

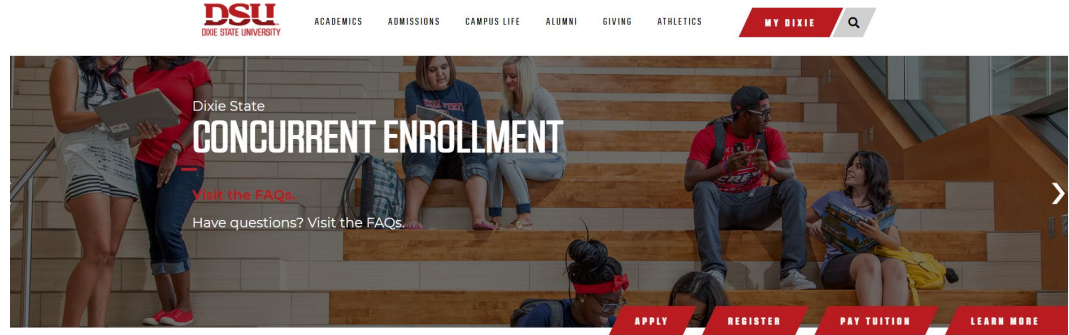


# **CE Registration Instructions (for Computers)**

# Know Where To Go

The entire application and registration process can be accessed and completed from the DSU, CE web site.

<http://concurrent.dixie.edu/>

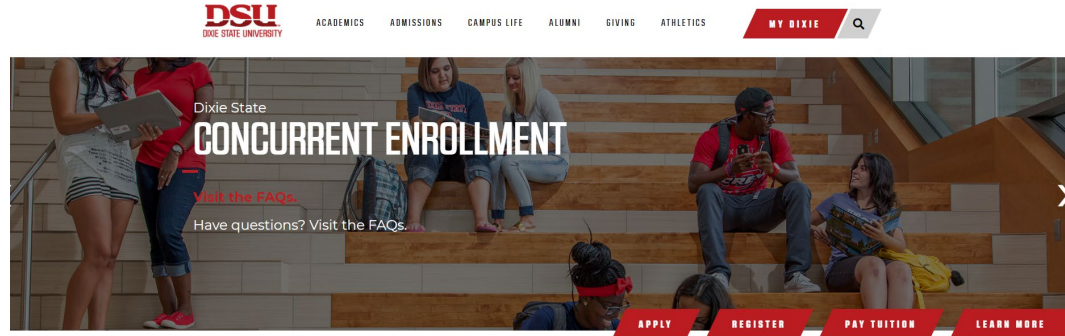


## WHAT IS CONCURRENT ENROLLMENT?

*"Concurrent Enrollment extends affordable university credit opportunities to high*

# Step One: Apply

Students need to apply for concurrent enrollment each school year. Please allow 24-48 hours to process the application before registering.

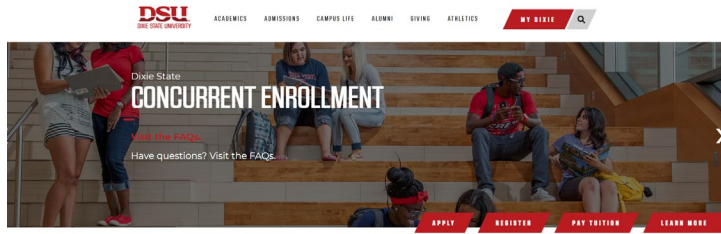


## WHAT IS CONCURRENT ENROLLMENT?

\*Concurrent Enrollment extends affordable university credit opportunities to high

# Now Let's Register For Class

24-48 hours after applying, you can now register for classes. Please have your Dixie ID number and password.



**WHAT IS CONCURRENT ENROLLMENT?**  
\*Concurrent Enrollment extends affordable university credit opportunities to high



## FALL 2021 CE CLASS REGISTRATION

CE class options based on the high school you attend.

