



VINCENNES UNIVERSITY  
**DUAL CREDIT**

# New Student Instructions

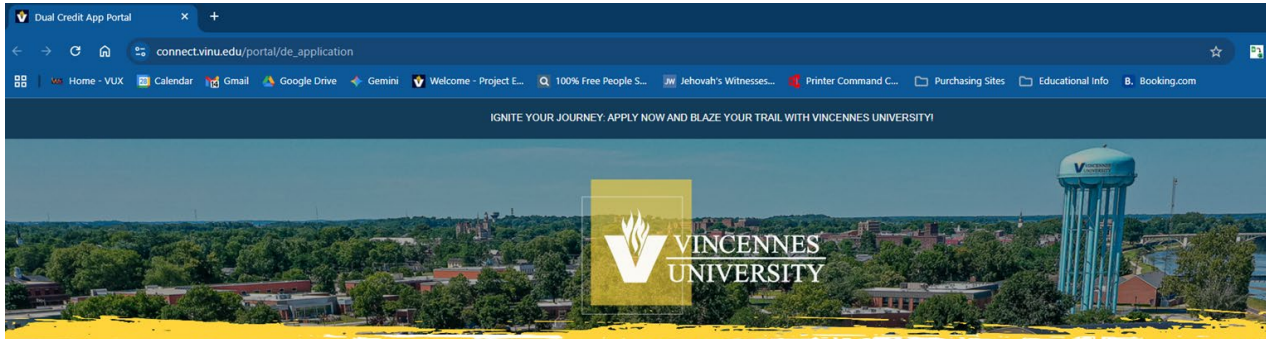
A Guide to the Application and Course Selection  
Process

# Accessing the Portal

- Option 1:
  - Go to the application portal at the following address:  
[https://connect.vinu.edu/portal/de\\_application](https://connect.vinu.edu/portal/de_application)
- Option 2:
  - Students (New & Returning) can also scan the following QR Code with their mobile devices to access the Dual Credit Application:



- On the sign-in screen, select **"New Students Apply Here"**



Please click the link below to login if you are new to Dual Credit

[New Students Apply Here→](#)

[Returning Students](#)

[Returning Students Login Here→](#)



812-888-VUVU | 800-742-9198

1002 North First Street Vincennes, Indiana 47591

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# Registration

- Enter your personal information, including your email, first and last name, and birthdate
- A temporary PIN will be sent to the email address you provided



## Register

To register for an account, please enter the information requested below.

Vincennes University strongly encourages applicants to not use your school email address here. More than likely you will not be able to access it later, which could present an issue in the future. Thank you!

Email Address

First Name

Last Name

Birthdate

Continue

- Log in using the temporary PIN and your date of birth



## Login

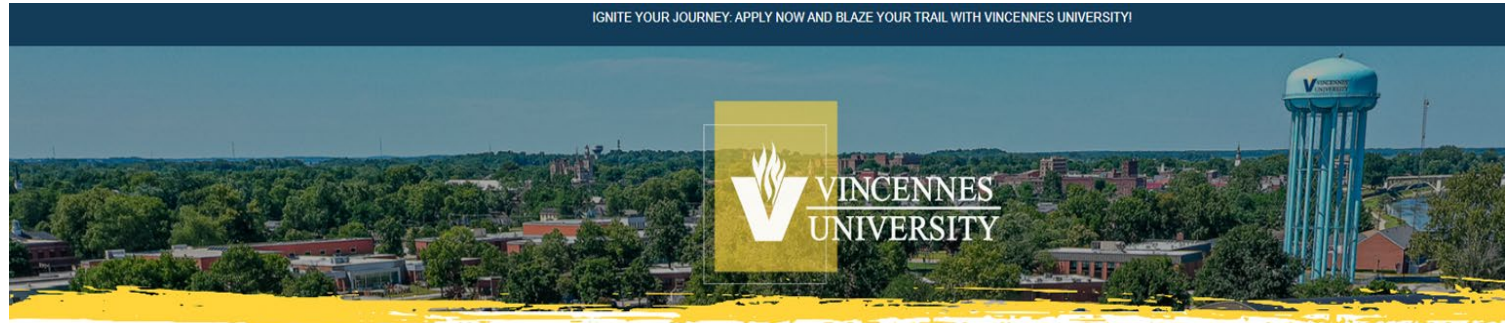
A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email teststudent@email.com [switch](#)  
Account Test, Test  
Temporary PIN   
Birthdate

 [Login with Google](#)  
 [Login with Facebook](#)  
 [Login with LinkedIn](#)

Login

- Create a new password that meets the complexity requirements
  - The password must include at least one letter, one capital letter, one number, and be at least 12 characters long
  - New passwords must match



## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

# Starting a New Application

- Once logged in, you will be on the Trailblazer Application Portal
- Click on "**Start New Application**" at the bottom of the screen

## Trailblazer Application Portal



Thank you for blazing forward and applying to Vincennes University! Go Trailblazers!

