to General Education	3
Wellness	2
Minimum Credits Required for this Certificate *A graduation GPA of 2.0 or better is required for graduation with a degree or certificate. Each degree may require specific general education courses in each area, be sure to check your intended program's curriculum requirements* Students completing these requirements must apply for graduation online at https://mycsi.csi.edu	36-37

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ACADEMIC CERTIFICATE

INTRO TO GENERAL EDUCATION
Institutionally Designated Courses

GNED 101	Intro to General Education	3

WELLNESS
Institutionally Designed Courses

WELL 100	Wellness Sandbox	1-6
WELL 101	Lifelong Wellness 1	1
WELL 102	Lifelong Wellness 2	2
WELL 255	Wellness Through Healthy Living	3

WRITTEN COMMUNICATION
General Education Courses

ENGL 101	Writing & Rhetoric I	3
ENGL 102	Writing & Rhetoric II	3

ORAL COMMUNICATION
General Education Courses

COMM 101	Fund. of Oral Communication	3
COMM 209	Critical Thinking & Augmentation	3

MATHEMATICAL WAYS OF KNOWING
General Education Courses

MATH 123	Math in Modern Society	3
MATH 143	College Algebra	3
MATH 153	Statistical Reasoning	3
MATH 147	College Algebra & Trigonometry	5
MATH 160	Survey of Calculus	4
MATH 170	Calculus 1	5

SCIENTIFIC WAYS OF KNOWING
General Education Courses

AGRI 180	Food System Science	4
ALLH 220	Fundamentals of Nutrition	3
ANTH 104*	Intro to Biological Anthropology	3
BIOL 100	Concepts of Biology	4
BIOL 102*	Environmental Science	3
BIOL 201	Biology 1	4
BIOL 221	Introductory Microbiology	4
BIOL 227	Human Anatomy & Physiology 1	4
CHEM 100	Concepts of Chemistry	4
CHEM 101	Introduction to Chemistry	4
CHEM 102	Essential Organic & Biochemistry	5
CHEM 111	General Chemistry I	5
GEOG 100	Physical Geography	4
GEOL 101	Physical Geology	4
GEOL 102	Historical Geology	4
GEOL 104	Natural Disasters & Envir. Geology	4
GEOL 105	Geology of National Parks	3
PHYS 100	Survey of Physics	4
PHYS 101	Survey of Astronomy	4
PHYS 111	General Physics 1	4
PHYS 112	General Physics 2	4
PHYS 211	Physics Scientists & Engineers 1	5

*If students only take the lab piece and not the lecture, the lab credit counts as College Level Elective and not as General Education Science. Students must take the corresponding lecture piece (ANTH 104 or BIOL 102) for the lab credit to count as General Education Science. Students do not have to take them in the same semester.

