



Dual Enrollment Application Instructions

Instructions

Complete an online **Dual Enrollment Application** when starting DE and attach your high school transcript and ACT scores. You do not need to re-submit this Application Form each term. Also attach a **Course Registration Form** indicating which classes you want to take. While submitting this application only once, you will submit the Course Registration Form each high school semester. Turn the completed forms in to your **APPLICATION PORTAL**.

Avoid Common Errors:

1. Be sure to upload your high school transcripts so UWA can verify your GPA.
2. Attach a copy of your ACT scores if your transcript does not include ACT results
3. Have your parent and school counselor sign the course registration form. Your application can only be processed with these signatures.
4. Make sure the contact information of the student, parent, and counselor, especially email, is current. UWA will use these email addresses to confirm registration and to communicate with you.

Application Processing and Payment Information

Once your application is processed, UWA will assign a UWA email and **Tiger Hub account**. You will use these accounts to communicate with UWA, check billing account status, and receive or submit online coursework. UWA will send instructions for logging into these accounts once your application is processed. UWA sends login information only to the college student. Because dual enrolled students must have parental consent, you should share these logins with your parents so they can also view communications and billing.

UWA will use the information on your Application and Course Registration Form to register you for classes. You will receive an email confirming the courses you are registered for. Check the confirmation email AND verify your courses on Tiger Hub. UWA is not responsible for incorrect registration. You must submit a signed Course Change Form if you need to change registration. If you need to drop a class, you must drop by UWA's drop deadline, or you will not receive a tuition refund. UWA's drop dates are listed on the Academic Calendar (campus or online) at this link: <https://www.uwa.edu/university-departments/office-of-the-registrar/#calendars>

Cost and Bill Payments

You will log into your Tiger Hub account to verify your owed amount. Tuition, net of the dual enrollment scholarship, is as follows:

\$250 per 3 credit hour online course (most classes are in this group)

\$325 per 4 credit hour online course (usually for classes with a lab)

\$225 per 3 credit hour course offered on UWA's, or your high school's, campus (where available)

\$300 per 4 credit hour course offered on UWA's, or your high-schools, campus (where available)

Books and course fees are additional

You can make payment by check or credit card. Use your Self Service account to pay by credit card. Payments **MUST** be received by **NOON on payment due date**. Check the Academic Calendar on UWA's website for deadlines <https://www.uwa.edu/university-departments/office-of-the-registrar/#calendars>. Send payment to the address below. Do not send payments to the dual enrollment coordinator or your school counselor.

UWA Student Accounts
Station 2
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