



CSI On-Line Dual Credit Student Registration

Fall 2012

CSI Fall 2012 Dual Credit Deadlines

- ***Registration and Enrollment activities (8-28 thru 9-17)***
- ***Registration and Payment Deadline (9-21)***
- ***Deadline for Receipt of Scholarship Requests (9-21)***
- ***Begin: Process to Withdraw Students for Non-Payment of Tuition (9-24)***

Mycsi.csi.edu-CSI Student Portal

The screenshot shows the MyCSI Student Portal homepage. At the top, there is a navigation bar with the College of Southern Idaho logo and name, and links for 'CSI Home' and 'MyCSI Help'. Below this is a search bar for 'CSI ID #' and 'Password:' with a 'Login' button. The main content area is divided into several sections: a 'Home' sidebar with links like 'Welcome!', 'New and Returning CSI Students', 'Course Search', 'Announcements', and 'Application for Admission'; a 'Welcome!' section with a MyCSI logo and text about the online schedule and admission process; a 'CSI/CWI Partnership' section featuring a photo of graduates and text about accreditation and partnership with CWI; an 'Announcements' section stating there are no incoming announcements; a 'Course Search' section with a search bar; and an 'Application for Admission' section with a banner for 'APPLICATION FOR ADMISSION' and text about the online application process. A 'Quick Links' sidebar is also visible on the left.

College of Southern Idaho

CSI Home MyCSI Help

CSI ID # Password: Login

Home Contact CSI Records and Registration Retrieve PIN

You are here: HOME

Home HOME

- Welcome!
- New and Returning CSI Students
- Course Search
- Announcements
- Application for Admission

Quick Links

Alert @ CSI

Course Evaluations

Catalog

CSI Web Page

Online Orientation

CSI Bookstore

Home

Welcome!

 **Welcome to MyCSI.** Future students and visitors can browse our online schedule of courses as Guests to see the courses we offer, when and where, and who teaches them. Future CSI students can **apply for admission** online. Guests cannot register online for courses or add/drop courses online - these online services are only available to students who are admitted and have a login.

CSI/CWI Partnership



The College of Southern Idaho is accredited by the [Northwest Commission on Colleges and Universities \(NWCCU\)](#), a regional accrediting agency recognized by the U.S. Department of Education. The **College of Southern Idaho (CSI)** is partnering with the **College of Western Idaho (CWI)** in order to assist CWI in meeting standards for accreditation and to help CWI offer college credit instruction, certificates and degrees, and federal financial aid while seeking accredited status. For the duration of this partnership credits, certificates and degrees earned at CWI appear on CSI transcripts and are transferable to four year institutions, subject to the specific policies of those institutions.

CWI Students: Beginning April 16th, you will register for CWI Summer and Fall 2012 classes, view and pay your student account balance, and manage your financial aid in **myCWI**. Please continue to access your Spring 2012 information here, including official transcripts.

All summer and fall classes and other services will no longer be available in MyCSI. Please visit [myCWI.cc](#) for more information regarding the upcoming changes.

Announcements

You have no incoming announcements.

[Show All Announcements](#)

Course Search

[Search CSI's Available Courses](#)

Application for Admission



CSI's online application makes it easy to apply for admission. It's secure, takes about 10 minutes, and you can save what you've done and come back to it later, even on a different computer. By applying online, you will receive an admission decision earlier than if you mail an application, your data will be transmitted safely, and there is no application fee.

For a complete admissions checklist, take a look at our [Getting Started](#) guide.

Application for Admission

[New Student Application](#)
Please complete the application above if you are a new student, or if you are a returning CSI student who attended more than 2 years ago.

[Dual Credit Application](#)
High school students seeking entry into the CSI Dual Credit program use the application above.

New and Returning CSI Students

- New Student Admission Application
- Add/Drop Classes
- Print a Schedule
- Pay Online
- Check Grades
- Request a Transcript

All students wishing to enroll in dual credit classes need to apply for dual credit admission online.

College of Southern Idaho

CSI ID # _____ Password: _____ Login

Home Contact CSI Records and Registration Retrieve PIN

You are here: HOME

Home
HOME

- [Welcome!](#)
- [New and Returning CSI Students](#)
- [Course Search](#)
- [Announcements](#)
- [Application for Admission](#)

Quick Links
[Alert @ CSI](#)
[Course Evaluations](#)
[Catalog](#)
[CSI Web Page](#)
[Online Orientation](#)
[CSI Bookstore](#)

Home

Welcome!

 **Welcome to MyCSI.** Future students and visitors can browse our online schedule of courses as Guests to see the courses we offer, when and where, and who teaches them. Future CSI students can **apply for admission** online. Guests cannot register online for courses or add/drop courses online - these online services are only available to students who are admitted and have a login.

CSI/CWI Partnership



The College of Southern Idaho is accredited by the [Northwest Commission on Colleges and Universities \(NWCCU\)](#), a regional accrediting agency recognized by the U.S. Department of Education. The **College of Southern Idaho (CSI)** is partnering with the **College of Western Idaho (CWI)** in order to assist CWI in meeting standards for accreditation and to help CWI offer college credit instruction, certificates and degrees, and federal financial aid while seeking accredited status. For the duration of this partnership credits, certificates and degrees earned at CWI appear on CSI transcripts and are transferable to four year institutions, subject to the specific policies of those institutions.

CWI Students: Beginning April 16th, you will register for CWI Summer and Fall 2012 classes, view and pay your student account balance, and manage your financial aid in **myCWI**. Please continue to access your Spring 2012 information here, including official transcripts.

All summer and fall classes and other services will no longer be available in MyCSI. Please visit [myCWI.cc](#) for more information regarding the upcoming changes.

Announcements

You have no incoming announcements.

[Show All Announcements](#)

Course Search

[Search CSI's Available Courses](#)

Application for Admission



CSI's online application makes it easy to apply for admission. It's secure, takes about 10 minutes, and you can save what you've done and come back to it later, even on a different computer. By applying online, you will receive an admission decision earlier than if you mail an application, your data will be transmitted safely, and there is no application fee.

For a complete admissions checklist, take a look at our [Getting Started](#) guide.

Application for Admission

[New Student Application](#)
Please complete the application above if you are a new student, or if you are a returning student who attended more than 2 years ago.

[Dual Credit Application](#)
High school students seeking entry into the CSI Dual Credit program use the application above.

This process can now be completed online at mycsi.csi.edu

Students can begin filling out the dual credit admission application by clicking the link and entering their information.

College of Southern Idaho

CSI ID # Password: Login

Home | Contact CSI | Records and Registration | Retrieve PIN

You are here: HOME

Home

- Welcome!
- New and Returning CSI Students
- Course Search
- Announcements
- Application for Admission

Quick Links

- Alert @ CSI
- Course Evaluations
- Catalog
- CSI Web Page
- Online Orientation
- CSI Bookstore

Home

[Printer Friendly](#)

Application for Admission

Dual Credit Application

Dual Credit Application
High school students seeking entry into the CSI Dual Credit program should complete the application above.
[Click here to start filling out this application](#)

Retrieve a Saved Application

If you have started this application already and would like to retrieve your saved responses, enter your key below and click the "Retrieve Application" button.

Your Key:

Legal Name

As it appears on your social security card

1. First Name *
2. Middle Name
3. Last Name *
4. Preferred Name
5. Social Security Number (format: 123-45-6789)

Permanent Home Address (Do not use P.O. Box)

6. Permanent Address Line 1 *
7. Permanent Address Line 2
8. Permanent City *
9. Permanent State *
Select One
10. Permanent Zip Code * (format: 12345, 12345-6789, 123456789, or a1b 2c3)
Select One
11. Permanent Country *
12. Phone Number (format: (123) 456-7890)
13. Cell Phone Number (format: (123) 456-7890)
14. E-mail Address * (format: x@x.xx)

Dual credit admission application continued

Before registering for a course, you must fill out a **Certificate of Residency** form.