HUMANISTIC AND ARTISTIC WAYS OF KNOWING
General Education Courses

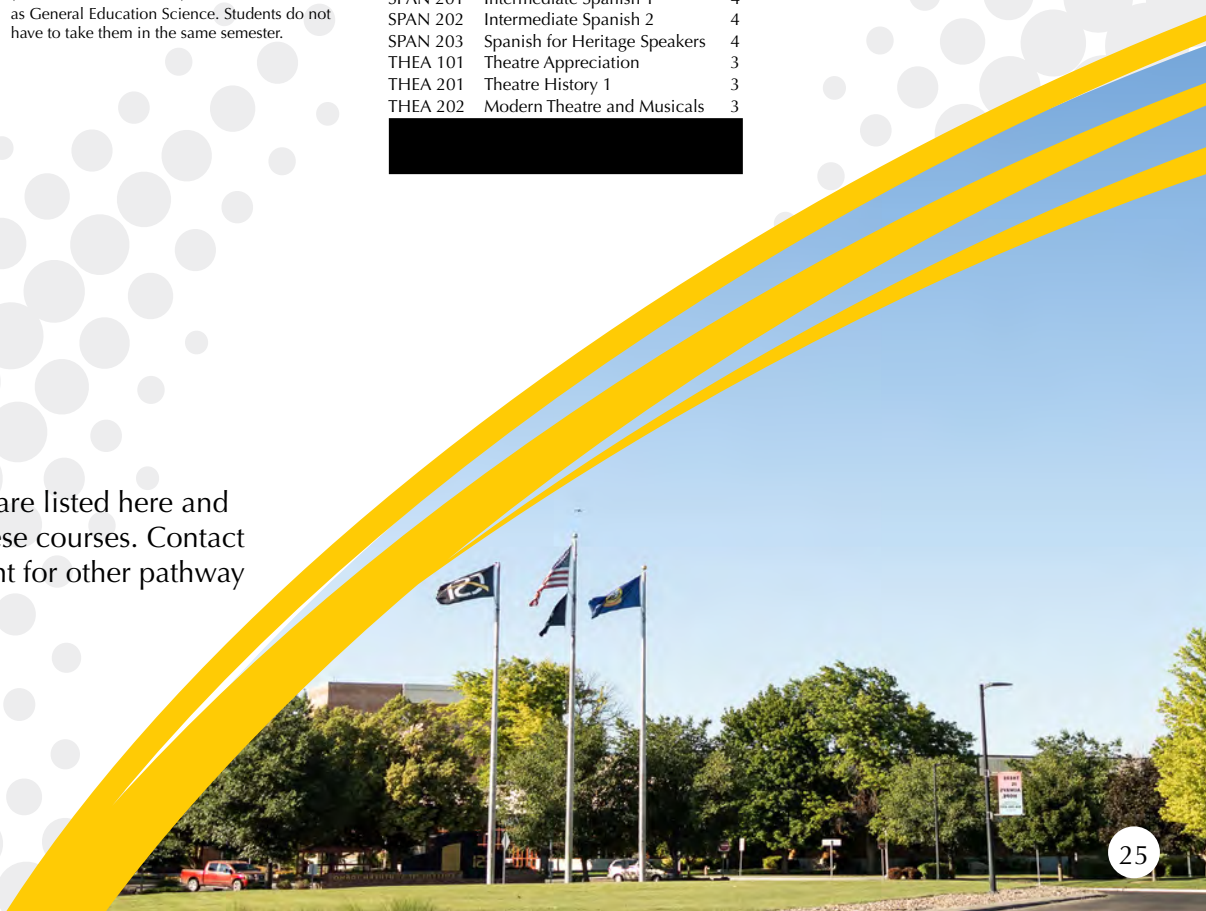
ARTS 101	Art History 1	3
ARTS 102	Art History 2	3
ARTS 103	Appreciation & History of Photography	3
ARTS 105	Design 1	3
DANC 101	Dance Appreciation	3
ENGL 126	Film & Literature	3
ENGL 175	Literature & Ideas	3
ENGL 215	Survey of World Mythology	3
ENGL 257	Survey of World Literature 1	3
ENGL 258	Survey of World Literature 2	3
ENGL 267	Survey of British Literature 1	3
ENGL 268	Survey of British Literature 2	3
ENGL 277	Survey of American Lit 1	3
ENGL 278	Survey of American Lit 2	3
FREN 101	Elementary French 1	4
FREN 102	Elementary French 2	4
HUMA 101	Intro to Humanities 1	3
HUMA 106	Intro to Modern Humanities	3
MUSI 100	Introduction to Music	3
MUSI 108	Survey of Jazz & Pop Music	3
PHIL 101	Introduction to Philosophy	3
PHIL 103	Introduction to Ethics	3
PORT 101	Elementary Portuguese 1	4
PORT 102	Elementary Portuguese 2	4
SIGL 101	American Sign Language 1	4
SIGL 102	American Sign Language 2	4
SIGL 201	American Sign Language 3	4
SIGL 202	American Sign Language 4	4
SPAN 101	Elementary Spanish 1	4
SPAN 102	Elementary Spanish 2	4
SPAN 201	Intermediate Spanish 1	4
SPAN 202	Intermediate Spanish 2	4
SPAN 203	Spanish for Heritage Speakers	4
THEA 101	Theatre Appreciation	3
THEA 201	Theatre History 1	3
THEA 202	Modern Theatre and Musicals	3

SOCIAL AND BEHAVIORAL WAYS OF KNOWING
General Education Courses

ANTH 101	Physical Anthropology	3
ANTH 102	Cultural Anthropology	3
BIOL 211	Science Lit & the Environment	3
COMM 102	Interpersonal Communication	3
COMM 220	Intercultural Communication	3
CRIJ 103	Introduction to Law & Justice	3
ECON 201	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
EDUC 204	Families, Communities & Culture	3
GEOG 102	Cultural Geography	3
GEOG 202	World Regional Geography	3
HIST 101	World History 1	3
HIST 102	World History 2	3
HIST 111	US History 1	3
HIST 112	US History 2	3
POLS 101	American National Government	3
POLS 102	Intro to Political Science	3
POLS 221	Intro to International Relations	3
PSYC 101	Introduction to Psychology	3
SOCY 101	Introduction to Sociology	3
SOCY 102	Social Problems	3
SOCY 105	Human Relations	3

NOTE

Not all Dual Credit courses are listed here and not all high schools offer these courses. Contact the Early College Department for other pathway options available.



