

Dual Enrollment Guide



Dual Enrollment Implementation and Expectations

Welcome to dual enrollment offered by EdisonLearning exclusively for CAOLA partners! Your students now have access to hundreds of college-level courses at regionally accredited universities around the country. All of the enrollment details and forms are available linked below and at your custom CAOLA enrollment page.



enrollment.edisonlearning.com/dual-enrollment-pa

Sample of Our Participating Institutions



Click the individual links below for direct access to our available dual enrollment resources.

[Dual Enrollment Program Details](#)

[Dual Enrollment Process](#)

[CAOLA Dual Enrollment Course Catalog](#)

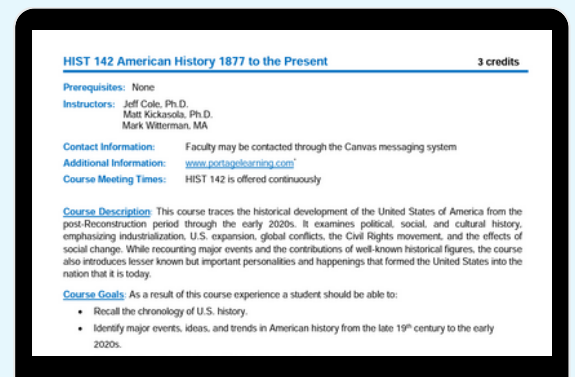
[CAOLA Student Enrollment Form](#)

[Frequently Asked Questions for Students and Families](#)

[Frequently Asked Questions for Advisors and Administrators](#)

Dual Enrollment Offerings

The CAOLA and EdisonLearning teams are here for you throughout the enrollment process. Please take any enrollment questions or issues to the CAOLA help desk so we can work together to find a solution for you and your students. Thank you for your continued partnership!



Your Dual Enrollment Registration Checklist

- ✓ District staff review eligibility requirements for the student
- ✓ Student has an eSchoolware account with the necessary information
- ✓ Advisor and student review the add/drop dates
- ✓ Advisor and student review prerequisite courses
- ✓ Advisor and student identify required course materials

Ready to Enroll?

Now that you have the basic information and checklist complete, it's time to start the enrollment process. Head to page two for a step-by-step guide.

Dual Enrollment Step-By-Step Enrollment Guide

1 Using the links provided, access the dual enrollment catalog for an up-to-date list of courses available to CAOLA students.

- The course catalog changes daily based on availability, so check back often for new courses
- Pay attention to the course start and end dates as well as the add and drop dates
- Review required materials for the course

2 Using the enrollment form, complete the enrollment request for each student and each course.

- One submission per student, per course
- Students must have an EdisonLearning account (via Genius) prior to form submission
- If student has not been enrolled in an EdisonLearning course, they will not have an EdisonLearning ID. Please enroll them in the no-credit, no-cost course Cyber and Digital Citizenship Essentials to populate an ID and continue with the Dual Enrollment process.
- Please confirm that the student's address is listed under the Family Info tab on the student details page in eSchoolware

3 Please allow one (1) business day for EdisonLearning to process the enrollment request. Once the request is processed, you must enroll the student in the course requested in Genius.

- When enrolling a student in the course in Genius, set the start date as Today
- The courses in Genius and eSchoolware are placeholders and do not provide access to the teaching institutions learning management system
- Enrollment requests must be approved by the teaching institution
- Enrollment via Genius does not guarantee a seat in the course for the student
- Teaching institutions will review requests and notify the student and advisor via email when approved

4 Students will receive all important enrollment information via email. This includes welcome emails from the Teaching Institution and any status changes from our Dual Enrollment partner, Acadeum.

- Students and staff must whitelist emails to ensure emails are received
- Emails will arrive from @acadeum.com and the teaching institution
- If a student wishes to drop their dual enrollment course, they must do so prior to the drop date listed on the catalog
- Late drops will not be accepted and refunds will not be issued

5 Students complete their course with the Teaching Institution using provided credentials within the college or university's LMS.

- Students are considering members of that institution and must follow all policies and procedures communicated by the college or university
- Students have access to all special services provided by the Teaching Institution for any modification or accommodation needs.


6 Upon completion of the course, final grades will be reported via eSchoolware and Genius.

- To receive a transcript from the Teaching Institution, students must follow that Institution's procedures for transcript requests.

Questions?

The EdisonLearning Dual Enrollment team is here to support you along with the CAOLA Help Desk!

 DualEnrollment@edisonlearning.com

 844-553-2766