29. Idaho County of Residence *

Select One

30. Citizenship *

Select One

High School Information

31. City

32. State *

Idaho

33. High School *

Select One

34. Other High School

35. Anticipated Graduation Date * (format: mm/dd/yyyy)

Select One

Agreement

By checking yes in the "I Agree" box I certify that all information provided is complete and true. By checking no, I understand the following-

- A dual credit course is the equivalent of a college course and will therefore have college credit.
- The grades I receive in dual credit courses will appear on my college records.
- I will be responsible for paying my dual credit fees to the College of Southern Idaho by the deadline. Failure to pay by the deadline can result in late fees or removal from classes.
- I must complete and submit a [County Residency Form](#) each term.

The College of Southern Idaho subscribes to the laws of the State of Idaho and the Federal Government providing equal educational opportunities, services, and benefits to students without regard to race, sex, and/or disability.

36. I Agree *

Black Canyon High School

- Note link to County Residency Form, students can click this link to print form.
- On high school information section, student will need to choose state first, and then high schools will populate into the drop down menu.
- Student will need to place a check in box to indicate "yes" to agreement to submit application.

After submitting their application for admission, students will receive the following email from CSI.

Dear <Student Name>,

Thank you for applying to the Dual Credit program at the College of Southern Idaho!

Your application will be reviewed shortly, and our office will be contacting you within two business days. Once your application is processed, you will receive follow up communication, via email, including your student ID number and instructions on course registration.

If you have any questions or need assistance please contact us by email, by phone, or stop by to see us between the hours of 8 a.m. and 5 p.m. Monday through Friday. We are located on the first floor of the Taylor Building in the Student Services MATRIX.

Thank you,

CSI Admissions & Records

e-mail: records@csi.edu

phone: (208) 732-6795

fax: (208) 736-3014

Within 48 hours of applying for admission, dual credit students will receive an acceptance letter from CSI.

CSI student ID number



<Date>
<First Name Last Name>
<Mailing Address>
<City, State, Zip>

Dear <First Name>:

Congratulations! Your application has been received and we are very pleased to welcome you to the College of Southern Idaho dual credit program.

College students have responsibilities above and beyond those of high school students. We expect you, as a CSI dual credit student, to accept responsibility for your academic record, your performance in classes, your use of [MyCSI](#) to enroll in classes and access your student information, adding/dropping/withdrawing from classes, meeting deadlines, and for timely payment of tuition and fees for your CSI classes.



Your next step is to register for your college classes in [MyCSI](#), the College's web portal [mycsi.csi.edu/jcs](#). Even though you may be enrolling in classes taught at your high school, dual credit classes are college classes. They appear on your CSI transcript, and the grades you earn become part of your permanent college record. Registration instructions will be sent to you in a separate letter, look for it in your email (at the email address you provided when you applied).



You will be assigned a CSI e-mail account after you registered for classes. You will need to activate your CSI e-mail account at: [eaglemail.csi.edu](#). You will need to check your CSI e-mail regularly for important information on registration deadlines, payment due dates, and other official communication from CSI.

The Family Education Rights and Privacy Act (FERPA) gives you the right to decide who can view your education records. If you want to allow someone else (e.g. parents) to have access to your information, please submit the FERPA release form found here: [www.csi.edu/ferpa](#).

You can access a wealth of information online at [www.csi.edu/dualcredit](#). The college catalog can also be found online at [www.csi.edu/catalog](#).

The College of Southern Idaho is committed to providing a quality, positive learning experience to help dual credit students make the transition from high school to college.

Sincerely,

Dr. John Miller
Instructional Dean

Gail Grant Schull
Director, Admissions & Records

Important student information



Your Next Steps

We are excited that you have chosen to participate in the dual credit program at CSI. Please follow the quick and easy steps below to complete the registration process.

Register for classes



Dual Credit students can register online through [MyCSI](#), [mycsi.csi.edu](#). Course registration begins for you on Tuesday, **August 28th** and continues through Friday, **September 21st**. You will soon be receiving a document, via email, with step-by-step instructions on how to register.

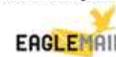
Certificate of Residency

All Idaho students must complete and submit a [Certificate of Residency](#) form on a yearly basis, except residents of Boundary, Butte, Elmore, Gem, and Power counties who must complete a new certificate of residency for both fall and spring semesters. Click [here](#) to access the Certificate of Residency. For more information on district fees click [here](#).

Pay your CSI tuition & fees

Pay your CSI tuition and fees online through [MyCSI](#). Click the \$ Money Matters tab, then click My Account Balance, and select **Make a Payment**. Online payment can be made by either credit card or e-check. It is important to pay your tuition and fees by the deadline in order to avoid being charged late fees or dropped for no payment. Fall semester tuition and fees are due Friday, **September 21st**.

Activate your CSI email account



[EagleMail](#) is the primary means of written communication with CSI students. Your e-mail address will have the following format: [username@eaglemail.csi.edu](#) and you can select your username when you activate your account. Activate your account by clicking this [EagleMail](#) link. Your default password will be your date of birth in mm-dd-yyyy format. Remember to check your [EagleMail](#) account regularly as this is how you will receive important information, announcements, and reminders about deadlines from CSI. Failing to check your e-mail is not an acceptable excuse for not knowing due dates.

Add/Drop/Withdraw from classes

As a dual credit college student, it is your responsibility to add/drop/withdraw from classes. Make sure you know the deadlines and meet those deadlines. You can add and drop courses online through [MyCSI](#) until the deadline, Friday, **September 21st**. If you **drop** a course it will not show on your CSI transcript. However, if you **withdraw** from a course (after 9/21/12) a W will show up on your transcript. W's can have negative consequences, including impacting future eligibility for Federal Financial Aid. You cannot withdraw from classes online; you need to send an email to [records@csi.edu](#) from your [EagleMail](#) account.

Contact CSI if you need help!

You are a CSI dual credit student now. If you have question or need help, contact us! We are here for you - (208) 732-6795 or [records@csi.edu](#).

Within minutes of receiving their acceptance letter, students will receive detailed registration instructions.

This letter will provide step-by-step registration instructions for students.



<Date>

<First Name Last Name>

<Mailing Address>

<City, State, Zip>

Dear <First Name>:

You are ready to register for dual credit classes at the College of Southern Idaho!

1. Retrieve your [temporary PIN](#) to access [MyCSI](#) for registration.
2. Log in to [MyCSI](#) using your **CSI Student ID number** and **temporary PIN**.
 - You may need to complete a Personal Information Update can register for the first time each term.
3. Click on **Records and Registration** and select **Course Search**.
4. Select the semester in which you wish to enroll.
5. Search for courses using the **Faculty** drop down menu to find your Instructor's name and click **Search**. You may also search for Dual Credit courses by your location.
 - Use the **Campus** drop down menu, select Dual Credit.
 - Use the **Building** drop down menu to find your high school.
 - Click **Search**.
6. Select the **Add** checkbox to the left of the course, and click **Add Courses** at the bottom of the page to add the class to your schedule.
 - If you are unable to register for a class due to a required prerequisite, please contact the CSI Records Office at 208-732-6795 or records@csi.edu



| Add | Books | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits | Begin Date | End Date |
|-------------------------------------|-------|---------------|---------------------------|-----------------------|------------|--------|---|---------|------------|-----------|
| <input checked="" type="checkbox"/> | | ACCB.229.MS1D | QuickBooks Pro Accounting | Campbell, DeAnn Marie | 20/20 | 0 | Dual Credit, Burley High School, Burley High School | 4.00 | 8/29/2012 | 5/25/2013 |

7. If you'd like to add another course, follow the same steps.
8. View and print your schedule of courses by clicking on **Records and Registration** tab, then the **Student Schedule** link in the lower left hand corner.