**/ REGISTER NOW**

## FALL 2021 CE COURSE OFFERINGS AT THE:

North Plaza  
Hurricane Education Center  
Kanab Center  
DSU Main Campus Courses  
DSU Online Courses

# Registering For Classes

Select the term and campus.



## Lookup Classes

Select a term, and campus, to view concurrent enrollment classes available for students at your school, **Snow Canyon High School**.

To register for classes: go to [myDixie](#), click "Register for Classes", select the same term you used to lookup classes, click "Enter CRNs", copy and paste a CRN from the lookup table, then click "Add to Summary".

**Term:** \*

**Campus:** \*

# Registering for a CE Class Taught at Your High School

Once you have found the CRN(s), go to my.dixie.edu.

Note: If you have forgotten your Dixie ID and/or password, you can reset them here.



Sign in using your DixieID.

Sign In

[Forgot password?](#)

[Forgot DixieID?](#)

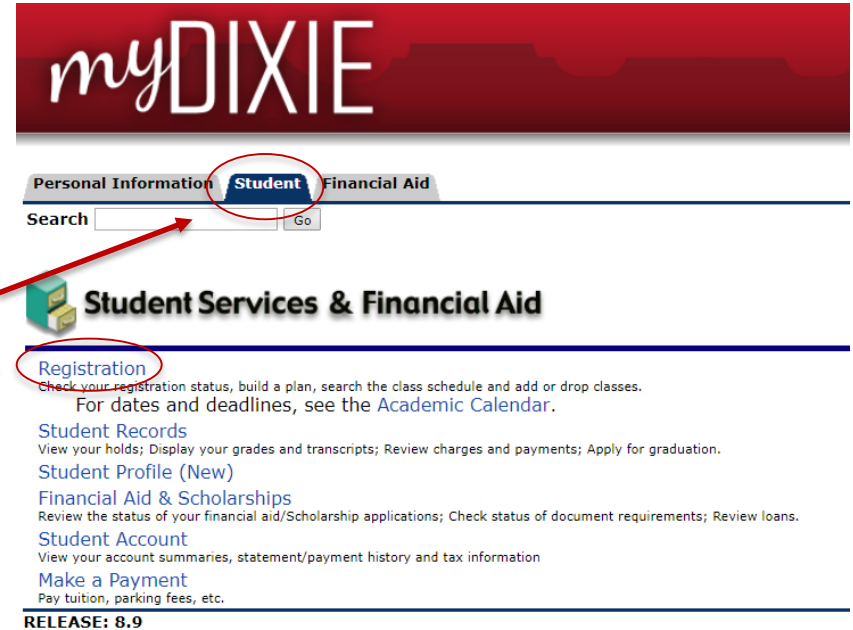
**Please note:**

Before entering your DixieID and password, be sure that your browser is displaying DSU's real login page at <https://auth.dixie.edu/> and not a hacker's password-stealing imitation on another web server.

# Registering for a CE Class Taught at Your High School

After you log in:

- 1) Select the “student” tab
- 2) Select Registration



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# Registering for a CE Class Taught at Your High School



[Student](#) • [Registration](#)

## Registration

What would you like to do?



### [Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



### [Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



### [View Registration Information](#)

View your past schedules and your ungraded classes.



### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



### [Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



### [Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Select the “Register for Classes” option



# Registering for a CE Class Taught at Your High School



DSU

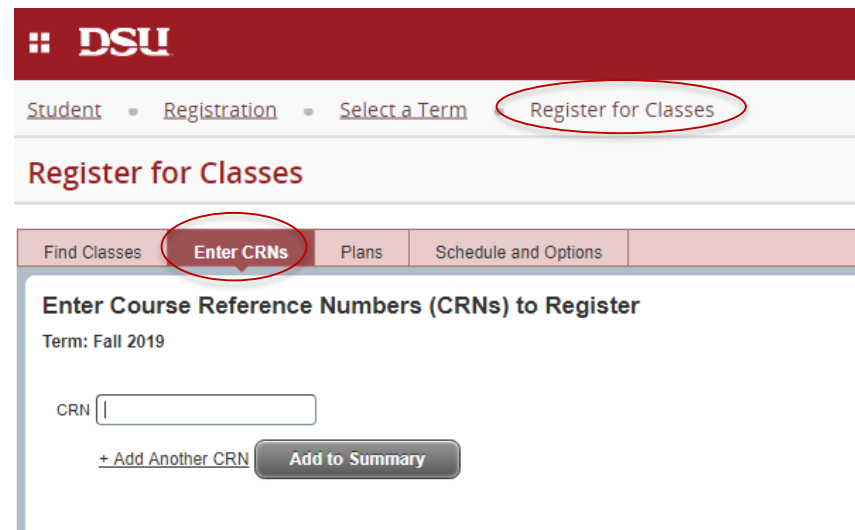
Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2019

Continue



DSU

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes • Enter CRNs • Plans • Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2019

CRN |

+ Add Another CRN Add to Summary

Choose your term from the drop down menu, then select “Register for Classes” and pick “Enter CRNs”

# Registering for a CE Class Taught at Your High School

The screenshot shows the DSU registration system interface. At the top, the DSU logo is on the left, and user information (Clark, Anna) is on the right. Below the navigation bar, the 'Register for Classes' section is active. The 'Enter Course Reference Numbers (CRNs) to Register' form is shown, with a red circle around the 'Add to Summary' button and a red arrow pointing to it. Below this, the 'Summary' table is visible, showing two classes: 'Introduction to Writing (EN)' and 'U.S. History to 1877'. Both classes have a status of 'Pending' and a dropdown menu set to '\*\*Web Registered\*\*'. A red circle is around the dropdown menu for the second class. At the bottom right, a red arrow points to the 'Submit' button.

After you type in the CRN and click "Add to Summary"...

...you'll see the word "pending"

Click submit

# Registering for a CE Class Taught at Your High School

DSU

Clark, Anna 2

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2019

CRN

[Add Another CRN](#) [Add to Summary](#)

If you see an error when you try to submit, there is a problem. Most likely you are missing a required test score (ACT, Accuplacer, or AP) or have an unpaid bill. Contact the DSU Concurrent Enrollment office for help.

Schedule Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Open and close bottom panels to display extra registration information.

Panels

Summary

Title	Details	Hours	CRN	Schedule Type	Enroll	Action
Introduction to Writing (EN)	ENGL 1010, 60V	3	40911	Lecture	Errors Preventing Regist...	Remove
U.S. History to 1877	HIST 2700, 60V	3	41998	Lecture	Errors Preventing Regist...	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

☐ Conditional Add and Drop [Submit](#)

[Show all](#) X

# Registering for a CE Class Taught at Your High School

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

[Find Classes](#) **Enter CRNs** [Plans](#) [Schedule and Options](#)

**Enter Course Reference Numbers (CRNs) to Register**  
Term: Fall 2019  
CRN   
[+ Add Another CRN](#) [Add to Summary](#)

**Schedule** **Schedule Details**

**Class Schedule for Fall 2019**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Open and close bottom panels to display extra registration information.

Panels ▾

**Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Entrepreneurship	MGMT 2600...	0	42552	Lecture	Deleted	None ▾
Design for Non-Major...	ART 1100, 83J	3	43178	Lecture	Registered	None ▾
Personal Finance: Fin...	FIN 1750, 83X	3	41203	Lecture	Registered	None ▾

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

☐ Conditional Add and Drop [Submit](#)

If you did everything correctly and there are no problems, you'll see "Registered" in green.

# We're Glad To Have You As A Trailblazer!

- Remember, you are not getting college credit for taking a high school class. *You are taking a college class while in high school.*
- Your HS teacher has been approved as an Adjunct Faculty member or Department Instructor for Dixie State University.
- Your teacher will be teaching University approved curriculum as outlined on your DSU syllabus.
- The Dixie motto is: **Active Learning. Active Life.**
- Take this class, your work, and attendance seriously. You are now building your permanent college transcript!