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LSUE Dual Enrollment Vision

The LSUE Dual Enrollment exists to provide high school students with an early start in their post-secondary education.

LSUE Dual Enrollment Mission

The LSUE Dual Enrollment exists to partner with local high schools to provide high school students opportunity to earn an Associate’s Degree before high school graduation that embeds career development activities and enhances students’ career readiness skills.

Important Contact Information

Director of Academy
Office # - 337-457-6130
Fax # - 337-550-1306
Email – scormier@lsue.edu

Financial Aid Office
Office # - 337-550-1215
Speak to Jackie Lachapelle or Shelly Papillion

Tutoring Services
Office # - 337-550-1254
**** Tutoring is available free of charge to all students.

Disability Services
Office # - 337-550-1204
## Important Dates
*(new sheet emailed each year – left blank intentionally)*

### Fall Semester
<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class for Fall Semester</td>
</tr>
<tr>
<td>Verification List will be emailed for final approval</td>
</tr>
<tr>
<td>Last Day to Drop without a W</td>
</tr>
<tr>
<td>Midterm Exams</td>
</tr>
<tr>
<td>Midterm Grades will be sent via email</td>
</tr>
<tr>
<td>Advising for Spring Semester schedules</td>
</tr>
<tr>
<td>Last Day to Drop with a W</td>
</tr>
<tr>
<td>Final Exams</td>
</tr>
<tr>
<td>Final Grades will be sent via email</td>
</tr>
</tbody>
</table>

### Spring Semester
<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class for Spring Semester</td>
</tr>
<tr>
<td>Verification List will be emailed for final approval</td>
</tr>
<tr>
<td>Last Day to Drop without a W</td>
</tr>
<tr>
<td>Online Application for Summer/Fall Semester Opens</td>
</tr>
<tr>
<td>Midterm Exams</td>
</tr>
<tr>
<td>Midterm Grades will be sent via email</td>
</tr>
<tr>
<td>Advising for Summer/Fall Semester schedules</td>
</tr>
<tr>
<td>Last Day to Drop with a W</td>
</tr>
<tr>
<td>Summer/Fall Application Priority Deadline</td>
</tr>
<tr>
<td>Final Exams</td>
</tr>
<tr>
<td>Final Grades will be sent via email</td>
</tr>
<tr>
<td>List of applicants for Fall Semester sent for approval</td>
</tr>
</tbody>
</table>
Important Webpages at LSUE

**LSUE Resources:**

Final Exam Schedule - [www.lsue.edu/exams](http://www.lsue.edu/exams)

Academic Calendar – [www.lsue.edu/calendar](http://www.lsue.edu/calendar)

Transcript request – [www.lsue.edu/transcript](http://www.lsue.edu/transcript)

**Course Resources:**

Mylsue – [http://my.lsue.edu](http://my.lsue.edu)


**Tutoring Resources:**

Smartthinking – [https://services.smarthinking.com/login/login.php](https://services.smarthinking.com/login/login.php)

Khan Academy - [https://www.khanacademy.org/](https://www.khanacademy.org/)

**LSUE Enrollment After Graduation**

LSUE Tour – [https://lsue.edu/tours](https://lsue.edu/tours)


LSUE Scholarships - [https://www.lsue.edu/financialaid/scholarships.php](https://www.lsue.edu/financialaid/scholarships.php)

Email admissions – admissions@lsue.edu
Applying for LSUE Dual Enrollment

1. Students should meet with their high school counselor and express interest in Dual Enrollment.
2. Counselor should determine if student meets eligibility requirements for Dual Enrollment (see eligibility requirements section) and discuss with student options for qualifying for Dual Enrollment (upcoming LEAP2025 exams, Scheduling Accuplacer Exam or ACT).
3. If eligible, student should decide where they would like to take their DE courses:
   a. High school (apply as Dual Enrollment)
   b. Online only (apply as Dual Enrollment, except LAVCA and University View students)
   c. LSUE Campus (apply as Academy including LAVCA and University View)
4. New DE students should complete LSUE online DE application (www.lsue.edu/de) following the instructions included online and in this manual. Returning students will complete a DE Renewal form in Spring.
5. Provide your students with a copy of test scores and high school transcript to upload to their Application Self-Service Center account (online application portal).
6. Once admitted, students will receive an Admission notification on their Application Self-Service Center account that will include their LSUE Username and Password.
7. A Course Registration form will be emailed to your students for scheduling.
8. Dual Enrollment and online only students will meet with you to schedule their DE courses. Academy students will schedule advising meetings with the Director of Dual Enrollment and bring Course Registration forms to you for approval.
9. In May, August, and January, you will receive a list of applicants to Dual Enrollment and Academy for approval.
10. Prior to the start of the semester, 3 days into each semester, and 3 weeks into the semester, you will receive a list of enrolled courses for Dual Enrollment and Academy students.
DE and Academy Application Checklist

Applying for Admission

☐ Complete the online application.
☐ Upload your high school transcript.
☐ Upload all high school test scores.
☐ Received application submission confirmation email from LSUE Admissions.