9. If you need to drop the class before the deadline, click on the **Records and Registration** tab and click on **Add/Drop Courses**. Towards the bottom of the page put a check in the **Drop** box and select **Drop Selected Courses** button.

| Drop | Course Code | Title | Schedule | Location | Credits |
|-------------------------------------|---------------|------------------------------|-------------|------------------------|---------|
| <input checked="" type="checkbox"/> | ACCB.201.1020 | Principles of Macroeconomics | Dual Credit | Burley High School TBA | 3.00 |

- If you choose to withdraw from your class after the deadline, you must contact CSI Records Office at 208-732-6795 or records@csi.edu. A withdraw will result in a W on your college records. The last day to withdraw is 10/15/12 after this date you will receive the grade you earn in the course.

10. Click on the **\$ Money Matters** tab and then on the **My Account Balance** link to check the tuition and fees you owe and to pay online. Online payment can be made by either credit card or e-check. Fall tuition is due on Friday, September 21st.

Important: Your temporary PIN will automatically change to your eight digit date of birth after you register for the first time (takes 24 hours for the change to take effect). When you log in the next time, you need to use your eight-digit date of birth as a password. We strongly encourage you to change your default password (date of birth) as soon as possible to a **secret password** that you only know and can remember but others cannot guess (generally a combination of upper and lower case letters and numbers). You can change your password by going to: pw.csi.edu. Changing your password here will change your password for: [MyCSI](#), [EagleMail](#), and [Blackboard](#), all these systems use the same username and password.

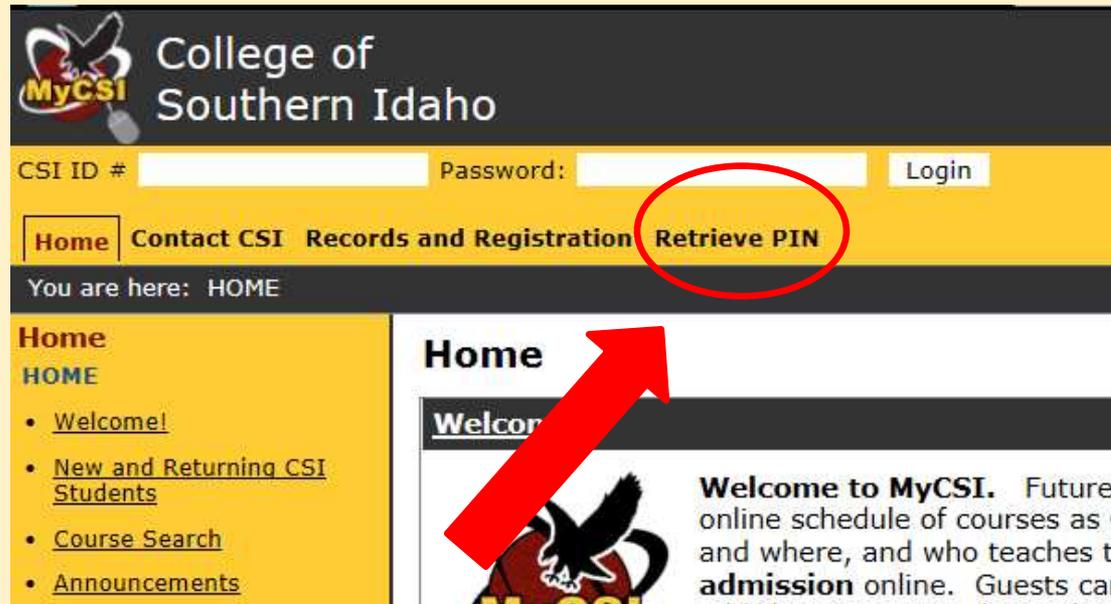
The **Family Education Rights and Privacy Act (FERPA)** gives you the right to decide who can view your education records. If you want to allow someone else (e.g. parents) to have access to your information, please submit the FERPA release form found here: www.csi.edu/ferpa.

Don't forget to check your [EagleMail](#) account regularly: eaglemail.csi.edu.

Congratulations, you are now enrolled in college classes! Please keep these documents in your records for easy reference. The CSI Dual Credit Program welcomes you to CSI and looks forward to the opportunity to serve you.

CSI Dual Credit Program

If a student is taking dual credit classes for the first time, they will need to retrieve their temporary PIN.



In order to register online, new dual credit students, those taking dual credit classes for the first time, will first need to retrieve their temporary PIN in order to login to MyCSI. The PIN retrieval link can be found on the MyCSI homepage.

First time dual credit students-PIN Retrieval



PIN Retrieval

You must read and agree to the following in order to proceed with retrieving your PIN:

The College of Southern Idaho provides online registration as a convenience to its students. If you choose to use this service without consulting your advisor, you are taking sole responsibility for your choice of courses and **are considered to be self advised**. Students using this service are strongly encouraged to **seek the guidance of their advisors prior to registering for courses online**. First semester students, Liberal Arts majors, and undecided students should contact the [Advising Center](#). Second semester students should contact their **major advisors** (if you are not sure who your advisor is, you can contact the [Advising Center](#) and they can tell you). Benefits of advising include advice about levels of Math and English courses appropriate based on individual placement test scores, help with proper sequence of courses in order to ensure that students graduate in a timely fashion, and guidance on institution-specific courses for students intending to transfer. **Students are strongly encouraged to meet with their advisors frequently throughout the year.**

I agree that I am taking sole responsibility for any and all registration decisions that I make, including academic and financial consequences. I further agree that I am responsible for meeting all graduation requirements, including those specific to my major, as well as for the transferability (if applicable) of the courses in which I choose to enroll. I understand that failing to register for courses which are part of my degree requirements may impede or alter degree progression/completion. I understand that I will be held responsible for any and all tuition and fees incurred as a result of the registration. Furthermore, I am responsible for meeting due dates, dropping courses or withdrawing from courses, and complying with all applicable CSI policies and procedures.

By providing the information below, **you certify that you are the person identified by these data elements**. If you are not that person, you are not authorized to proceed and you should exit this form. If you purposely certify to false or misleading information, you may be fined, sent to prison, or both.

Student ID Number:

Birth Date: MM/DD/YYYY

Email Address: (use the e-mail address you supplied in your application for admission to CSI)

Please enter **capital "Y"** in the box below to indicate that you have read, understood, and agree to the above statements.

I UNDERSTAND:

Students will need to enter their student ID number from the Acceptance Letter, Birthdate (in correct format) and email, address they provided in their CSI application, to retrieve their temporary PIN.

A capital "Y" in the box indicates they've read the agreement and the student is ready to retrieve their temporary PIN.

If PIN retrieval is successful, PIN will be emailed to email address that student supplied on their admission application.

The screenshot shows a web interface for MyCSI. At the top, there is a navigation bar with "MyCSIScripts and Registration" and "Retrieve PIN" (the latter is highlighted). Below this is a breadcrumb trail: "> Default Page". The main heading is "Retrieve PIN". Underneath, there is a sub-heading "Retrieve PIN" and a large graphic featuring the MyCSI logo (a red sphere with a black eagle) and a series of three chevron arrows pointing right. The final arrow is black and contains the text "PIN Retrieval". Below the graphic, a light gray box contains the message: "Your PIN was retrieved successfully and was emailed to the e-mail address you supplied." At the bottom left of the page, there is a "Contact Us" link.

Student will receive a message to retrieve their PIN from their email. Student will need to check their email to retrieve PIN. Please note-PIN email could possibly end up in student's SPAM/Junk mailbox depending on student's email settings.

After retrieving their PIN, new students can now use their CSI Student ID number and PIN to log into MyCSI and register for dual credit classes.

