



Welcome to the dual enrollment program at Allen Hancock College College! Hancock College provides a convenient online registration process using DualEnroll.com. Here's how to complete the College user tasks.

First Time Students - Create an Account

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

Complete the **New Student Account Creation** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either the student email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **CREATE ACCOUNT**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

NPC has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields marked with an asterisk.

Step 1: Student Information

Enter contact information and answer questions.

Step 2: Student Number

Enter student Hancock College student number.

First Time Students - Create an Account

Violet Roth - ACHIEVEKIDS

Allan Hancock College Terms and Conditions

Allan Hancock College Terms and Condition for College Now! (CN) and Concurrent Enrollment (CE)

- All high school students must first meet with their high school counselor or guidance technician to discuss eligibility for enrollment. A principal or designee must approve selected coursework which indicates to Allan Hancock College that the coursework is not available at the high school.
- The College Now! (CN) is open to high school students in junior or senior status; only Concurrent Enrollment (CE) is open to grades 9 through 12. CN and CE students may take up to a maximum of 6 units in summer, fall, and spring semesters and winter intersession.
- CN and CE students must complete the Allan Hancock College online credit admissions application. Additionally, students must complete the DualEnroll.com online registration process for each term.
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APPLICATION STEPS

- Account
- Student Information
- Student Number
- Terms and Conditions**
- FERPA Consent
- Parent Information
- High School

Step 3: Terms and Conditions

Accept the college terms and conditions.

Violet Roth - ACHIEVEKIDS

Allan Hancock College FERPA Consent

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Allan Hancock College receives a request for access. Students should submit to the Director of Admissions Office written requests that identify the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Allan Hancock College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Allan Hancock College decides not to amend the record, the student will be notified in writing.
- The right to file a complaint with the Department of Education concerning alleged failures by Allan Hancock College to comply with the requirements that apply to the record.

APPLICATION STEPS

- Account
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- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School
- Emergency Contact

Step 4: FERPA Consent

Acknowledge your consent to share your information.

Violet Roth - ACHIEVEKIDS

Parent or Guardian Contact Information

Parent Or Guardian Name: *

Relationship: *

Contact Preference: *

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

APPLICATION STEPS

- Account
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- Parent Information**
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- Emergency Contact

Step 5: Parent Information

Enter parent contact preference and information. Parent contact information must be different than the student contact information.

Violet Roth - ACHIEVEKIDS

High School (change if incorrect)
ACHIEVEKIDS

High School Grade: *

High School Counselor: *

UPDATE

Uylesses Roth - HOME SCHOOL (HANCOCK)

High School (change if incorrect)
HOME SCHOOL (HANCOCK)

High School Grade: *

My parent is also my home school approver

Approver Contact Information

Approver Name: *

Contact Preference: *

Approver Email:

Verify Approver Email:

Approver Cell Phone:

Verify Approver Cell Phone:

APPLICATION STEPS

- Account
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- High School**
- Emergency Contact

Step 6: High School

Update your High School if needed. Enter your Expected Graduation Date and select your HS counselor.

Click **UPDATE** when complete.

Home schooled students will be asked to enter an approver name and email/phone.

Step 7: Emergency Contact
Enter your emergency contact information.

Violet Roth - ACHIEVEKIDS

Emergency Contact

Please enter emergency contact information.

Name: *
Mother Belcher

Call Phone Number: *
800512345632

UPDATE

APPLICATION STEPS

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You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.
Your account is now ready for use, and you can begin registering for courses.



Student Guide - Course Registration

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

Login

Log in to your existing DualEnroll account

Signed out successfully.

NEW STUDENTS

CREATE MY ACCOUNT

USERNAME:

PASSWORD:

LOGIN

Forgot your username or password?

Need to enter your text confirmation code?