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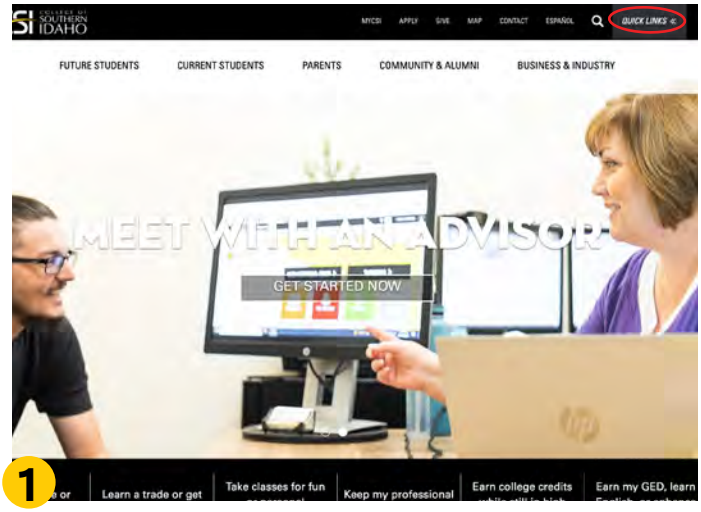
UNOFFICAL TRANSCRIPTS

Go to https://www.csi.edu and click on Quick Links



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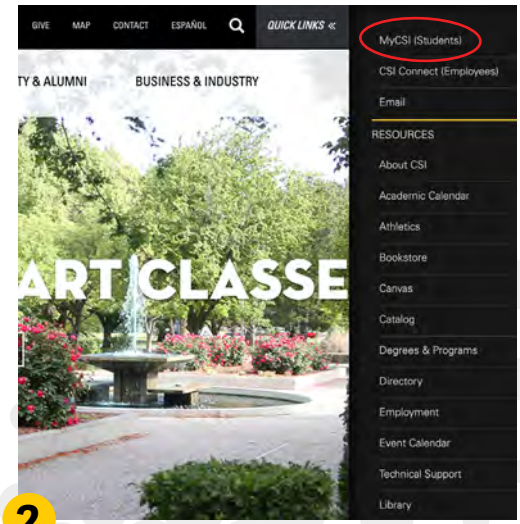
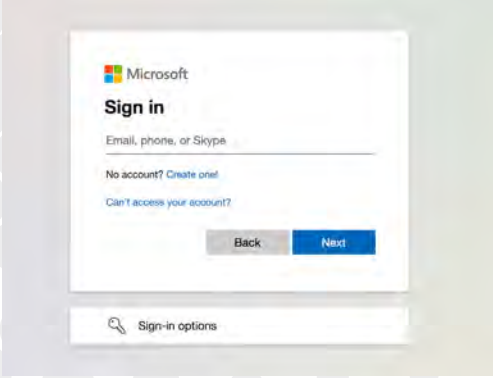
Click on "MyCSI (Students)"



2

Get signed in with your CSI Login/Email

*Your password is typically your Date of Birth in the only number format: MM/DD/YYYY



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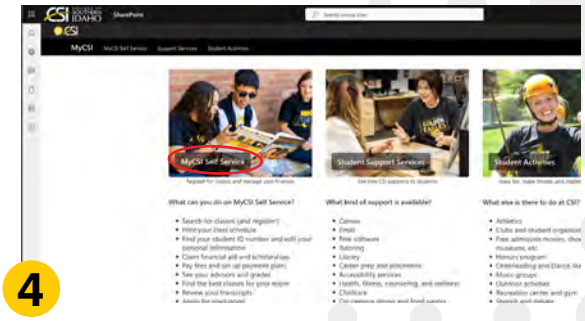
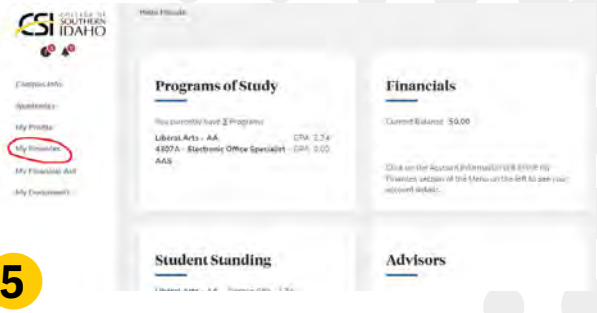
Click on "MyCSI Self Service"



4

Notice the sidebar where it says "Academics," Click on it.