College of Southern Idaho

CSI ID # Password: Login

[Home](#) [Contact CSI](#) [Records and Registration](#) [Retrieve PIN](#)

You are here: [HOME](#)

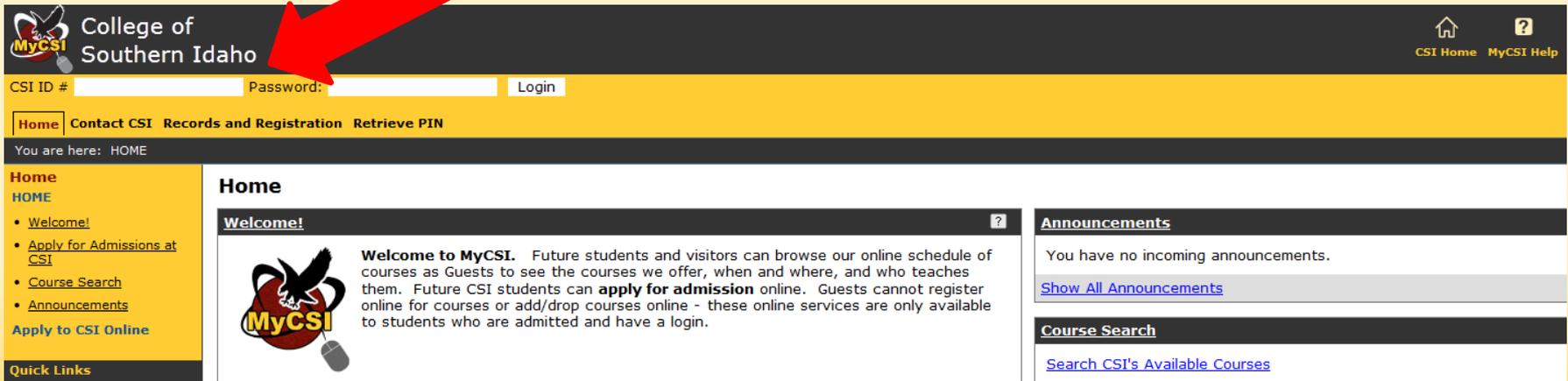
[Home](#) [HOME](#)

Also important to note-

- PIN Email will include instructions on how student can change their PIN, to a secret password of their own preference, after initially logging in.
- After registering for their first course, the PIN will automatically default to the student's date of birth in MM/DD/YYYY format.

Login process for students who have previously taken dual credit courses

- Students who have previously taken dual credit classes are considered returning students for the purpose of logging into MyCSI.
- As these students have already taken classes, their MyCSI PIN will have automatically defaulted to the student's date of birth in MM/DD/YYYY format.
- These students will enter their CSI Student ID Number and date of birth in MM/DD/YYYY format to log into MyCSI.



The screenshot shows the MyCSI login interface. At the top left, the 'MyCSI' logo is visible, with a red arrow pointing to it. The header includes 'College of Southern Idaho' and navigation links for 'CSI Home' and 'MyCSI Help'. Below the header is a login form with fields for 'CSI ID #', 'Password', and a 'Login' button. A navigation menu includes 'Home', 'Contact CSI', 'Records and Registration', and 'Retrieve PIN'. The main content area is titled 'Home' and features a 'Welcome!' message with a MyCSI logo and a paragraph of text. To the right, there are sections for 'Announcements' (stating 'You have no incoming announcements') and 'Course Search' (with a link to 'Search CSI's Available Courses').

College of Southern Idaho

MyCSI

CSI ID # Password: Login

Home Contact CSI Records and Registration Retrieve PIN

You are here: HOME

Home
HOME

- Welcome!
- [Apply for Admissions at CSI](#)
- [Course Search](#)
- [Announcements](#)

[Apply to CSI Online](#)

Quick Links

Home

Welcome!

 **Welcome to MyCSI.** Future students and visitors can browse our online schedule of courses as Guests to see the courses we offer, when and where, and who teaches them. Future CSI students can **apply for admission** online. Guests cannot register online for courses or add/drop courses online - these online services are only available to students who are admitted and have a login.

Announcements

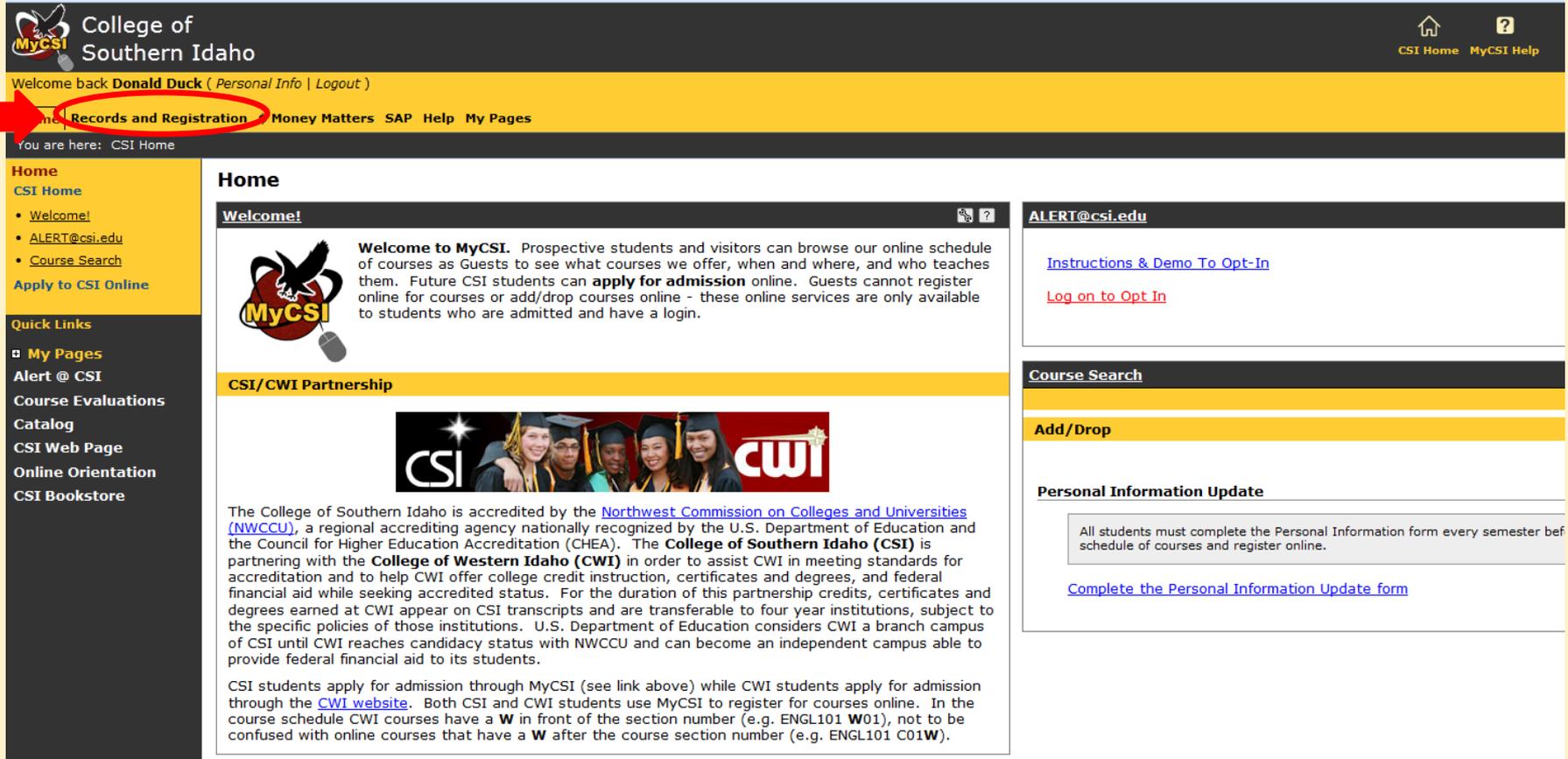
You have no incoming announcements.

[Show All Announcements](#)

Course Search

[Search CSI's Available Courses](#)

Both your new and returning dual credit students now have access to MyCSI and the ability to register for their dual credit courses online.



The screenshot shows the MyCSI website for the College of Southern Idaho. The top navigation bar includes links for Home, Records and Registration, Money Matters, SAP, Help, and My Pages. A red arrow points to the 'Records and Registration' link. The main content area features a 'Welcome!' message, a 'CSI/CWI Partnership' section with a photo of graduates, and a 'Personal Information Update' section with a link to 'Complete the Personal Information Update form'.