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

AHC Campus

HS Campus

Online

Regional Center

BY LOCATION

Select Location

BY SCHEDULE

Show only classes meeting on:

Mon Tue Wed

Thu Fri Sat

Sun

Show only classes meeting between:

Browse all courses or narrow the selections displayed using the search criteria

Remember that using multiple search criteria may eliminate all courses

AHC Campus HS Campus Online Course Regional Center

Course	Type	Subject	Title	College
ACCT 140			Managerial Accounting	Allan Hancock College
ACCT 210			Financial Accounting	Allan Hancock College
ANTH 102			Intro to Cultural Anthro	Allan Hancock College
ART 101			Art Appreciation	Allan Hancock College
ART 200			Sketching	Allan Hancock College
BIOL 1107			General Biology I Lab	Allan Hancock College
ECON 214			Principles of Macro-Economics	Allan Hancock College

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which NPC courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Filter by Program to see NAVIT specific courses.

Click on the course name to see the detailed class description and available sections

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

You will get a pop-up window telling you if you chose more than 6 credits or when the course has a pre-requisite

Course Detail: General Biology I Lab

You are selecting courses for student Violet Both. Click to return.

COURSE NUMBER: BIOL 1107

CREDITS: 1.0

COLLEGE: Allan Hancock College

DESCRIPTION:

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
CO01 Spring 2023		InstructorAchieve1 Hancock	Main Campus	M W F (face-to-face) 9:00am-1:00pm	05/03/18 - 08/31/18	Register Complete?
DO01 Spring 2023		InstructorAchieve1 Hancock		Tu Th (face-to-face) 11:30am-1:30pm	05/02/18 - 08/30/18	Register Complete?
				(face-to-face)	05/03/18 - 08/31/18	Register

Credits Warning

You've selected more than 6 units. An excess units appeal is required. You will be prompted to submit it during registration if you choose to enroll in all requested courses.

Continue

Confirm Prerequisites

This course has prerequisites. You must either meet the requirements or successfully appeal in order to take the course. Update your academic profile in the AHC portal if you believe you meet these requirements.

Continue

Cancel

Your part of the registration is done for now. You may choose to: select **request another course**, **view current status**, or **logout**. You will receive an email from Hancock letting you know when your registration is complete or if they need more information from you.

Enjoy your class!

Amanda Smith | Help | Logout

Profile Courses **Status**

The courses you are currently registering for are shown below.

The Steps column indicates:

- Highlighted steps need more information.
- Other (non-highlighted) steps are complete.

No Further Actions Required

You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.

Please select one of the options below:

request another class view current status logout

Your Courses

Course	Status	Actions
COS 101 Cosmetology I Northland Pioneer College NAVIT	Completed	request another class view current status logout
Tasks for the term: NAVIT (Northland Pioneer College)	Student Upload Proof Of Address: Complete	Pending: Application Response



Student Guide - Course Registration

Student: Resolve Credit Hold or Other Issue

You will get a notification and need to complete this step when your registration was rejected because of a credit hold or other issue at the college.

Read the comments to find out what you are to do to resolve the issue.

You can upload your transcript or other documents requested.

After you resolve issue click **COMPLETE STEP** when done.

Student: Resolve Credit Hold or Other Issue

Resolve Credit Hold or Other Issue.

Student Name: [Violet Roth](#)
 High School: ACHIEVEKIDS
 Student ID:
 Term: Spring 2023
 Course: Financial Accounting ACCT 210 (C001)

Document	Term	Date	Filename	
transcript	22/23 Academic Year	2023-03-08 DE Admin	transcript.pdf	<input type="button" value="UPDATE"/>

Choose File Kind of Document: other

Comments from College (03/08/2023): Resolve issue

Comments
Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only):

Private?

Student: Appeal

You get a notification and need to complete this step when your registration was rejected because you need to apply for an appeal in order to register for courses.

Read the comments to find out the appeals for which you should apply.

Click on the checkbox of each appeal you request.

If you are appealing for additional credits, enter the total number of credits you want to be allowed to take for the academic term.

Click **COMPLETE STEP** when done.

Student: Submit Appeal

I wish to appeal the following. I have provided by justification below and uploaded any relevant documents. Please write a detailed statement explaining why it is important to approve this appeal.