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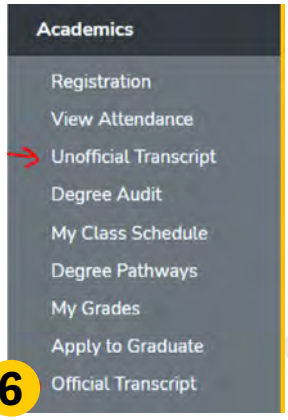
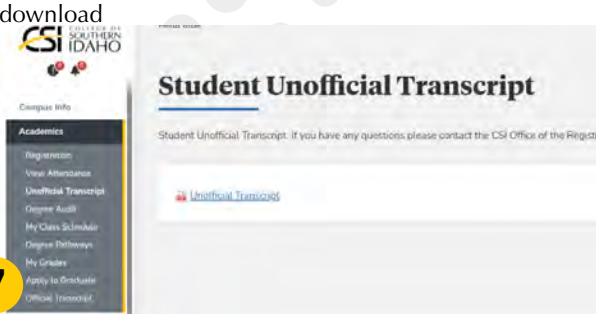


6

Notice there are 2 options: Unofficial Transcript and Official Transcript.

For the Unofficial Transcript, click on "Unofficial Transcript". It will generate a PDF file, which you will click on to download



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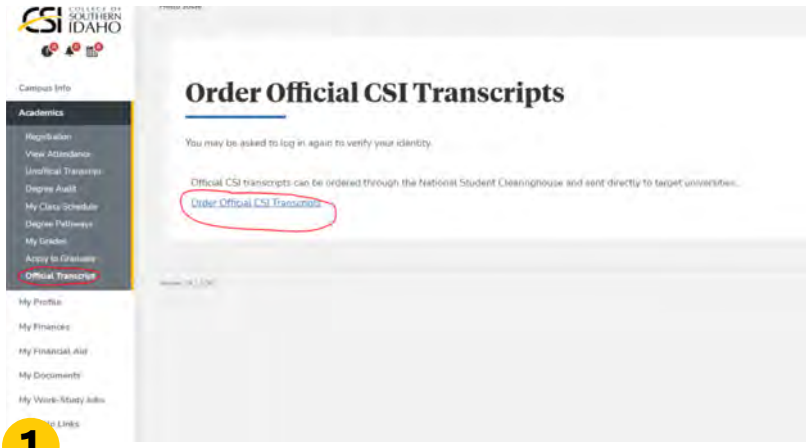
OFFICAL TRANSCRIPTS

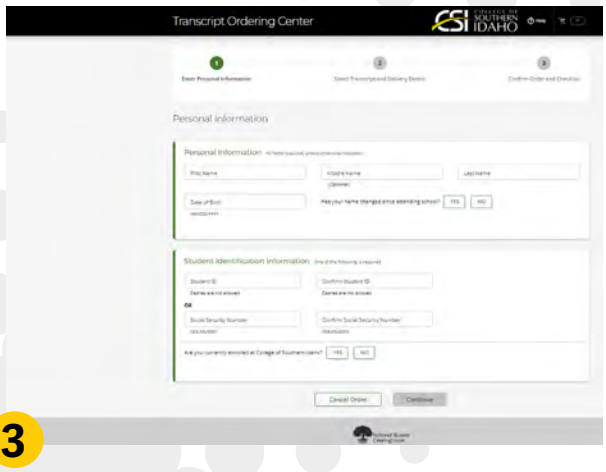


1

For the Official Transcript, click on “Official Transcript” and you will be taken to the National Student Clearinghouse website request the official transcript. For convenience, here is the link: https://tsorder.studentclearinghouse.org/school/ficecode/00161900

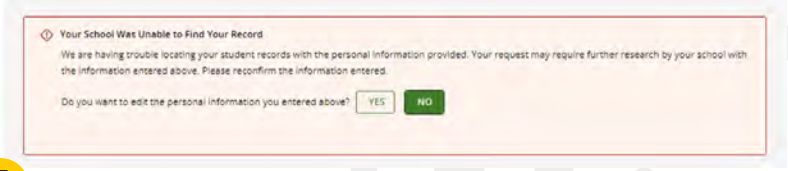
2

On the National Student Clearinghouse website, read the notifications and when you are ready, click on “Order Transcript”



3

Fill out the form and proceed as needed:



4

If the message below pops up, you have the choice to either go back to edit (YES) or you can leave it as is (NO):