College of Southern Idaho

Welcome back **Donald Duck** ([Personal Info](#) | [Logout](#))

[Home](#) [Records and Registration](#) [Money Matters](#) [SAP](#) [Help](#) [My Pages](#)

You are here: CSI Home

Home

[CSI Home](#)

- [Welcome!](#)
- ALERT@csi.edu
- [Course Search](#)

[Apply to CSI Online](#)

Quick Links

- [My Pages](#)
- [Alert @ CSI](#)
- [Course Evaluations](#)
- [Catalog](#)
- [CSI Web Page](#)
- [Online Orientation](#)
- [CSI Bookstore](#)

Home

Welcome!

 **Welcome to MyCSI.** Prospective students and visitors can browse our online schedule of courses as Guests to see what courses we offer, when and where, and who teaches them. Future CSI students can **apply for admission** online. Guests cannot register online for courses or add/drop courses online - these online services are only available to students who are admitted and have a login.

CSI/CWI Partnership



The College of Southern Idaho is accredited by the [Northwest Commission on Colleges and Universities \(NWCCU\)](#), a regional accrediting agency nationally recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). The **College of Southern Idaho (CSI)** is partnering with the **College of Western Idaho (CWI)** in order to assist CWI in meeting standards for accreditation and to help CWI offer college credit instruction, certificates and degrees, and federal financial aid while seeking accredited status. For the duration of this partnership credits, certificates and degrees earned at CWI appear on CSI transcripts and are transferable to four year institutions, subject to the specific policies of those institutions. U.S. Department of Education considers CWI a branch campus of CSI until CWI reaches candidacy status with NWCCU and can become an independent campus able to provide federal financial aid to its students.

CSI students apply for admission through MyCSI (see link above) while CWI students apply for admission through the [CWI website](#). Both CSI and CWI students use MyCSI to register for courses online. In the course schedule CWI courses have a **W** in front of the section number (e.g. ENGL101 **W**01), not to be confused with online courses that have a **W** after the course section number (e.g. ENGL101 C01**W**).

ALERT@csi.edu

[Instructions & Demo To Opt-In](#)

[Log on to Opt In](#)

Course Search

Add/Drop

Personal Information Update

All students must complete the Personal Information form every semester before schedule of courses and register online.

[Complete the Personal Information Update form](#)

To begin the registration process have students click on Records and Registration.

After clicking on Records and Registration, the student will be asked to update their personal information before they are able to add/drop classes.

Welcome back **Donald Duck** ([Personal Info](#) | [Logout](#))

Home **Records and Registration** \$ Money Matters SAP Help My Pages

You are here: Records and Registration > CSI Records

Records and Registration

- CSI Records
 - Course Schedules
 - Student Schedule
 - Academic Information
 - My Grades
 - Clearinghouse Self Service
 - My Documents
 - Apply for Graduation

Course Schedules

Add/Drop

Personal Information Update

All students must complete the Personal Information form every semester before they can browse the schedule of courses and register online.

[Complete the Personal Information Update form](#)

Student Schedule

Course Schedule for Donald Duck

[View Details](#)

Fall 2012 - All Divisions

| Course | Title | Meets |
|------------------------|-------|-------|
| No Courses to display. | | |

Clearinghouse Self Service

Student Self-Service saves you a trip to the Records Office by providing you with the ability to perform the following services securely via the Web, 24/7:

- Order an official transcript or view the status of your previous transcript requests
- Print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of your enrollment
- Check the deferment forms and electronic notifications sent to your lenders
- Obtain a list of your student loan lenders and link to real-time loan information
- View your enrollment history
- View enrollment verifications provided to student service providers at your request

[Click here to continue to the Enroll Verificator/Loan Locator](#)

Students will be asked to complete this step at the beginning of each term. Click on the blue link to update personal information.

Students will be directed to an online form to review their personal information for accuracy.

- Changes can be made by updating fields in the form.
- Required fields will have an asterisk.
- An agreement at the bottom of the page will remind students to complete and submit their county residency forms.
- Students must check the box, at the bottom of the page, indicating they have read and agree to the advising/payment and residency policies.

Personal Information Update continued

**College of Southern Idaho**

[Home](#) [CSI Home](#) [MyCSI Help](#) 

Welcome back **Donald Duck** ([Personal Info](#) | [Logout](#))

[Home](#) [Records and Registration](#) [Money Matters](#) [SAP](#) [Help](#) [My Pages](#)

You are here: [Records and Registration](#) > [CSI Records](#)

Records and Registration [Printer Friendly](#)

Course Schedules

[Add/Drop](#) >

Personal Information Update

Introduction

Information Update

In order to be able to register online you must carefully read the following and click the checkmark at the bottom certifying that you have read, understood, and agree to comply with the statements and policies below. When you click the Save button, you are stating that the information on the form at the time of the save is accurate.

Fields with a * are required

Name
To update your legal name please submit a [name change form](#) with documentation to Admissions and Records.

| | |
|---------------|---------------|
| 1. Last Name | Duck |
| 2. First Name | Donald |

Permanent Home Address
If your permanent address has changed, complete an [address change form](#) and submit it to the records office.

| | |
|-------------------------------|--|
| 3. Permanent Address Line 1 | 315 Falls Ave Admissions Office |
| 4. Permanent Address Line 2 | |
| 5. Permanent City | Twin Falls |
| 6. Permanent State | Idaho |
| 7. Permanent Zip Code | 83303-1238 |
| 8. Permanent Country | Option not available |
| 9. Citizenship * | <input type="text" value="UNITED STATES"/> |
| 10. Idaho County of Residence | Twin Falls |

If your county of residency has changed, contact the Records Office at (208) 732-6795

| | |
|---|---|
| 11. Phone Number - format: (123) 456-7890 | <input type="text" value="(208) 732-6232"/> |
|---|---|

Personal Information Update continued

Current Mailing Address

CSI will send your mail to this address. Leave this section blank if your current address is your permanent address above.

12. Mailing Address Line 1
13. Mailing Address Line 2
14. Mailing City
15. Mailing State
16. Mailing Zip Code (format: 12345, 12345-6789, 123456789, or a1b 2c3)
17. Mailing Country
18. Phone Number - format: (123) 456-7890

Other Contact Information

19. Email Address
20. Cell Phone Number - format: (123) 456-7890

Emergency Contact Information

21. First Name
22. Last Name
23. Relationship
24. Phone - format: (123) 456-7890

Program Involvement

25. Educational Objective *
26. Anticipated time to complete educational objective: *
27. Current Major **Academic - Non Degree**

Warning: Please note that if you make a new selection below, you are **officially changing your major**. Changing your major can constitute alterations toward financial aid eligibility/benefits and graduation timeline. You should review program requirements with your major advisor. For a complete degree and certificate major requirement listing, refer to the [catalog](#).

28. Major Change
- If your major of interest is not listed, please see the program advisor for admission requirements.**
29. Concentration

Not all majors require a concentration. If your major does not require a concentration, please select N/A.

Personal Information Update continued

Biographical Information

30. Date of Birth

2/22/1984

Visit the Records Office with documentation if this date is incorrect

31. Gender *

Male

32. Ethnicity

Select One

33. Race(s):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

34. Current Education Level *

1 Completing high school

35. Marital Status *

Single

36. Displaced Homemaker *

A person who must seek training or paid employment outside of the home due to separation, divorce, widowhood, or disability of spouse.

- Yes
- No

37. Family Status *

3 I live with my parents

38. Number of Dependents *

0.00

39. Employment Status *

5 Not employed, not seeking work

40. Mother's Education Level *

4 graduated from high school or earned GED but no college

("mother" and "father" refer to biological or adoptive parents; foster parents or legal guardians are not considered parents on this form)

41. Father's Education Level *

4 graduated from high school or earned GED but no college

Personal Information Update Agreement

Policy Agreements

42.

