High School Registration Tasks

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

You will receive an email notification when a task has been assigned to you. Click on the blue link in email to log on system. **Be sure to check your Junk/SPAM folder if you are not receiving emails.**

You can also log in directly by going to the URL listed below and entering your login credentials:

https://hancockcollege.dualenroll.com

Click on the **Student** tab at the top of your dashboard to access the list of students who have initiated registration with the system.

The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list. **Term** can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations. Use the **Counselor** drop down to select a specific counselor or **All Counselors** to get a list of all registrations with an open High School step.

**All Student Accounts**

From the **Students** tab click on **All Student Accounts** to search for an individual student, even if they do not have registration activity.

- **DE Account Not Yet Confirmed**: the student has created an account but has not yet clicked on the confirmation link in their email or entered the text code. You can delete their account and have them start again.
- **Application Incomplete**: the student has created their account and started, but not finished their application. You can delete their account and have them start again.
- **Application Complete**: the student has completed their application but has not registered for courses.
- **Registration Activity**: the student has registered for a course. Status will be visible on the Students tab.
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**High School Counselor: Verify Course Selection and Prerequisites**

Upload the student’s high school transcript or other documents when needed.

You need to check the checkbox saying you reviewed the student’s eligibility to take the course.

Click **COMPLETE STEP** when done.

**High School Counselor: Provide Feedback**

You will get this step during a student appeal process when the Dean of Student Services requests information from you.

You can upload a file and enter text in the **Comments** box.

Click **COMPLETE STEP** when done.