After Admission to DE

☐ Received acceptance letter from LSUE Admissions. (LSUE ID and Password).
☐ Received Next Steps email from Director of Dual Enrollment and Academy.
☐ Set-up your LSUE accounts (LSUE email, myCourses, and myLSUE).
☐ Complete online LSUE DE orientation.
☐ Take LSUE ID picture (on campus students only)
☐ Buy Parking Tag (on campus students only)

Registering for Courses

☐ Meet with counselor or Director to complete a Course Registration form.
☐ Pay tuition (if applicable; check with your counselor)
☐ Review each course syllabi on MyCourses.
☐ Purchase required textbooks.
Dual Enrollment Eligibility

ACT or Pre-ACT scores

- ACT composite - ≥ 19
- Math ACT sub score - ≥ 19
- English ACT sub score - ≥ 18
- Cum. High School GPA – ≥ 2.5

Students with a 19 ACT composite who does not meet one of the DE admission requirements can still enroll in limited DE courses!

With the goal of concentrating on the Core foundation and college readiness upon graduation, HS students in need of remediation in mathematics or English/writing must be making progress to complete all required remediation to enroll in any courses on the Master Articulation Matrix, i.e., to demonstrate ACT (or equivalent) Composite of at least 19 with sub scores of at least 19 (Math) and 18 (English). The postsecondary institution may require higher readiness indicators.

- Students who meet other readiness indicators but have <18 in ACT English may be allowed to enroll in mathematics courses for DE, if they concurrently address their reading/writing deficiencies; and

- Students who meet other readiness indicators but have <19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for DE, if they concurrently address their mathematics deficiencies.

- Because it is important that DE students graduate college-ready, before enrolling in any course on the Master Articulation Matrix in the Spring semester/term of the Senior year, a student must be able to demonstrate college readiness in both English and mathematics.

  o Must have successfully completed a college level developmental course(s) in the content area of deficiency

  or

  o Retaken the ACT and scored college readiness in Math (19) and English (18).
• Students may concurrently address deficiencies in several ways:
  
o Continuing to complete core classes

  
o Participating in online subject area reviews before retaking the assessment

  
o After completing at least three core English/math courses, enrolling in a BESE-approved HS transition or college developmental course for which a grade \( \geq C \) will be considered equivalent to the required ACT.

  
o If a student takes and passes the required developmental course(s) in an area of deficiency, they are then considered college ready in that area and can enroll in DE courses as per the college pre-requisites.

• ACT scores must be used for placement into DE once the test is taken, however, ACT scores earned before the 10th grade do not have to be used.

Accuplacer Testing

• A student with an ACT composite of 19 who does not meet one or more of the Math and English requirements may take the Accuplacer Exam in the area(s) of deficiency. If they meet LSUE placement guidelines, they may be enrolled in courses according to the above guidelines.

• Once a student earns the required scores on an Accuplacer Exam, those scores are to continue to be utilized for placement into courses. A student does not have to retake the exam each year.

• Student can take the Accuplacer Exam more than one time as they attempt to meet minimum standards to qualify for Dual Enrollment.

• DE Qualifying Scores:
  
o Next Generation Math (QRAS) - \( \geq 250 \)

  
o Next Generation English (Writing) - \( \geq 250 \)

Please contact me if you should have any questions regarding Dual Enrollment Admission requirements. I will be happy to assist you in any way.

LSU Eunice Dual Enrollment
PO Box 1129 · Eunice, LA 70535
scormier@lsue.edu | 337-457-6130 · Fax: 337-550-1393
Instructions for dual enrollment students to schedule an Accuplacer Test in the LSUE Testing Center:

Go to the LSUE Testing Center Website http://www.lsue.edu/testing-center/ at least 24 hours in advance to schedule.

Note: Your FIRST attempt on the ACCUPLACER Assessment is free, but you must pay for additional attempts.