1. Advising/Payment

The College of Southern Idaho provides online registration as a convenience to its students. If you choose to use this service without consulting your advisor, you are taking sole responsibility for your choice of courses and **are considered to be self advised**. Students using this service are strongly encouraged to **seek the guidance of their advisors prior to registering for courses online**. First semester students, Liberal Arts majors, non-degree students, and undecided students should contact the [Advising Center](#). Second semester students should contact their **major advisors** (if you are not sure who your advisor is, you can contact the [Advising Center](#) and they can tell you). Benefits of advising include advice about levels of Math and English courses appropriate based on individual placement test scores, help with proper sequence of courses in order to ensure that students graduate in a timely fashion, and guidance on institution-specific courses for students intending to transfer. **Students are strongly encouraged to meet with their advisors frequently throughout the year.**

I agree that I am taking sole responsibility for any and all registration decisions that I make, including academic and financial consequences. I further agree that I am responsible for meeting all graduation requirements, including those specific to my major(s), as well as for the transferability (if applicable) of the courses in which I choose to enroll. I understand that failing to register for courses which are part of my degree requirements may impede or alter degree progression/completion. I understand that I will be held responsible for any and all tuition and fees incurred as a result of the registration. Furthermore, I am responsible for meeting due dates, dropping courses or withdrawing from courses, and complying with all applicable CSI policies and procedures.

2. Certificate of Residency

Students who are **Idaho** residents but who are NOT legal residents of Twin Falls, Jerome, Ada, Canyon, and Kootenai counties are considered **out-of-district** students. Out-of-district students are initially billed \$100 per credit (in-district tuition and fees) and the student's county of legal residence is billed the out-of-district portion of tuition (\$50 per credit up to a maximum of 10 credits or \$500 per semester; \$3,000 lifetime limit). Out-of-district students MUST submit a [Certificate of Residency form](#) **once every academic year**, at the time of registration, to the [CSI Business Office](#). Residents of Boundary, Butte, Elmore, Gem and Power counties MUST submit a completed [Certificate of Residency](#) **every Fall and Spring semester**. The College submits the forms to the student's county of legal residence for approval. If the student's county is unable to verify the student's legal residency and does not pay the amount billed, the **student will then will be billed the out-of-district portion of tuition**. **Important:** If a student fails to submit a [Certificate of Residency](#) form, a hold will be placed on his/her account and will stay there until the student submits a completed [Certificate of Residency form](#) **directly to his/her county of residence** and once the form is approved, submits the approved form to the [CSI Business Office](#).

3. CSI E-mail Primary Means of Written Communication with Students

As e-mail is the primary means of written communication with CSI students, students are expected to check their EagleMail accounts regularly. Not checking e-mail regularly may lead to missing important information, announcements, or deadlines.

I have read, understood, and will comply with the [Student Code of Conduct](#) and the following policies:

[Academic Integrity Policy](#)
[Unlawful Discrimination and Harassment Policy](#)
[Drug-Free and Alcohol-Free Campus Policy](#)
[Smoke-Free Campus Policy](#)
[Computer Use Policy](#)
[Copyright and Intellectual Property Policy](#)

I have read and agree to the above statements, terms, and conditions.

Submit

Cancel

If the student submits the personal information update and errors are found, or required fields are left blank, the student will be taken back to the top of the page. A message will advise the student to fix the problems as indicated in the form. **Errors will appear in red.**

Once Personal Information Update is complete, students will be allowed to add classes.

You are here: Records and Registration > CSI Records

Records and Registration

CSI Records

- [Course Schedules](#)
- [Student Schedule](#)
- [Academic Information](#)
- [My Grades](#)
- [Clearinghouse Self Service](#)
- [My Documents](#)
- [Apply for Graduation](#)

Quick Links

- ▣ **My Pages**
- Alert @ CSI
- Course Evaluations
- Catalog
- CSI Web Page
- Online Orientation

Records and Registration

Course Schedules

[Add/Drop >](#)

Add/Drop

Current Term: Fall 2012

Add Period Open / Drop Period Open

[Add/Drop Courses](#)

[Course Search](#)

- Click on Course Search Tab.
- Be sure to note which term is selected before searching courses.
 - If pre-registering for the next term, be sure to update this field.

Search for dual credit courses by faculty/instructor.

College of Southern Idaho
Welcome back Donald Duck (Personal Info | Logout)
Home Records and Registration \$ Money Matters SAP Help My Pages
You are here: Records and Registration > CSI Records

Records and Registration
CSI Records
• Course Schedules
• Student Schedule
• Academic Information
• My Grades
• Clearinghouse Self Service
• My Documents
• Apply for Graduation

Quick Links
My Pages
Alert @ CSI
Course Evaluations Catalog
CSI Web Page
Online Orientation
CSI Bookstore

Records and Registration
Course Schedules - Course Search
Add/Drop > > Add/Drop Courses > Course Search

Course Search

Term: Fall 2012
Department: All
Course Number Range: to
Title: Begins With
Course Code: Begins With
Division: All
Method: All
Time: To:
 Meets on any day(s)
 Meets only on the selected days
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Faculty: All
Campus: All
Building: All
Section Status: Open or Full
Min/Max Hours:
Search **Reset**

- Select instructor's name from drop down faculty menu.
 - Instructors will be listed alphabetically by last name.
- Click on search to bring up results.
- Dual credit students will only have access to register for dual credit sections.

Review list of available classes and select your course.

College of Southern Idaho

Welcome back Donald Duck (Personal Info | Logout)

Home Records and Registration Money Matters SAP Help My Pages

You are here: Records and Registration > CSI Records

Records and Registration

Course Schedules - Results

Add/Drop > > Add/Drop Courses > Course Search > Results

Search Results

Search Again Term: Fall 2012 Division: All Search Other previously selected search criteria still apply.

| Add | Textbooks | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits | Begin Date | End Date |
|--------------------------|-----------|-------------------------------|----------------------------------|---------------------|------------|--------|--|---------|------------|------------|
| <input type="checkbox"/> | | PHYA 115 C03 | Beginning Strength Training | Wills, Rebecca Dawn | 0/25 | F | TR 6:00 AM-6:50 AM; CSI Campus, Physical Education, 233 Racquet Ball Court | 1.00 | 8/27/2012 | 12/20/2012 |
| <input type="checkbox"/> | | PHYA 117 T01D | Cardio Fitness & Weight Training | Wills, Rebecca Dawn | 27/27 | O | Dual Credit, TF High School, TF High School | 2.00 | 9/4/2012 | 1/18/2013 |
| <input type="checkbox"/> | | PHYA 130 C02 | Beginning Spinning | Wills, Rebecca Dawn | 0/25 | F | MW 6:00 AM-6:50 AM; CSI Campus, Physical Education, 246 Spin/Bik Room | 1.00 | 8/27/2012 | 12/20/2012 |
| <input type="checkbox"/> | | PHYA 130 C04 | Beginning Spinning | Wills, Rebecca Dawn | 0/25 | F | MW 7:00 AM-7:50 AM; CSI Campus, Physical Education, 246 Spin/Bik Room | 1.00 | 8/27/2012 | 12/20/2012 |
| <input type="checkbox"/> | | PHYA 130 C05D | Beginning Spinning | Wills, Rebecca Dawn | 25/25 | O | MWF 8:00 AM-8:50 AM; Dual Credit, Physical Education, Physical Education | 1.00 | 8/27/2012 | 12/20/2012 |

Add Courses

- Be sure to note the class location and dates to verify you have selected the appropriate course.
- Add class by placing a check in the box next to the class and clicking “Add Courses”.

Location and class dates will vary depending on the course.

College of Southern Idaho

Welcome back Donald Duck (Personal Info | Logout)

Home Records and Registration Money Matters SAP Help My Pages

You are here: Records and Registration > CSI Records

Records and Registration

CSI Records

- Course Schedules
- Student Schedule
- Academic Information
- My Grades
- Clearinghouse Self Service
- My Documents
- Apply for Graduation

Quick Links

- My Pages
- Alert @ CSI
- Course Evaluations
- Catalog
- CSI Web Page
- Online Orientation
- CSI Bookstore

Records and Registration

Course Schedules - Results

Add/Drop > > > Add/Drop Courses > Course Search > Results

Search Results

Search Again Term: Fall 2012 Division: All Search Other previously selected search criteria still apply.

