

You Registered for Dual Credit Chemistry... Now What?

Please complete these steps by the end of this school year.

1. Apply to the Dual Enrollment Program

- Students apply to the Dual Enrollment program by creating a new student account on the [Dual Enroll website](#) at <https://ivytech.dualenroll.com/student/new>
- **What You'll Need to register**
 - The student's parent/guardian contact info including address, email and phone number
 - The student's personal email address. DO NOT use a school email. If you don't have one, create one using Gmail.
 - The student's social security number
 - If the student does not have a social security number complete as much of the application as you can and then email 14centralsupport@ivytech.edu for help
 - If you don't know this information you can ask your parents or guidance counselor for help.

2. Look Out for Confirmation Emails & a Letter

- Once you complete the Dual Enroll application, you will receive a series of emails from [DuelEnroll.com](#) confirming your new account and letting you know your application has been processed. One of the emails and a letter will contain your student identification number (also known as your C#) and your Ivy Tech username. This step may take up to a week to receive.

3. Create a MyIvy Account

- MyIvy is Ivy Tech's online student portal. As a Dual Enrollment student, you will use My Ivy to register for classes and access Knowledge Assessment, grades, transcripts, and support resources such as the virtual library, [Tutoring.com](#), and more.
- **First-Time User Instructions**
 - Go to the [MyIvy](#) website at <https://myivy.ivytech.edu/>
 - Click on “*First Time User?*”
 - Review the Ivy Tech Community College Acceptable Use Policy and click “*I Agree*”
 - Enter the requested information (your Ivy Tech email address can be found in the confirmation email you received). Click “*Get Started*”
 - Enter your personal information (your student ID number is also called your C# number and can be found in the confirmation email you received after your application was processed)
 - Enter your personal email address (NOT your school email) and cell phone number for your validation code and choose your preferred method to receive your code
 - Check “*I'm not a robot*” and Click “*Next*”
 - Enter your validation code and Click “*Next*”
 - Create your password and Log In

4. Assess Your College Readiness

- Dual Credit courses require students to submit qualifying score(s) before they are deemed “college-ready.” Knowledge Assessment is designed to place you into a college-level Math and/or English course and help improve your skills and knowledge base. Do not use any outside resources. This will provide the best feedback and allow the program to design topics to meet your education needs. If you do not meet the minimum score to register for class, you can complete the suggested study paths to increase your score.
- Log into your MyIvy account (<https://myivy.ivytech.edu>) using your Ivy Tech username and password created in Step 3 above.

- On the MyIvy homepage, click the Knowledge Assessment icon under the Quicklinks section to launch EdReady
 - Note: Be sure to ALWAYS access the Knowledge Assessment through MyIvy; you cannot log in directly through EdReady.



- The English and STEM Math goals should already be loaded. You must earn the following scores.

Goals	Qualifying Classes	Goal Key	Placement Score
<u>Reading & Writing</u>	ENGL 111, COMM 101	ENGLISH	70
<u>STEM Math</u>	MATH 135, 136, 137	STEM	70

- Plan around one hour for each assessment
- Click the “Go to Goal” then Click the “Start diagnostic” button to begin the diagnostic test:
- If you obtain the placement score needed for your course, you’re done! You’ll receive a notification along with an email to your Ivy Tech email address.
- If you don’t obtain the placement score on the assessment, click “View Study Paths” to complete the suggested study paths until you reach the minimum score:
- Click the “Learn” button (see below) to review needed resources
- Complete the Check your Knowledge Tests to raise your score, NOT the larger Unit Test
- You will receive updates via notification and email when you qualify.



5. Send an email to Mrs. Petersen

- Once you have passing scores for both exams, [email Mrs. Petersen](mailto:jpetersen@brownsburg.k12.in.us) at both jpetersen@brownsburg.k12.in.us and jpetersen12@ivytech.edu . Include your full name, your Ivy Tech C number and your scores. Be sure to triple check your spelling.
- Congratulations! Once this is done then you have completed all of your registration for our Dual Credit course! We’ll have one more step when we return to school in the fall so don’t lose your username and password.
- If you do not get registered and do not pass the knowledge assessment, you may be moved to regular chemistry.