Under “TESTING” choose “SCHEDULE AN EXAM”
This will bring you to the RegisterBlast Website where you will choose:

1. Choose a Group: LSUE Student
2. Choose a Group: ACCUPLACER
3. Choose a Group: FIRST Attempt or Additional Attempts
4. Choose an Exam: Select from 7 options (Math, Reading, English, or a combination of these)
5. Date (only available days will be displayed)
6. Time (only available times will be displayed)
7. Name, Email
8. Agree to the Exam Guideline Acknowledgement
9. Phone Number, LSUE Student ID

Note: If you do not have an LSUE Student ID yet, please use a capital “D” followed by the last 4 digits of your social security number for your student id number.

ADD TO CART

You will now have the option to Check Out or Schedule another exam.

Pricing for LSUE Student for Additional ACCUPLACER attempts is as follows: (pricing subject to change)
1 test $20
2 test $30
3 tests $35

Next-Generation sample questions in Quantitative Reasoning, Algebra, and Statistics (Math), Reading, and Writing (English) can be found at: https://accuplacer.collegeboard.org/student/practice

In addition, the College Board has developed the Web-Based Study App. It’s available for free at https://accuplacerpractice.collegeboard.org

Be sure to use the “Next-Generation Questions” and not the Classic.
Steps for Completing Online Application for LSUE Dual Enrollment

1. Go to [www.lsue.edu](http://www.lsue.edu)
2. On the top of the home page, click **Apply**.
3. Click **Campus** (even if you only take online courses).
4. Click **Dual Enrollment/Academy**.
5. Click **Apply Here** to select the semester you are applying for: **Summer** or **Fall** or **Spring**
6. Create an Account. (write down your username and password and save it.)
   a. Choose a Username.
   b. Type your First Name
   c. Type your Last Name
   d. Type your Personal Email (DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS!!!!!)
   e. Type your City
   f. Type your Zip code
   g. Create a Password
   h. Retype your Password
7. Verify your email address using the email sent to your personal email address.
8. Log onto the Application Self-Service Center (click Apply on the LSUE homepage) to complete your LSUE DE application. (Bookmark this page)
9. Click on **Personal Information** and complete all information. (Click SAVE after)
10. Click on **Biographical Information** and complete all information. (Click SAVE after)
11. Click on **Enrollment Information** and complete all information. (Click SAVE after)
   a. Application Type – **Regular**
   b. Student Type
      i. **High School Dual Enrollment** (only taking classes on high school campus or online DE only) (LAVCA and U View students select LSUE Academy not DE)
      ii. **LSUE Academy** (take classes on the LSUE Campus only or with online courses)
   c. Major
      i. Dual Enrollment – **High School Dual Enrollment**
      ii. LSUE Academy – **Choose your major**
   d. Campus applying:
      i. Dual Enrollment – **Dual Enrollment**
      ii. LSUE Academy – **Main**
   e. Certification
      i. Click the box for Student approval
      ii. Type Parent full name and Last 4 of social security number.
      iii. Click the box for Parent approval
12. Click on **Educational Background** (Click SAVE after)
   a. High School – type the name of your school to search then click the school name.
   b. Diploma Type – **High School Diploma**
   c. Graduation Date – **6/1/year of graduation** (please use this format)
   d. Higher Education – Have you taken DE courses previously? **Click No.**
13. Click on **Additional Information** and complete information. (Click SAVE after)
14. Click **Submit** after completing the entire application.
15. Check your personal email for a confirmation email from LSUE Admissions.
AY – 20____ - 20____

LSUE DE and Academy Renewal Form

This form is to be USED ONLY IF the student was enrolled with LSUE in the previous semester.

A: STUDENT INFORMATION (Print or Type)

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Middle Initial:</th>
<th>Last Name:</th>
<th>Suffix:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>E-mail:</th>
<th>Phone #: ( ) -</th>
</tr>
</thead>
</table>

Current high school grade level: 10th 11th 12th

Mailing Address:
Street:___________________________________________________________________________________________________________________
City:__________________________________________________State:_____________________Zip:  _________________________________

Courses to be Scheduled: Circle the semester. One form required per semester. List the requested course and circle the course locations that are acceptable.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Location: High School Campus / Online / LSUE Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Location: High School Campus / Online / LSUE Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Location: High School Campus / Online / LSUE Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Location: High School Campus / Online / LSUE Campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: _____________________________________________________________ Date: ______________

Parent Signature: ______________________________________________________________ Date: ______________

B: HIGH SCHOOL CERTIFICATION

Name of High School:

Current High School Cum. GPA. __________. (Please send a current high school transcript with renewal.)