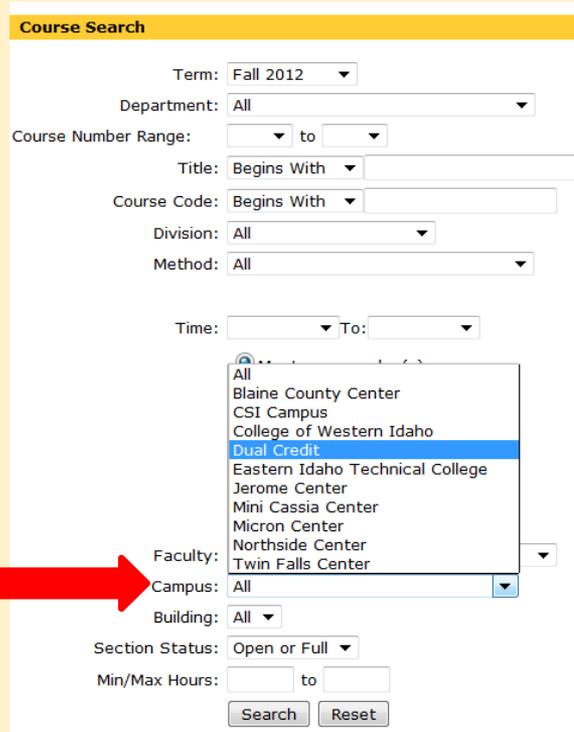
| Add | Textbooks | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits | Begin Date | End Date |
|--------------------------|-----------|-------------------------------|------------------------------|------------------|------------|--------|---|---------|------------|-----------|
| <input type="checkbox"/> | | ECON 201 T02D | Principles of Macroeconomics | Cutler, Helen A. | 35/35 | 0 | Dual Credit, Buhl High School, Buhl High School | 3.00 | 9/4/2012 | 1/18/2013 |

Add Courses

- Verify class location and dates before finalizing registration.

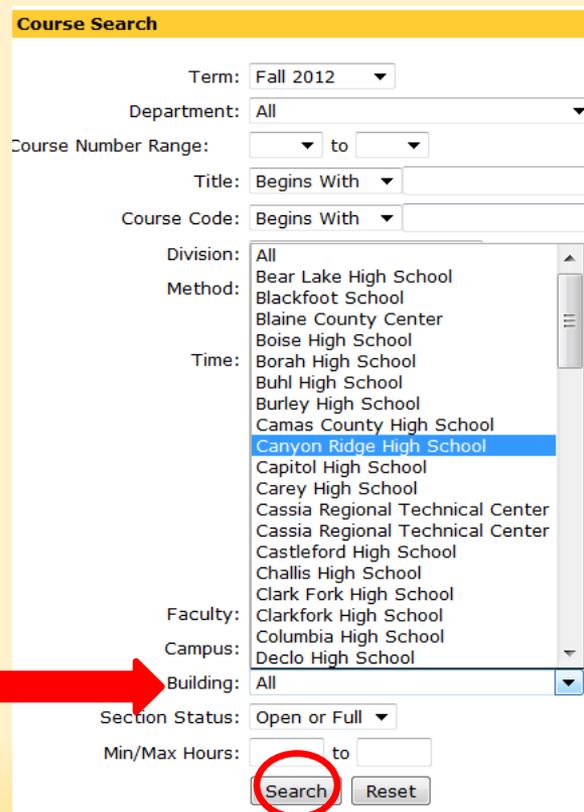
In the event you are unable to search by instructor, search by location.

Step 1-Choose “Dual Credit” from the Campus menu.



The screenshot shows the 'Course Search' form with the following fields: Term (Fall 2012), Department (All), Course Number Range (dropdowns), Title (Begins With), Course Code (Begins With), Division (All), Method (All), Time (dropdowns), Faculty (dropdown), Campus (dropdown), Building (All), Section Status (Open or Full), and Min/Max Hours (dropdowns). The Campus dropdown menu is open, showing a list of locations with 'Dual Credit' highlighted in blue. A red arrow points to the Campus dropdown.

Step 2-Choose your high school from the building menu.



The screenshot shows the 'Course Search' form with the following fields: Term (Fall 2012), Department (All), Course Number Range (dropdowns), Title (Begins With), Course Code (Begins With), Division (All), Method (dropdown), Time (dropdown), Faculty (dropdown), Campus (dropdown), Building (dropdown), Section Status (Open or Full), and Min/Max Hours (dropdowns). The Building dropdown menu is open, showing a list of high schools with 'Canyon Ridge High School' highlighted in blue. A red arrow points to the Building dropdown. The Search button is circled in red.

Step 3-Click search to return the results. This search will return a listing of all dual credit classes offered at a particular high school.

If student needs to drop a course before the deadline

- Click on Records and Registration Tab.
 - Click Add/Drop Courses.
- Scroll towards bottom of page and place a check in “Drop” box.
 - Click “Drop Selected Courses”.

Records and Registration > CSI Records

Records and Registration

CSI Records

- [Course Schedules](#)
- [Student Schedule](#)
- [Academic Information](#)
- [My Grades](#)
- [Clearinghouse Self Service](#)
- [My Documents](#)
- [Apply for Graduation](#)

Quick Links

- ▣ [My Pages](#)
- [Alert @ CSI](#)
- [Course Evaluations](#)
- [Catalog](#)
- [CSI Web Page](#)
- [Online Orientation](#)

Records and Registration

Course Schedules

[Add/Drop >](#)

Add/Drop

Current Term: Fall 2012
Add Period Open / Drop Period Open

[Add/Drop Courses](#)

[Course Search](#)

| Your Schedule (Registered) | | | | | | |
|----------------------------|-------------------------------|------------------------------|-------------|------------------|-----|---------|
| Drop | Code | Title | Schedule | Location | | Credits |
| <input type="checkbox"/> | ECON 201 T02D | Principles of Macroeconomics | Dual Credit | Buhl High School | TBA | 3.00 |

[Drop Selected Courses](#)

Time to pay! Make a payment online.

The screenshot shows the MyCSi portal for the College of Southern Idaho. The top navigation bar includes 'Home', 'Records and Registration', '\$ Money Matters' (circled in red), 'SAP', 'Help', and 'My Pages'. The left sidebar contains 'My Money Matters' with sub-links for 'Account Information', 'CSI Financial', 'My Account Info', 'Higher One', 'Bookmarks', 'Financial Aid - NetPartner', 'Financial Aid Administration', and 'Financial Announcements'. The main content area is divided into three columns: 'My Account Info' (with a red arrow pointing to 'My Account Balances'), 'Financial Aid - NetPartner' (with a 'Log into NetPartner to:' section and a list of tasks), and 'Financial Announcements' (with a list of dates and events). A 'Higher One' section below 'My Account Info' features an image of a Higher One debit card and text about issuing refunds. A 'Financial Aid Administration' section contains a warning: 'You are not authorized to use this portlet; it is only available to users in certain roles within the portal.' The bottom of the page has a footer with the text: '**There are NO extensions or grace period days**'.

- Click the \$Money Matters tab at the top of the page.
- Click on the “My Account Balances” link to view account balance and pay online.
- Fall dual credit tuition is due on Friday, September 21st.

Online payment is quick and easy!