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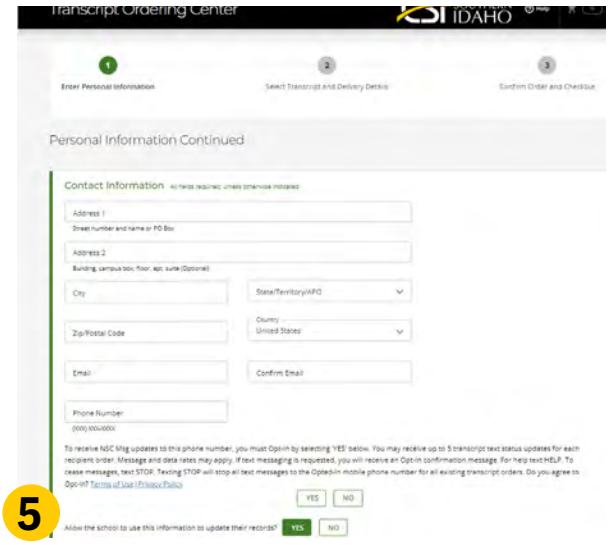
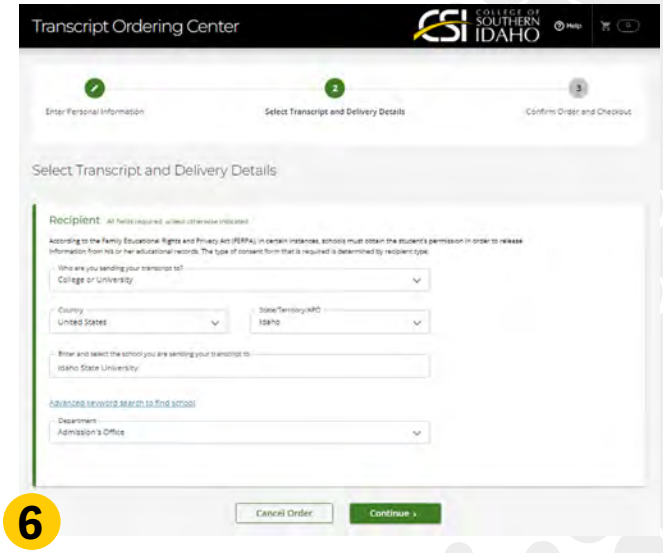
OFFICAL TRANSCRIPTS



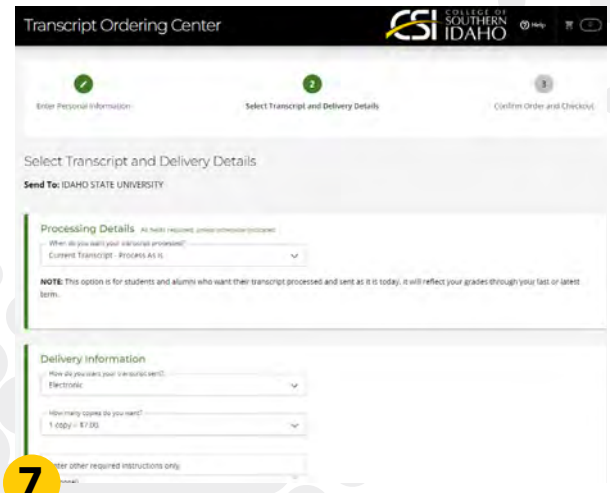
5

Continue filling out your personal information:



6

The Next Section is to select delivery details please notice the information is an example:



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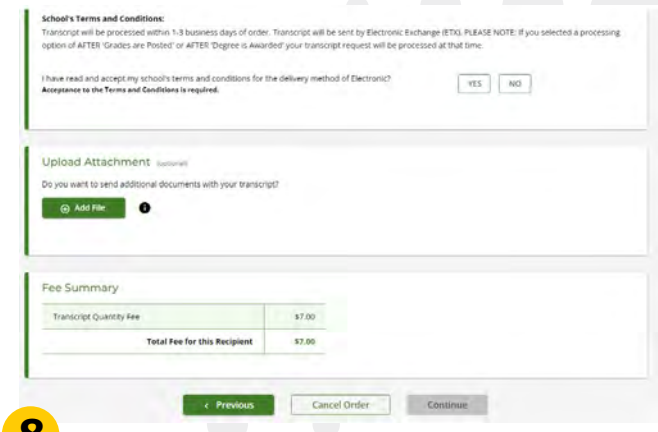
Once you have filled that part with the appropriate delivery details, the last step is to confirm order and checkout:



8

Please note that requesting official transcripts cost $7. When you are ready, click "Continue" where you will be able to input your payment method and confirm the request/order of your official transcript.