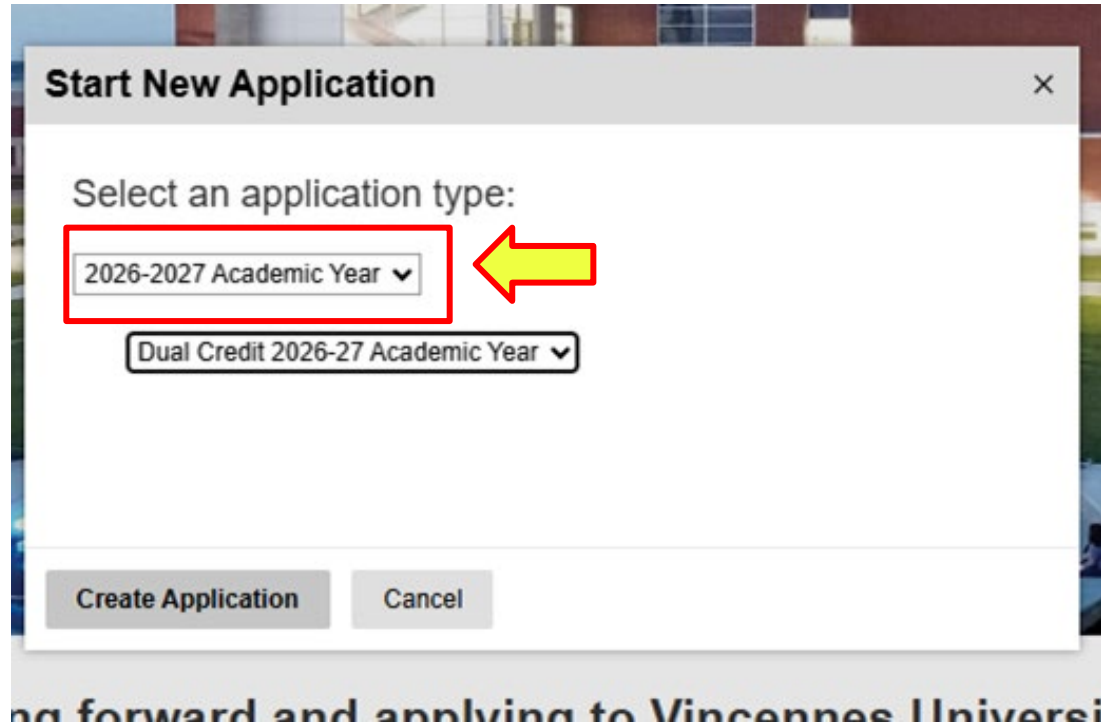
Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)



# Selecting Your Academic Year and Application Type

- On the "Start New Application" screen, choose the academic year you are applying for
- For Fall 2026/Spring 27, select **"2026/2027 Academic Year"**



The screenshot shows a dialog box titled "Start New Application" with a close button (X) in the top right corner. Below the title, the text "Select an application type:" is displayed. There are two dropdown menus. The first dropdown menu is highlighted with a red rectangular border and contains the text "2026-2027 Academic Year" with a downward arrow. A yellow arrow points to this dropdown menu from the right. The second dropdown menu is below the first and contains the text "Dual Credit 2026-27 Academic Year" with a downward arrow. At the bottom of the dialog box, there are two buttons: "Create Application" and "Cancel".