College of Southern Idaho
Welcome back Donald Duck (Personal Info | Logout)
Home Records and Registration \$ Money Matters SAP Help My Pages
You are here: \$ Money Matters > CSI Financial

\$ Money Matters
Account Information
CSI Financial

- My Account Info
- Higher One
- Bookmarks
- Financial Aid - NetPartner
- Financial Aid Administration
- Financial Announcements

Quick Links
My Pages
Alert @ CSI

\$ Money Matters
My Account Info - My Account Balances
My Account Info > My Account Info > My Account Balances

My Account Balances

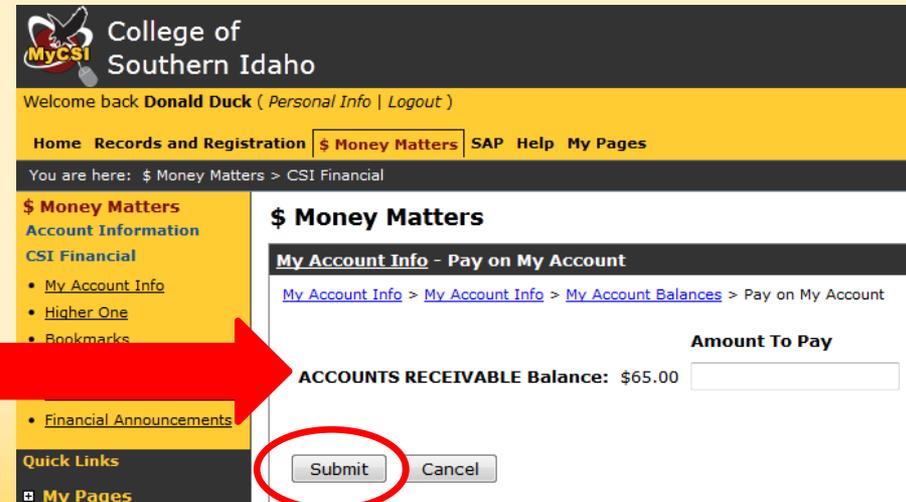
ACCOUNTS RECEIVABLE **\$65.00 Due** Account includes pending transactions

[Make a Payment](#)
[Course and Fee Statement](#)

A red arrow points from the 'Make a Payment' link to the right.

- Easily view account balance.
- Click “Make a Payment” link to pay online.

After clicking “Make a Payment” link, student will need to indicate amount they wish to pay and click submit. Students will then have the option to indicate if they would like to pay by credit card or E-check.



College of Southern Idaho
Welcome back Donald Duck (Personal Info | Logout)
Home Records and Registration \$ Money Matters SAP Help My Pages
You are here: \$ Money Matters > CSI Financial

\$ Money Matters
Account Information
CSI Financial

- My Account Info
- Higher One
- Bookmarks
- Financial Announcements

Quick Links
My Pages

\$ Money Matters
My Account Info - Pay on My Account
My Account Info > My Account Info > My Account Balances > Pay on My Account

Amount To Pay

ACCOUNTS RECEIVABLE Balance: \$65.00

A red arrow points from the 'Submit' button to the left.

Finalize your online payment

Depending on their choice of E-Check or Credit Card, the student will be prompted to provide their payment information.

E-check Payment Form

1. Verify Amount and Description of Payment
Amount of Payment \$65.00
Description of Payment This is an AR payment.

2. Enter Checking Account Information

*ABA Routing Number: [Example of Check](#)
*Bank Account Number:
*Type of Account:
*Name of Bank:
*Name on the Account: Name as it appears on the bank account

3. Enter the Billing Address for the above account
First Name * Last Name * Donald Duck
Company Name Required if card is associated with a company
Address *
City * State * Zip *
Country * UNITED STATES
Phone Number * Format is 555-555-5555, use + for international

4. Enter your E-mail Address for a receipt to be sent to you
E-mail Address

Students will need to enter their checking information, example provided.

Once payment is submitted, a confirmation will be sent to via email.

Credit Card Payment Form

1. Verify Amount and Description of Payment
Amount of Payment \$65.00
Description of Payment This is an AR payment.

2. Enter Credit Card Information

Credit Card Type * American Express
Card Number *
Card Code * 3 or 4-digit number on the back or front of your card
Expiration Date *

3. Enter the Billing Address for the above account
First Name * Last Name * Donald Duck
Company Name Required if card is associated with a company
Address *
City * State * Zip *
Country * UNITED STATES
Phone Number * Format is 555-555-5555, use + for international

4. Enter your E-mail Address for a receipt to be sent to you
E-mail Address

Students will need to enter their credit card information.

Follow up communications to be sent to dual credit students throughout the term.



Your Next Steps

We are excited that you have chosen to participate in the dual credit program at CSI! The following information is important to your success as a CSI dual credit student.

❑ Study, study, study!

Remember: the dual credit courses you register in are regular college courses and the grades you earn will show up on your permanent CSI transcript. These grades will follow you throughout your college career. Take advantage of the opportunity to jump start your college education now.

❑ Satisfactory Academic Progress (SAP)

While dual credit students are not eligible for Federal Financial Aid, after you graduate from high school you may choose to apply for Federal Financial Aid in order to continue your college education. In order to establish eligibility for Federal Financial Aid, students at CSI must maintain Satisfactory Academic Progress (SAP). Your performance in dual credit courses (the grades you earn, the courses you fail, the courses you withdraw from) are calculated in your SAP. If you do not perform well in dual credit courses, you may not be eligible for Federal Financial Aid when you graduate from high school. For more information about CSI's SAP policy, please go to: www.csi.edu/sap.

❑ Check your college grades

At the end of the term, check [MyCSI](#) to see the grades that you earned in your dual credit classes. Remember that the courses, credits, and grades are part of your high school and college transcripts. Because high school policies are different than CSI policies, on occasion, your high school grade may be different than your college grade. If you have questions regarding your grade, please check with your teacher.

❑ Order your CSI transcript

When it is time to send the record of all of your CSI college courses, credits, and grades to another college or university or to be considered for a private scholarship or for future employment purposes, order your official CSI transcript online at: www.csi.edu/transcripts.

❑ Contact CSI if you need help!

You are a CSI dual credit student now. If you have question or need help, contact us! We are here for you - (208) 732-6795 or records@csi.edu.

- Approximately 2-3 weeks after registration, dual credit students will receive additional information from CSI.
 - Via email
- Each email will include valuable links specifically relevant to our dual credit students
- Each email will also include CSI contact information

Follow up communications to be sent to dual credit students throughout the term.



Looking Ahead

□ Plan ahead

As a dual credit student you have non degree-seeking status at CSI which means that you don't have a declared major or an assigned advisor. However, as soon as you start taking college classes, it is important that you have a plan. The sooner you figure out what career you are interested in, what degree or certificate you would like to pursue, the more likely is that you will be taking the right courses in the right order and graduating on time, without wasting time and money. The following resources can help you plan ahead:

- CSI Application for Admission - [Online Admission Application](#)
- CSI Catalog - www.csi.edu/catalog/
- CSI First Year Advisor Booklet - advising.csi.edu/resources/FirstYearAdvisor.pdf
- CSI Advising Center - advising.csi.edu/
- CSI Career Center - careers.csi.edu/
- CSI Financial Aid Office - www.csi.edu/fmancialAid/
- CSI On Campus Housing - [Housing](#)
- CSI Dual Credit Program - www.csi.edu/dualcredit

□ Check your college grades

At the end of the term, check [MyCSI](#) to see the grades that you earned in your dual credit classes. Remember that the courses, credits, and grades are part of your high school and college transcripts. Because high school policies are different than CSI policies, on occasion, your high school grade may be different than your college grade. If you have questions regarding your grade, please check with your teacher.

□ Order your CSI transcript

When it is time to send the record of all of your CSI college courses, credits, and grades to another college or university or to be considered for a private scholarship or for future employment purposes, order your official CSI transcript online at: www.csi.edu/transcripts.

□ Contact CSI if you need help!

You are a CSI dual credit student now. If you have question or need help, contact us! We are here for you - (208) 732-6795 or records@csi.edu.

- Approximately 12 weeks after initial registration, dual credit students will receive a “Planning Ahead” email from CSI.
- Will contain information about CSI resources and applying for admission as a degree seeking student.
- Each email will also include CSI contact information.



Questions?

The CSI Dual Credit Program thanks you for your collaboration in implementing this new process.

If you have questions, we are at your service-

CSI Records-208-732-6795

Dr. John Miller-208-732-6280

Karrie Hornbacher-208-732-6276

Larrienne Rodriguez-208-732-6219