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MILESTONES TO SUCCESS

An important part of college readiness means completing important milestones as a Dual Credit student. The following steps will put you on the right path from beginning to end.

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CSI UPLINK CAREER ACADEMY

CLICK HERE!

WHAT IS UPLINK?

UpLink is a dual credit career focused academy that allows high school students to participate in CSI Career and Technical Education classes during their senior. Seats are available in 14 different programs for students to come to campus. Students will spend half the day at CSI, morning or afternoon depending on the program, and half a day at the high school meeting graduation requirements. Most programs allow for the completion of a Basic Technical certificate by the end of the year allowing students to smoothly transition into full-time status after graduation.

SCHEDULES

Program	Credits	Schedule	Semester(s)
Collision Repair	8	8 am - 12 pm	Fall Only
Digital Media	30	9 am - 11 am	Fall and Spring
Drafting	15	8 am - 12 pm	Fall and Spring
Heavy Equipment Ag Technology (HEAT)	27	8 am - 1 pm	Fall and Spring
HVAC	33	5 pm - 10 pm	Fall, Spring, and Summer
Manufacturing	12	2 pm - 5 pm	Fall and Spring
Renewable Energy	20	8 am - 11 am	Fall and Spring
Welding	22	1 pm - 5 pm	Fall and Spring
Automated Engineering	12	8 am - 11 am	Fall and Spring
Ag Core	22	9 am - 12 pm	Fall and Spring
Hospitality	18	8 am - 12 pm (varies by day)	Fall and Spring
Woodworking	14	8 am - 12 pm	Fall and Spring
Food Processing	9	Online/8 am - 11 am, 2 pm - 3 pm	Fall Only
Administrative Assistant	17	Friday Mornings and Weekends	Fall and Spring
Business Management	19	Morning	Fall and Spring

Notes:

Funding model-Tuition will be covered by Fast Forward funds.

Supplies will be on the student with needs-based scholarship, Perkins tools and books and departments scholarships available on a case-by-case basis. Uplink Schedules & Cost

Uplink Application

Applications are due by **May 1st**, but seats are limited so sooner is better than later.

For more info, call Melissa Chantry • 208.732.6235 • mchantry@csi.edu

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CLICK HERE!

UPLINK CAREER ACADEMY

STUDENT CHECKLIST

SPEND SENIOR YEAR GETTING A JUMP START ON YOUR CAREER TRAINING!

- ☐ Meet with high school counselor
  - ☐ Check high school graduation process and schedule
  - ☐ Letter of recommendation from Counselor required in application
- ☐ Apply as dual credit student at csi.dualenroll.com/users/sign_in
- ☐ Create a Fast Forward account at advancedops.sde.idaho.gov
- ☐ Meet with Melissa Chantry (mchantry@csi.edu) or Abby Jerome (ajerome@csi.edu) and parents for advising and program review
- ☐ Submit completed application and documents by **May 1st**
- ☐ Interview with instructor
- ☐ Register for classes
- ☐ Order tools and books
- ☐ Attend class in the fall

Get hands-on training and a head start on your future degree and/or career with our technical and academic courses!

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MILESTONES TO SUCCESS
CAREER & TECHNICAL EDUCATION

An important part of college readiness means completing important milestones as a CTE Dual Credit student. The following steps will put you on the right path from beginning to end.

GETTING STARTED

- ☐ Learn what is offered at your school or nearby sites including technical Dual Credit, Skill Stack and UpLink programs
- ☐ Explore career choices and preferences
- ☐ Meet with your Early College Coordinator for advising. Contact Melissa Chantry for Career & Technical Education CTE specifics.
- ☐ Apply for dual credit admission or register for Skill Stack
- ☐ Apply for Fast Forward funding as needed

1-10 CREDITS

- ☐ Have a plan for completion, transfer or career
- ☐ Meet with Early College Coordinator regularly
- ☐ Take available technical dual credit that will help you in your goals
- ☐ Look at available Basic Technical Certificates (BTC from 9-30 credits)