- In the next dropdown menu, select "**Dual Credit 2026-27 Academic Year**"
- Click "**Create Application**"
- Review the "Application Details" to confirm that "**2026-2027 Academic Year**" and "**Dual Credit 2026-27 Academic Year**" are selected
- Click "**Create Application**" to proceed

**Start New Application** ×

Select an application type:

2026-2027 Academic Year ▼

Dual Credit 2026-27 Academic Year ▼

**Create Application** Cancel

g forward and applying to Vincennes Univers

- Read the Welcome, Instructions & Student Handbook★
- Click “Continue” to start the application

[Home](#)

[Instructions](#)

[Dual Credit](#)

[Signature](#)

[Review](#)

## Welcome and Instructions



VINCENNES UNIVERSITY  
**DUAL CREDIT**

Taking Vincennes University courses while in high school is a powerful decision, and we're ready to support you as you accelerate your future.

Enrolling in a college-level course is exciting, but it also comes with responsibilities and expectations. To ensure you're fully prepared and confident, it's crucial to understand the policies and procedures that come with it. The **VU Dual Credit Student Handbook** is your primary resource for this information and will serve as your guide, empowering you to take control as you navigate your enrollment.

**By reviewing the handbook, you will gain a clear understanding of:**

- **Eligibility and Requirements:** Confirming the criteria you must meet to enroll.
- **Course Procedures:** Details on Online Application, Course Registration, and Dropping a Course.
- **Program Costs:** Information regarding Program Cost and Textbook Cost.
- **Academic Policies:** Grading, Assessment standards, and Transcripts and Transfer Credit.
- **Student Behavior:** The VU Standards of Student Behavior and policies regarding Privacy of Student Records.


Please review the complete handbook. Understanding these details now will help ensure a successful academic experience.



[Click Here to View Handbook](#)




# Filling Out Your Information

- Your name will be pre-populated, but you can add a preferred name or correct any typos
-  For student type you will select either **Project Excel** or **Early College**. If you are not sure what student type to select, please ask your instructor or administrator.

Test Test

VU Dual Credit - Fall 2025, 442045696

ly. Avoid impersonating multiple records simultaneously in a single browser session. 

[Home](#)

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## Dual Credit Application Form

\*Student Type



Preferred Name

Middle Name

\*Last Name

- Enter your mailing address and check the **"Same as Mailing Address"** if your permanent address is the same

#### Mailing Address

Country

United States

Street

123 W Main St

City

Newton Falls

State

Ohio

Postal Code

44444



#### Permanent Address

[Same as Mailing Address](#)

Country

United States

Street

123 W Main St

City

Newton Falls

State

Ohio

Postal Code

44444

- Confirm the following information
  - Birthday
  - Cell/Mobile Phone
  - Email Address
  - Gender

\*Birthdate

January ▼ 1 ▼ 2008 ▼

Cell/Mobile Phone

+1 555-555-5555

Email Address

test@myemail.com

Gender

Female ▼

- Select your Race (you can make multiple selections)
- Answer the Ethnicity question
- Select your Country of Citizenship

\*Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific
- White

\*Ethnicity: Are you Hispanic or Latino?

No ▾

\*Country of Citizenship

United States ▾

- Enter your Social Security Number (SSN)
  - Students who do not have an SSN available at the time of application may leave the field blank. In such cases, the checkbox acknowledging the SSN statement must be selected to proceed with the application.

**If you do not know your Social Security Number, please just leave this field blank and check the checkbox below.**

Social Security Number

***Although providing your Social Security Number is not required for admission to Vincennes University, it is required to claim educational benefits on your tax return. If you do not include it on your admissions application, you will still have the opportunity to provide it. The Bursar's Office will be mailing correspondence to you at a later date.***

***All applicants will be assigned a VU ID number, which will serve as your identification number at the university; your SSN is not used for identification purposes.***

By checking this box, I acknowledge the above statement

# High School and Career Center Information

- If you attend a Career Center, check "Yes"

## High School/Career Center Information

Do you attend a Career Center?

Yes

No

# High School Information

- Click "**Add New**"
- Start typing the name of your high school in the pop up window
- Select it from the list
  - Make sure the high school you select is in **INDIANA**

## High School Information

CEEB Code	Name	State
<a href="#">Add New</a>		
151647	Avon High School	IN

nd a Career Center?

### Dual Credit School - Widget

High School Name

HS CEEB Code (read only)

HS Grad Date

Cumulative HS GPA

Level of Study  High School

Calvary Christian School  
Linton, IN

Linton High School  
Linton, IN

Linton-Stockton High School  
Linton, IN

Zion's Hill Baptist School  
Linton, IN

Save Cancel

- Enter your estimated graduation month and year, and your cumulative high school GPA
- Click "**Save**"

...a Career Center?

