

Tip Sheet: Using the Dual Enrolment Flag in PASIprep

The dual enrolment flag (DEF) was **introduced in the 2015–2016 school year** as a way for schools to identify courses on a student’s transcript that were completed in partnership with a post-secondary institution. A footnote, *completed in partnership with a post-secondary institution*, was then displayed on the transcript. This feature will continue.

Starting with the **2017–2018 school year**,

- school authorities must have a formal partnership agreement with an eligible post-secondary institution to use the DEF
- schools will choose the post-secondary institution (from the drop-down list) that they are in partnership with for the associated course(s). The post-secondary institution’s name **will not** be printed on a student’s transcript.
- the partner post-secondary institution (PSI) field **will be required** when the DEF is set to “yes.”

Until such time as the vendor SIS product offers integration on the new partner PSI field, schools will need to use PASIprep to select the partner PSI from a drop-down list. A PASI warning work item 40295 will result if the DEF is set to “yes” and the partner PSI is missing.

For New Course Enrolment in PASIprep, follow these steps:

- Select “yes” from the dual enrolment drop-down list on the “Add Course Enrolment” screen.
- Select the appropriate partner PSI name from the drop-down list.
- Click “save” once all course enrolment information is entered.

Add Course Enrolment CANCEL **SAVE**

Alberta Student Number*
- -
This field is required.

School Year: 2016/2017
Authority: Edmonton School District No. 7 (A-3020)
School:

Course Code* Course Description:
Course Enrolment Status*

School Enrolment: Section*:

Credits Attempted* Entry Date: YYYY-MM-DD
Exit Date: YYYY-MM-DD

Instructional Minutes Received: Funding Requested?:

Mark Information

Mark Format: Percentage
Mark Value: Mark Assignment Date: YYYY-MM-DD

Mark Value Approved?: No

Dual Enrolment Information

Dual Enrolment?: **Yes**
Partner PSI:

PASI-related questions may be directed to Client Services Help Desk. More information about dual credit in Alberta can be found on the [Alberta Education Dual Credit](#) web page.