My signature certifies that this student meets all requirements for dual enrollment and all information is correct.

Principal or Designee’s Signature:____________________________________________________ Date:__________________
Next Steps after Applying to LSUE DE

1. Log onto your Application Self-Service Center Account using the username and password you created (this is NOT the username and password that LSUE sent you upon admission).
2. Click Applications.
3. Upload ACT scores (if applicable)
4. Upload any applicable Additional Documents:
   a. Accuplacer Test scores
   b. LEAP2025 scores
   c. PreACT scores
   d. High school transcript
   e. Parent Certification
5. Check your Home page often for the status of your Application. Your decision letter will be posted on the Home page.
   a. Your LSUE Username and Password for your myLSUE will be provided on your decision letter.
6. Once you receive your LSUE Username and Password:
   a. Set up your myLSUE
   b. Set up your myCourses
   c. Set up your LSUE email account
7. Schedule your classes
   a. Dual Enrollment – see your high school counselor or high school DE instructor for a LSUE DE Course Registration Form
   b. LSUE Academy – See LSUE email from Director of Dual Enrollment for instructions on scheduling an advising appointment
8. Complete LSUE DE Online Orientation – link found on your myLSUE and an email will be sent from Director of Dual Enrollment (must be completed prior to beginning of semester)
9. Pay your tuition (if applicable) in full or set up a payment plan
10. LSUE Academy – Get your parking tag and LSUE ID
Scheduling Dual Enrollment Courses

1. After being admitted, LSUE DE will email your students a Course Registration form for scheduling.
2. Dual Enrollment and online only students will meet with you to schedule their DE courses. Academy students will schedule advising meetings with the Director of Dual Enrollment and bring Course Registration forms to you for approval.
3. Counselors should use the LSUE DE advising guide to assist with advising students for courses. (Click here for Advising Guides)
4. Below is a chart of common DE courses by semester.
5. Students may take any LSUE course – See Academics - Schedule of Classes for courses and times.
6. In May, August, and January, you will receive a list of applicants to Dual Enrollment and Academy for approval.
7. Prior to the start of the semester, 3 days into each semester, and 3 weeks into the semester, you will receive a list of enrolled courses for Dual Enrollment and Academy students.
8. All high school students are able to take summer semester DE courses at the Dual Enrollment tuition rate. The Dual Enrollment office will schedule all students for summer session.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1021</td>
<td>MATH1022</td>
</tr>
<tr>
<td>ENGL1001</td>
<td>ENGL1002</td>
</tr>
<tr>
<td>ENGL1002</td>
<td>HIST1003</td>
</tr>
<tr>
<td>HIST1001</td>
<td>HIST2057</td>
</tr>
<tr>
<td>HIST2055</td>
<td>ART 1441</td>
</tr>
<tr>
<td>ART 1440</td>
<td>ENGL LITERATURE (VARIES)</td>
</tr>
</tbody>
</table>

Transferability of LSUE Courses

LSUE Course Transfer Guide – LSUE Transfer Evaluation System
Louisiana Board of Regents Course Transfer Guide – See Louisiana Articulation Matrix
## Online Course Options