Course prerequisites
 High school out of county (outside of SB or SLO county)
 Grade level (freshman or sophomore only)
 AHC GPA below 2.0
 Total number of units requested:

Failed Registration Disposition
 BUS 101 Introduction to Business

Student Name: [Brian HomeSchool](#)
 High School: HOME SCHOOL (HANCOCK)
 Student ID:
 Term: Summer 2023

Document	Term	Date	Filename	
home_school_affidavit	22/23 Academic Year	2023-07-29	home_school_affidavit.pdf	<input type="button" value="UPDATE"/>
transcript	22/23 Academic Year	2023-07-29	transcript.pdf	<input type="button" value="UPDATE"/>

Choose File Kind of Document: transcript

Comments from College (07/29/2023): Appeal for credits, grade level and GPA

Comments
Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only):

Private?



Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent for a given course. Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.

The notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

DualEnroll.com: Action Required (ref #14031) Today at 11:47 AM

N noreply@dualenroll.com <noreply@dualenroll.com>
To: aberoth@testde3.com

Dear Parent/Guardian,

Please click on the link below to provide your consent for your student take Dual or Concurrent Enrollment courses at Bakersfield College this term. If you have any questions, please email us at earlycollege@bakersfieldcollege.edu.

Por favor haga clic en el enlace a continuación para dar su consentimiento para que su estudiante tome cursos de inscripción dual o concurrente en Bakersfield College este trimestre. Si tiene alguna pregunta, por favor envíenos un correo electrónico a earlycollege@bakersfieldcollege.edu.


Student/Alumno: Brian HomeSchool
College/Colegio: Allan Hancock College
Term/Termino: 22/23 Academic Year

[Review the documentation and complete your task.](#)
[Revisa la documentación y completa tu tarea.](#)

No additional instructions provided for this task.

Note: You have received this email because Brian provided it as Brian's parent/guardian's email address on the dualenroll.com website when Brian signed up for the class.

Note: Ha recibido este correo electrónico porque Brian lo proporcionó como la dirección de correo electrónico del padre/tutor de Brian's en el sitio web dualenroll.com cuando Brian se inscribió en la clase.



Parent: Provide Consent

Mostrar en Español

Your student has signed up to take one or more courses with Alan Hancock College (AHC).

Brian HomeSchool

I authorize my student to enroll in the Alan Hancock College courses this term and understand the dual and concurrent enrollment program requirements and the college policy. Although special admit students may be minors, Alan Hancock College adheres to the student privacy laws set forth by FERPA; therefore, any information regarding attendance, grades, behavior, etc. will not be shared with the parent or legal guardian unless they are listed on the FERPA Consent Form in DualEnroll.com or through Admissions and Records at Alan Hancock College.

High school students are limited to part time status only. Fall and Spring Semester – no more than 11 units, Summer Semester – no more than 7 units. High school students may not enroll in remedial (non-transferable) Math or English courses, Academic Development (ACDV) or in Physical Education (PHED) courses. If students enroll in courses not included in this application, they will be dropped without notification.

Sign electronically by entering your first and last name
Click 'Complete Step' to give permission for your child to take this course and agree to the above

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at NPC.

Click **COMPLETE STEP**.



Home School Approver

Parent: Upload Documents

For Home School students, their parent/guardian will receive a notification with a link that will open a webpage for their parent to upload the home school affidavit and student transcript.

Click **COMPLETE STEP** when done.

DualEnroll.com: Action Required (ref #14031)

noreply@dualenroll.com <noreply@dualenroll.com>
To: abernth@restnet3.com

Today at 11:31 AM


Dear Approver,

You have a task, Upload Documents, related to the following:

Student/Alumno: Brian HomeSchool
College/Colegio: Allan Hancock College
Term/Termino: 22/23 Academic Year

[Review the documentation and complete your task](#)

No additional instructions provided for this task.



Parent: Upload Documents

Please upload the Home School Affidavit and student transcript.

Student Name: [Brian HomeSchool](#)
High School: HOME SCHOOL (HANCOCK)
Student ID:
Term: 22/23 Academic Year

Choose File no file selected Kind of Document home_school_affidavit transcript

COMPLETE STEP