10-30 CREDITS

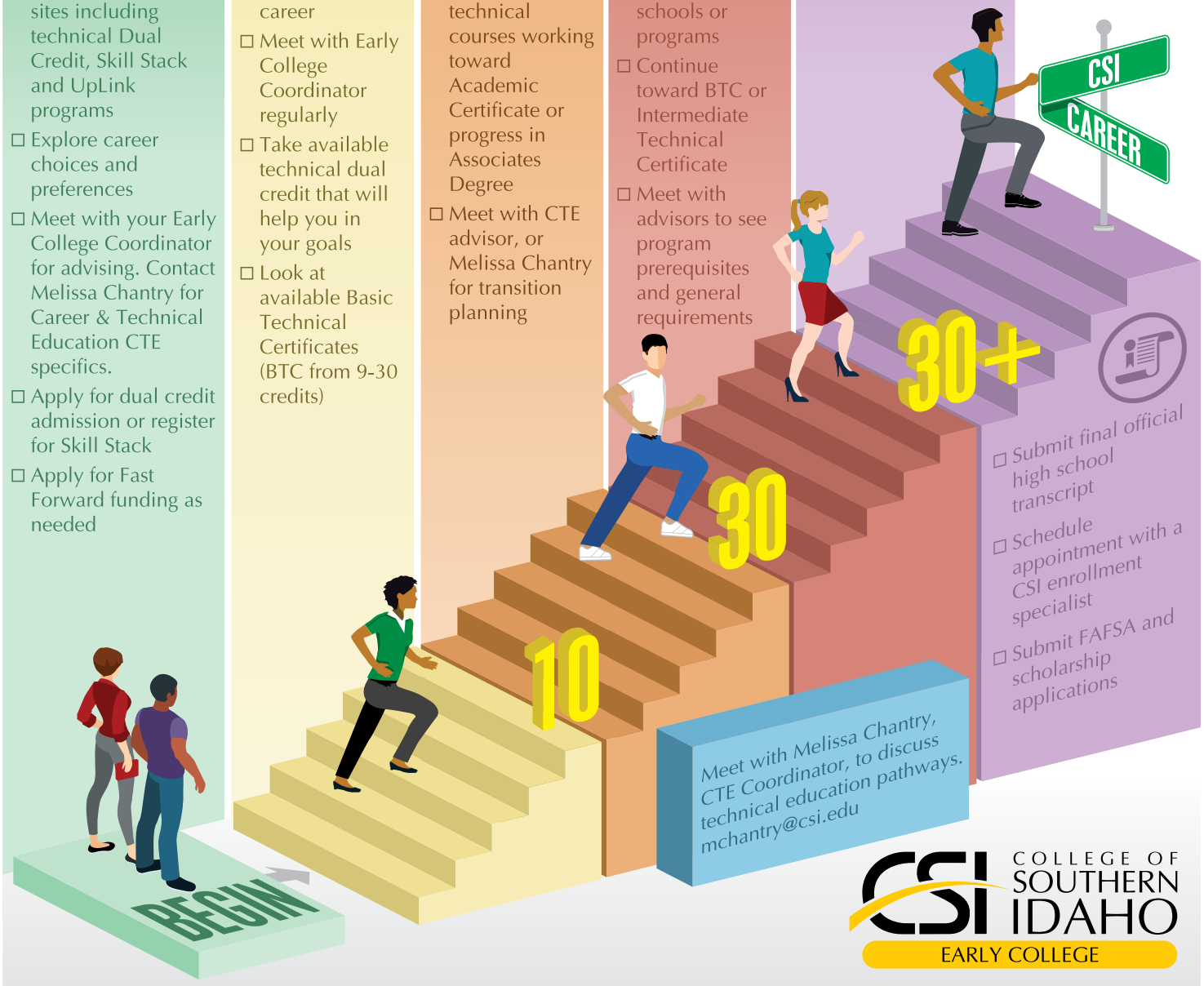
- ☐ Take available generals to supplement technical courses working toward Academic Certificate or progress in Associates Degree
- ☐ Meet with CTE advisor, or Melissa Chantry for transition planning

30+ CREDITS

- ☐ Track transferability to preferred schools or programs
- ☐ Continue toward BTC or Intermediate Technical Certificate
- ☐ Meet with advisors to see program prerequisites and general requirements

AS YOU PREPARE TO GRADUATE HIGH SCHOOL...

- ☐ Submit final official high school transcript
- ☐ Schedule appointment with a CSI enrollment specialist
- ☐ Submit FAFSA and scholarship applications



Meet with Melissa Chantry, CTE Coordinator, to discuss technical education pathways. mchantry@csi.edu

CSI COLLEGE OF SOUTHERN IDAHO
EARLY COLLEGE

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CSI WORKFORCE DEVELOPMENT & TRAINING

Let's talk about opportunities available to you...

Advanced Opportunities allow for students to individualize their high school learning plan to get a jump start on their future. Students in grades 7-12 attending public school in Idaho have an allocation of $4,125. (The distribution of these funds may not exceed $500 per training and $1,00 per year.)