<table>
<thead>
<tr>
<th>High School Course</th>
<th>High school code</th>
<th>BOR Matrix Code</th>
<th>LSUE course title</th>
<th>LSUE Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Developmental Courses</strong></td>
<td></td>
<td></td>
<td>Developmental English Composition</td>
<td>ENGL0001</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introductory Algebra</td>
<td>MATH0015</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intermediate Algebra</td>
<td>MATH0021</td>
<td>4</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
<td>English Composition I</td>
<td>ENGL 1001</td>
<td>3</td>
</tr>
<tr>
<td>English III</td>
<td>120601</td>
<td>CENL 1013</td>
<td>English Composition I</td>
<td>ENGL 1001</td>
<td>3</td>
</tr>
<tr>
<td>English IV</td>
<td>120606</td>
<td>CENL 1013</td>
<td>English Composition I</td>
<td>ENGL 1001</td>
<td>3</td>
</tr>
<tr>
<td>English IV</td>
<td>120607</td>
<td>CENL 1023</td>
<td>English Composition II</td>
<td>ENGL 1002</td>
<td>3</td>
</tr>
<tr>
<td>English IV</td>
<td>120608</td>
<td>CENL 2103</td>
<td>British Literature I</td>
<td>ENGL 2020</td>
<td>3</td>
</tr>
<tr>
<td>English IV</td>
<td>120616</td>
<td>CENL 2313</td>
<td>Intro. to Poetry &amp; Drama</td>
<td>ENGL 2027</td>
<td>3</td>
</tr>
<tr>
<td>English III</td>
<td>120603</td>
<td>CENL 2153</td>
<td>American Literature I</td>
<td>ENGL 2071</td>
<td>3</td>
</tr>
<tr>
<td>English III</td>
<td>120604</td>
<td>CENL 2163</td>
<td>American Literature II</td>
<td>ENGL 2072</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
<td>College Algebra</td>
<td>MATH 1021</td>
<td>3</td>
</tr>
<tr>
<td>Algebra III</td>
<td>160500</td>
<td>CMAT1213</td>
<td>College Algebra</td>
<td>MATH 1021</td>
<td>3</td>
</tr>
<tr>
<td>Adv.Math</td>
<td>160501</td>
<td>CMAT 1233</td>
<td>Pre-Calculus</td>
<td>MATH 1022</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Statistics</td>
<td>160356</td>
<td>CMAT 1303</td>
<td>Intro. to Statistics</td>
<td>MATH 1425</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td></td>
<td></td>
<td>General Biology I</td>
<td>BIOL 1001</td>
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</tr>
<tr>
<td>Biology II</td>
<td>150323</td>
<td>CBIO 1013</td>
<td>General Biology I</td>
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<td>3</td>
</tr>
<tr>
<td>Biology II</td>
<td>150325</td>
<td>CBIO1023</td>
<td>General Biology II</td>
<td>BIOL 1002</td>
<td>3</td>
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<td>Chemistry I</td>
<td>150414</td>
<td>CCEM 1103</td>
<td>Chemistry I</td>
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<td>3</td>
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<td>Earth Science</td>
<td>150909</td>
<td>CEVS 1103</td>
<td>Intro. To Environmental Science</td>
<td>ENSC 1126</td>
<td>3</td>
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<tr>
<td><strong>Humanities</strong></td>
<td></td>
<td></td>
<td>US History to 1865</td>
<td>HIST 2055</td>
<td>3</td>
</tr>
<tr>
<td>US History</td>
<td>220407</td>
<td>CHIS 2013</td>
<td>US History to 1865</td>
<td>HIST 2055</td>
<td>3</td>
</tr>
<tr>
<td>US History</td>
<td>220408</td>
<td>CHIS 2023</td>
<td>US History from 1865</td>
<td>HIST 2057</td>
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<tr>
<td>World History</td>
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<td>CHIS 1013</td>
<td>West. Civ. from 1500</td>
<td>HIST 1001</td>
<td>3</td>
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<tr>
<td>World History</td>
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<td>West. Civ. from 1500</td>
<td>HIST 1003</td>
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<td>Title</td>
<td>Units</td>
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<tr>
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<tr>
<td>Speech</td>
<td>51101</td>
<td>Fundamentals of Communication</td>
<td>CMST 1061</td>
<td>3</td>
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<tr>
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<td>220099</td>
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<td>PHIL 1001</td>
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<td></td>
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<td>Sociology</td>
<td>220601</td>
<td>Intro to Sociology</td>
<td>SOCL 2001</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Sociology</td>
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<td>Current Social Problems</td>
<td>SOCL 2501</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>222001</td>
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<td>PSYC 2000</td>
<td>3</td>
<td>3</td>
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<td>GEOG1001</td>
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<tr>
<td>Economics</td>
<td>220609</td>
<td>Principles of Microeconomics</td>
<td>ECON 2000</td>
<td>3</td>
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<tr>
<td>Economics</td>
<td>220608</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2030</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Intro. to American Government</td>
<td>220514</td>
<td>American Government</td>
<td>POLS 2051</td>
<td>3</td>
<td>3</td>
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<td>Fine Art</td>
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<td></td>
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</tr>
<tr>
<td>Fine Arts Survey</td>
<td>30595</td>
<td>Historical Survey of the Arts</td>
<td>ART 1440</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Fine Arts Survey</td>
<td>30594</td>
<td>Historical Survey of the Arts II</td>
<td>ART 1441</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Fine Arts Survey</td>
<td>30590</td>
<td>Music Appreciation</td>
<td>MUS 1751</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Electives</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>ALLH 1013</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Dual Enrollment
Course Registration Form

Name:_________________________________________ LSUE ID:____________________________________

Please Print: First ___________________________________ Last __________________________________

High School:_____________________________ Grade:_______ School Year:_____________________

Semester:___________________________________

Requested Schedule

Courses to be scheduled: List the requested course and circle the course locations that are acceptable.

