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

Step 3: Terms and Conditions
Accept the college terms and conditions.

Step 4: FERPA Consent
Acknowledge your consent to share your information.

Step 5: Parent Information
Enter parent contact preference and information. Parent contact information must be different than the student contact information.

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
your emergency contact information.

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.

ALLAN HANCOCK COLLEGE

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.

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

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!

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	UPDATE

Choose File   no file selected   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): Choose File no file selected
Private? ☑

COMPLETE STEP

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	UPDATE
transcript	22/23 Academic Year	2023-07-29	transcript.pdf	UPDATE

Choose File no file selected   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): Choose File no file selected
Private? ☑

COMPLETE STEP

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)

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

Today at 11:47 AM

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.

Nota: 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.