### Dual Credit School - Widget

High School Name

HS CEEB Code (read only)

HS Grad Date

Cumulative HS GPA

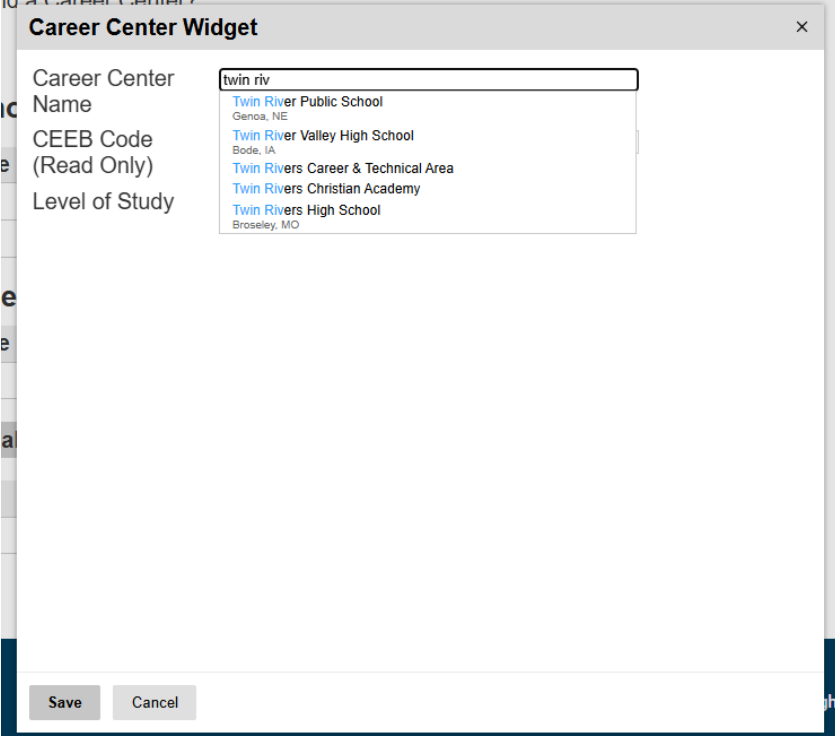
Level of Study  High School

# Career Center

- If you attend a career center, click **"Add New"** under "Career Center Information"
- Type the name, select it from the list, and click **"Save"**
- If you do NOT attend a career center leave this blank

## Career Center Information

CEEB Code	Name	State
<a href="#">Add New</a>		



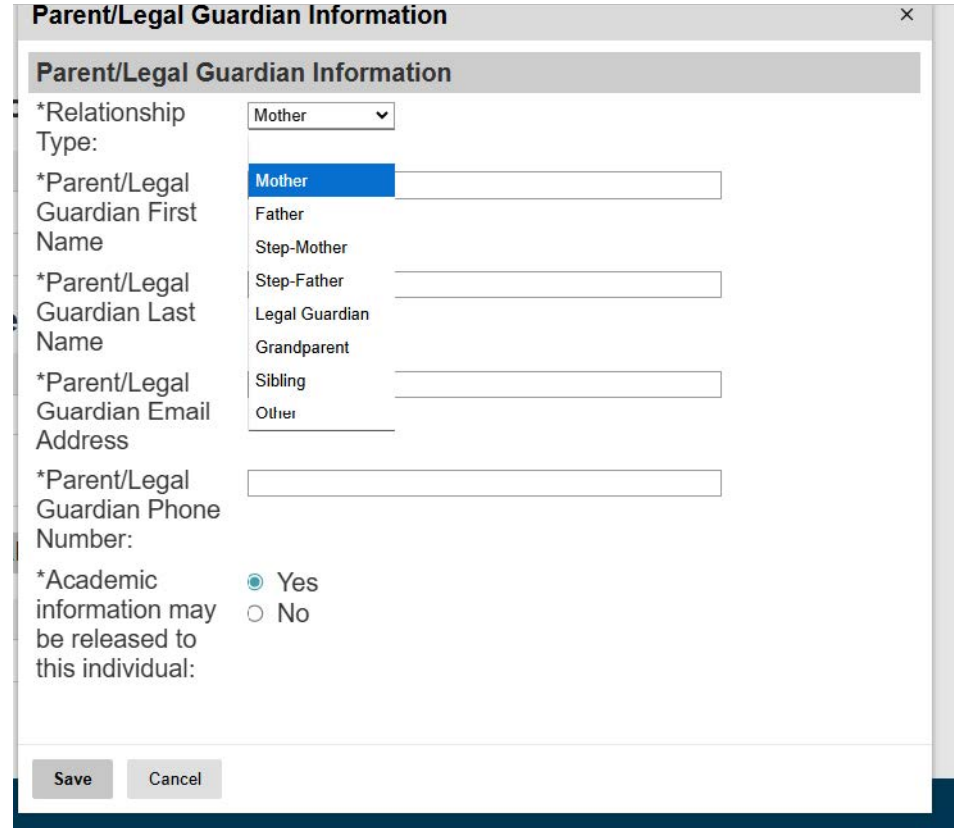
The screenshot shows a "Career Center Widget" form with the following fields and a dropdown menu:

- Career Center Name:** A text input field containing "twin riv". A dropdown menu is open, showing a list of schools with their names and states: "Twin River Public School Genoa, NE", "Twin River Valley High School Bode, IA", "Twin Rivers Career & Technical Area", "Twin Rivers Christian Academy", "Twin Rivers High School Broseley, MO".
- CEEB Code (Read Only):** A text input field.
- Level of Study:** A text input field.

At the bottom of the widget, there are "Save" and "Cancel" buttons.

# Parent/Legal Guardian Information

- Under "Parent/Legal Guardian Information," click **"Add New"**
- Use the dropdown to select the relationship type (e.g., Mother, Father)
- Fill in their information and click "Save"



The screenshot shows a web form titled "Parent/Legal Guardian Information" with a close button (X) in the top right corner. The form contains the following fields and options:

- \*Relationship Type:** A dropdown menu with "Mother" selected.
- \*Parent/Legal Guardian First Name:** A text input field with "Mother" entered and highlighted in blue.
- \*Parent/Legal Guardian Last Name:** A text input field.
- \*Parent/Legal Guardian Email Address:** A text input field.
- \*Parent/Legal Guardian Phone Number:** A text input field.
- \*Academic information may be released to this individual:** Radio buttons for "Yes" (selected) and "No".

At the bottom of the form are two buttons: "Save" and "Cancel".

# Review Information

- Review the information you have entered
- Correct any mistakes
- Click continue

return. If you do not include it on your admissions application, you will still have the opportunity to provide it. The Bursar's Office will be mailing correspondence to you at a later date.

All applicants will be assigned a VU ID number, which will serve as your identification number at the university; your SSN is not used for identification purposes.

By checking this box, I acknowledge the above statement

## High School/Career Center Information

Do you attend a Career Center?

- Yes  
 No

## High School Information

CEEB Code	Name	State
<a href="#">Add New</a>		
152085	Linton-Stockton High School	IN

## Career Center Information

CEEB Code	Name	State
<a href="#">Add New</a>		
28TRVS	Twin Rivers Career & Technical Area	

## Parent/Legal Guardian Information

First Name	Last	Relationship Type
<a href="#">Add New</a>		
mom	test	Mother

Continue

# Signature and Submission

- Read the information on the "Signature" page
- Type your full name in the box to complete the application and click "Continue"



Test Test VU Dual Credit - Fall 2025, 442045696 X

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

[Home](#)  
[Instructions](#)  
[Dual Credit](#)  
**Signature**  
[Review](#)

## Signature

**Certification**

I affirm and certify to the best of my ability that all of the information provided in this application is correct and accurate. I understand that any omission or falsification is cause for immediate cancellation of acceptance or registration at Vincennes University. I authorize Vincennes University to report my academic progress to my high school for the purpose of research and evaluation of the high school curriculum. I also grant authority to Vincennes University to request relevant admission documents on my behalf, including high school and college transcripts and immunization records.