APPROVED WORKFORCE TRAININGS

Administrative Office Assistant Career Prep
Advanced C.N.A
Aerial & Scissor Lift Operator (18+)
Assistance with Medications (16+)
Central Sterile Processing (18+)
CIW Network Technology Associate
Customer Service Representative (CSR) Exam Prep
Electrical Apprenticeship Year 1 (16+)
Electrical Apprenticeship Year 2 (16+)
Excel Series 1-5
Flagging & Basic Traffic Control (18+)
Forklift Operator (18+)
HACCP & SQF Combined
Intro to HACCP & Food Safety
Machine Operation Apprenticeship
Psychiactric Technician
Nursing Assistant (Non-Credit C.N.A)
OSHA 10 General Industry
Phlebotomy
Plumbing Apprenticeship Year 1 (16+)
Plumbing Apprenticeship Year 2 (16+)
Safe Quality Foods (SQF)
ServSafe
Welding - Level 1: Intro MIG
Welding - Level 2: Intro STICK
Welding - Level 3: Intermediate STICK
Welding - Level 4: Intro TIG
Welding - Level 5: Intermediate TIG

You must be at least 16 years of age for Apprenticeship and Assistance with Medications and at least 18 years of age for Aerial & Scissor Lift Operator, Central Sterile Processing, Flagging & Basic Traffic Control, and Pharmacy Technician.

Getting Started

We want to make this opportunity as simple as possible for you to access. Connect with an Early College Coordinator at (208) 933-2320 or dualcredit@csi.edu for more information on what your next steps are.

APPRENTICESHIP PROGRAM

This is a 4-year program that gives you a chance to learn from your employer in a hands-on environment while completing the necessary classroom work before taking the licensing test. You could get a jumpstart and complete your first 2 years while still in high school. LEARN MORE

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CSI LEARNING & TUTORING

The Learning & Tutoring Commons at CSI is open to all CSI students, including our Dual Credit students. We serve students by offering FREE drop-in tutoring (no appointment is necessary) and online tutoring (by appointment only). Some of our Peer Tutors are bilingual. To access updated tutoring schedules, tutoring locations, or to make an online appointment visit MyCSI and then select, "Tutoring".

Our primary tutoring location is found in the Meyerhoeffer Building situated above the library in room 202 on the Twin Falls Campus, where we serve students in the areas of Allied Health, Biology, Business, Chemistry, Communications, Computer Science, Math, Psychology, Registered Nursing and Writing (English or any other writing project). It offers students not only a wide, bright, and open space but large whiteboards, smartboards,large monitors, 4 computers with webcams, and computer equipped with software. Students can also enjoy FREE coffee or a hot drink (e.g., tea, chocolate).

In addition to our main location in the Meyerhoeffer, students can access additional tutoring and resources:

- Drop-in our Math Study Room in Shields 101, which has five computers, a study area with whiteboards, reference texts, and a computer equipped with software.
- Drop-in Biology and Allied Health in our Biology Study Room, Shields 203, which has a study area with whiteboards and reference tests as well as copies of many of the resources used in various Biology teaching labs including models, bones, microscopes and slides, and wall charts.
- Drop-in Chemistry and Math tutoring are resources in our Evergreen Atrium Building, which has a large and bright study area with whiteboards, 12 computers, and two 3-D printers.

For our students living near the Burley area, we offer drop-in English/Math tutoring at our Mini-Cassia location. Students can enjoy a fresh cup of coffee while they study. The space provides computers with webcams, whiteboards, and reference texts.

Learning and Tutoring Commons
Phone: (208) 732-6685
Website: www.csi.edu/ip/adc/lap

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NEXT STEPS AT CSI

The College of Southern Idaho is excited to assist you with your transition from high school to college. There is a tremendous pay off and benefit for Dual Credit students to continue with CSI. Continuing with CSI is a seamless transition to the degree-seeking process.

Follow the steps listed in our convenient checklist below:

- ☐ **Apply for Admission.** The online application for new students is free. Note: CTE Programs have additional admission requirements, contact Melissa Chantry at 208-732-6235 or mchantry@csi.edu for assistance.
- ☐ **Submit your official transcript.** Upon graduation, submit a final transcript confirming high school graduation for scholarship purposes. Submit all college transcripts to receive credit for prior course completion.
- ☐ **Meet with an Enrollment Specialist.** To schedule an appointment call 208-732-6250 or email enrollment@csi.edu.
- ☐ **Complete the FAFSA application www.fafsa.gov.** It opens December.
- ☐ **Complete the CSI General Scholarship application.** It opens October 1st.
- ☐ **Attend Instant Enrollment.** You will learn important information and register for classes.
- ☐ **Buy your books, supplies and attend your classes!** (The first week counts!)

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WELCOME TO CSI!