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.

**First Time Students - Create an Account**

You can register by computer or right on your smartphone 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.

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**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.
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: 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.

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**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.
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.

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.
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.