\*In place of your signature, please type your full legal name:

*Vincennes University is committed to providing equal access to its educational programs, activities, and facilities to all otherwise qualified students without discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law. An Equal Opportunity employer, the College also affirms its commitment to nondiscrimination in its employment policies and practices. In compliance with Title IX (20 U.S.C. Sec. 1681 et seq.) Vincennes University prohibits sex discrimination, including sexual harassment.*

*The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and order and in conformance with the procedures and limitations as set forth in VU's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.*

[Access the VU Non-Discrimination Policy](#)

**Federal legislation requires institutions of higher education to inform prospective members of our community about its most recent crime statistics, fire safety related policies and statistics, crime prevention and security programs and activities, policies concerning the reporting of crimes, disciplinary procedures, and other matters of importance in compliance with the Jeanne Clery Act. Vincennes University's Annual Security and Fire Safety Report can be accessed at <https://www.vinu.edu/police/protect-vu>. If you would like to obtain a paper copy, you can contact the Vincennes University Police Department, 1201 N. 2nd Street, Vincennes IN 47591 or call (812)888-5555**

- On the "Review" page, check for any issues and click "**Submit Application**"
- You can also click "Save for Later" if you need to finish at another time

Test Test VU Dual Credit - Fall 2025, 442045696 ✕

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

[Home](#)  
[Instructions](#)  
[Dual Credit](#)  
[Signature](#)

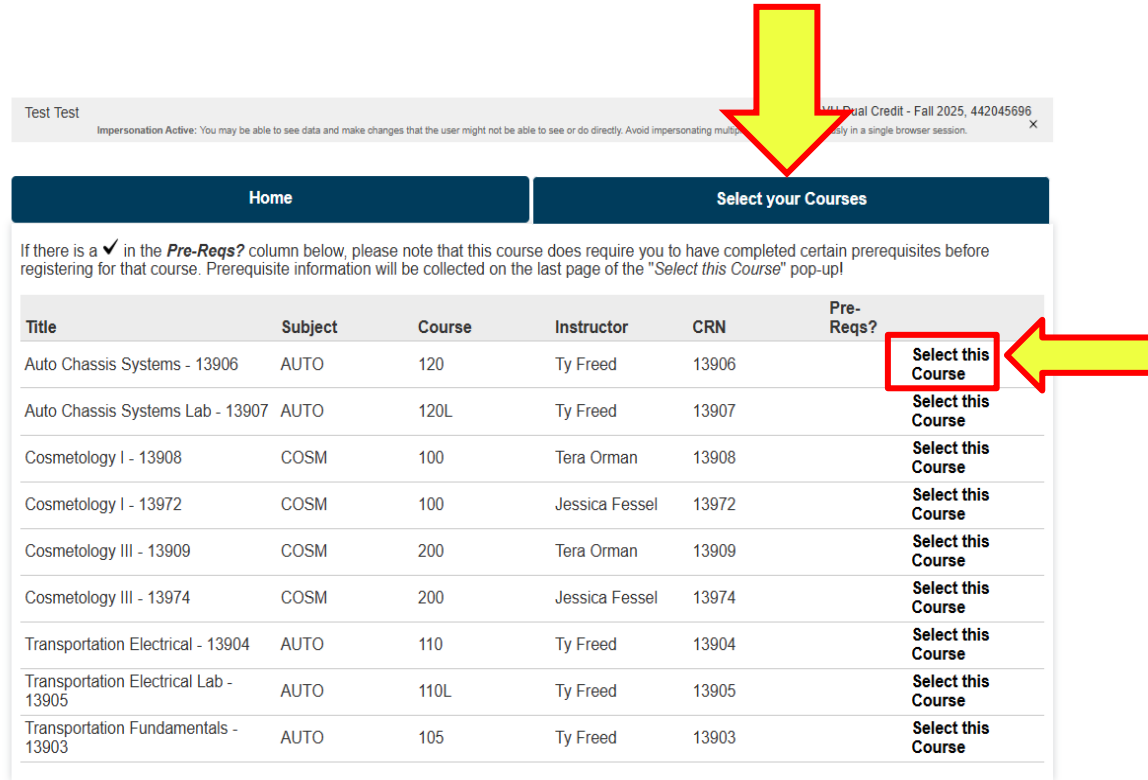
**Review**

As an administrator, you may bypass application warnings and submit the application in an incomplete state.

[Review](#) [Submit Application](#) [Save for Later](#)

# Registering for Classes

- Once your application is submitted, click **"Select your Courses"** in the top right corner of the screen
- Find the dual credit course you want to take and click **"Select this Course"**



The screenshot shows a web application interface for course selection. At the top, there is a navigation bar with two buttons: "Home" and "Select your Courses". A yellow arrow points to the "Select your Courses" button. Below the navigation bar, there is a warning message: "If there is a ✓ in the *Pre-Reqs?* column below, please note that this course does require you to have completed certain prerequisites before registering for that course. Prerequisite information will be collected on the last page of the 'Select this Course' pop-up!". Below the warning is a table of courses. The table has columns for Title, Subject, Course, Instructor, CRN, and Pre-Reqs?. A yellow arrow points to the "Select this Course" button in the first row of the table.

Title	Subject	Course	Instructor	CRN	Pre-Reqs?
Auto Chassis Systems - 13906	AUTO	120	Ty Freed	13906	Select this Course
Auto Chassis Systems Lab - 13907	AUTO	120L	Ty Freed	13907	Select this Course
Cosmetology I - 13908	COSM	100	Tera Orman	13908	Select this Course
Cosmetology I - 13972	COSM	100	Jessica Fessel	13972	Select this Course
Cosmetology III - 13909	COSM	200	Tera Orman	13909	Select this Course
Cosmetology III - 13974	COSM	200	Jessica Fessel	13974	Select this Course
Transportation Electrical - 13904	AUTO	110	Ty Freed	13904	Select this Course
Transportation Electrical Lab - 13905	AUTO	110L	Ty Freed	13905	Select this Course
Transportation Fundamentals - 13903	AUTO	105	Ty Freed	13903	Select this Course

- A confirmation box will appear
  - Click "**Submit**" to confirm your selection

column below, please note that this course does require you to have completed ce  
quis

**Confirm Course Selection** Prev Next x

Please confirm your interest in registering for the course below by clicking the "Submit" button at the bottom of your screen.

**Term**

2025 Fall ▼

**Course Name**

Auto Chassis Systems - 13906

**Submit**

# Course Prerequisites

- Some courses have prerequisites as indicated by the checkmark under Pre-Reqs?

Title	Subject	Course	Instructor	CRN	Pre-Reqs?	
American History I - 13029	HIST	139	Daniel Derda	13029	✓	Select this Course
College Algebra - 13034	MATH	102	Brian Tearman	13034	✓	Select this Course
College Algebra - 13957	MATH	102	Logan Posson	13957	✓	Select this Course
College Algebra - 13987	MATH	102	Taryn Schmidt-Robbins	13987	✓	Select this Course
Digital Logic I - 14175	ELEC	130	Christopher Hill	14175		Select this Course
English Composition I - 13031	ENGL	101	Callista Keeney	13031	✓	Select this Course
English Composition I - 13154	ENGL	101	Nathaniel Houston	13154	✓	Select this Course
Finite Mathematics - 13988	MATH	111	Taryn Schmidt-Robbins	13988	✓	Select this Course
Intro to Audio-Video Prod - 13032	BCST	102	Lauren Tauer	13032		Select this Course
Speech - 14178	COMM	143	Linda Langford	14178	✓	Select this Course
Video Product I (Stud Prod) - 13033	BCST	140	Lauren Tauer	13033		Select this Course

- If a course has prerequisites a pop up box will appear after you select the course
- Enter your High School GPA
- Answer the following questions and then click submit
- Note: If you can only select 1 option under SAT/ACT, we already have a score for you for the other test!

3737	HIST	139	Andrew Daily	13737	✓
13736	LITR	222	Haley Lancaster	13736	✓
Government -	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"><b>Confirm Course Selection</b> <span style="float: right;">Prev <a href="#">Next</a> x</span></p> <p style="text-align: center;">This course has prerequisites that are required in order to be registered. Please complete the information below.</p> <p style="text-align: center;"><i>Please Note: If you don't meet these pre-req's you may be ineligible for this course</i></p> <p><b>Self-Reported HS GPA</b></p> <input type="text"/> <p><b>Have you taken Algebra 1?</b></p> <input type="text"/> <p><b>Have you taken Algebra 2?</b></p> <input type="text"/> <p><i>Note: If you can only select 1 of the options, then we already have a score for you for the other test!</i></p> <p><b>Have you taken the SAT/ACT Before?</b></p> <input type="text"/> <p style="text-align: center;"><b>Placement Information on Record</b></p> <p>atomy+Phys - --&gt; <a href="#">Tests</a></p> </div>				
33					✓
s - 13761					
s Lab - 13762					
- 13756					
Impact Lb -					✓
Impacts -					✓
metry I -					
38					✓
- 13742					✓
P Lab -					✓
atomy+Phys -					✓

- The course will be listed on your "Home" tab with a "Registration Status" of "In Process"
- You can select more courses by clicking "**Select Your Courses**" again

The screenshot shows a web portal interface. At the top, there is a navigation bar with two tabs: 'Home' and 'Select your Courses'. The 'Home' tab is highlighted with a red box. A large yellow arrow points down from the top of the page towards the 'Select your Courses' tab. Below the navigation bar, the main content area is divided into two columns. The left column contains a welcome message and a table of requested courses. The right column contains VUX information and instructions for activating an account. The 'In Process' status in the table is highlighted with a red box.

Test Test VU Dual Credit - Fall 2025, 442045696

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple users in a single browser session. X

**Home** **Select your Courses**

### Welcome to your Dual Enrollment Registration portal, Test!

Thank you for your Dual Enrollment Registration. You will be able to view information about your registration status, including missing documents, next steps, and your enrollment in this portal.

**Your Next Step:** Go to the "Select your Courses" to select courses for the semester.

**You've requested to take the following courses during this semester:**

Term	CRN	Section	Title	Registration Status
2025 Fall	13906		Auto Chassis Systems 13906	In Process

#### VUX Information

**Student ID Number:**  
**Preferred Email:**  
lorisiglin@gmail.com

#### Activate Your VUX Account

You will use your VUX account to access Vincennes University systems such as Blackboard and DegreeWorks. Please use the steps below to gain access to your VUX account.

1. Click [here](#) to be taken to the VUX login page.
2. If you are a first time user, or are just unsure of your login information, click the "Forgot Password" link.

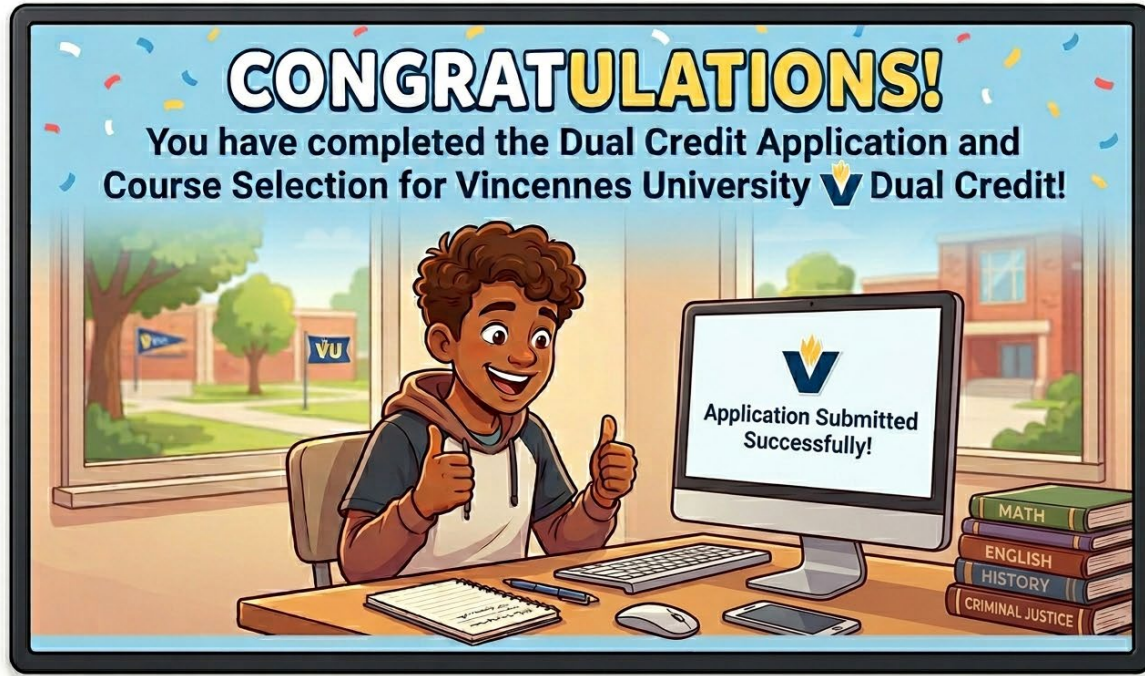


Image generated using artificial intelligence (AI).

## Need help or have questions?

Contact the Dual Credit Office at [VUDualCredit@vinu.edu](mailto:VUDualCredit@vinu.edu) or 812-888-4337