Course _______________________________ Location: High School Campus / Online / LSUE Campus

Course _______________________________ Location: High School Campus / Online / LSUE Campus

Course _______________________________ Location: High School Campus / Online / LSUE Campus

Course _______________________________ Location: High School Campus / Online / LSUE Campus

Course _______________________________ Location: High School Campus / Online / LSUE Campus

Student Signature: ___________________________________ Date:____________________

Parent Signature: _________________________________ Date: ___________________

Counselor Signature: _________________________________ Date: ___________________

High School Cum. GPA: ____________________
Earning Course Credit from CLEP Exam, AP Exam, or ACT Test

Instructions for receiving course credit from Standardized Exams:

1. Complete a Course Credit form (download the form online from the DE website and email the form to the correct Dean at LSUE as indicated on the form and email a copy to the Director of Dual Enrollment at LSUE.
2. The Dean’s office and/or the Director of Dual Enrollment will acquire the necessary signatures on the form.
3. The Dean will forward the form to the Business Office who will contact the student through the student’s LSUE email requesting payment for the credit.
4. Once the student pays for the course credit, the Business Office will send the form to Admissions requesting that the Registrar’s Office place the credit on student’s transcript.

- Click here for link to online Credit Form (https://www.lsue.edu/registrar/documents/Credit%20Form.pdf)
- Link to list of CLEP Exams/AP Exams and LSUE Course credit earned (Academic Catalog – Campus Regulations – Advanced Standing Program) (http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing_Program)
**Withdrawing from LSUE DE Courses**

1. Prior to the 1st day of classes, a counselor or student may drop a course by emailing the Director of Dual Enrollment. Emails must come from a counselor’s school email address or from a student’s LSUE email address.

2. After the first day of class until the final date to add courses and/or change sections (see Academic Calendar), a student may withdraw from a course using a DE Course Withdrawal or Resignation Request form (See Dual Enrollment Course Withdrawal or Resignation Request form).

3. After the final date to add courses and/or change sections until the last day to withdraw without a “W” (see Academic Calendar), a student can withdraw from a course by submitting a DE Course Withdrawal or Resignation Request form and an Exception to University Policy form (completed online using the instructions below):

   **Instructions for completing Exception to University Policy Form (see form link below):**

   Request for: (semester enrolled)

   Division: Undecided

   I request to: **Drop a class after the last day to withdraw.**

   In the first box:

   Drop (List all course names wanting to drop), Credits 3, Section # (this can be found on their fee statement if they do not know it or their myLSUE).

   In the student narrative box: **State reason why they are dropping classes after the deadline to drop or add.**

   Also write in the narrative box: **Request to backdate withdrawal to before the start of the semester due to being a Dual Enrollment student.**

4. After the last day to withdraw without a “W” (see Academic Calendar), a student can withdraw from a course by submitting a DE Course Withdrawal or Resignation Request form.

5. Students may not withdraw from a course after the last day to withdraw without a “W” (See Academic Calendar).

**Use this link for the Exception to University Policy form** - https://www.lsue.edu/registrar/documents/exception-reg.pdf

**Click here for Academic Calendar** - https://www.lsue.edu/calendar/index.php
Dual Enrollment Course Withdrawal or Resignation Request

Resignation: Students who wish to drop all classes (or the only class they’re enrolled in if they only take one dual credit class) must resign from the university. In either event, the student must complete and submit the form below, complete with signatures.

Student’s Name_______________________________________________________________

Student High School _________________________________________________________

LSUE ID ______________________________________

Request: I wish withdraw from the following LSUE Dual Enrollment coursework:

<table>
<thead>
<tr>
<th>Course Title and Number</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for withdrawal: ____________________________________________________________________________________

Approval by Signature

Signature(s) below indicate approval of the requested action of withdrawal or resignation.

______________________________________________________________________________________
Student Signature       Date

____________________________________________________________________________
Parent Signature       Date

____________________________________________________________________________
School Counselor Signature      Date

____________________________________________________________________________
LSUE DE & Academy Director Signature    Date

Requests should be emailed to scormier@lsue.edu or delivered (M102F) to Mrs. Sondra Cormier at LSUE Dual Enrollment and Academy. A follow up email to Mrs. Cormier at scormier@lsue.edu is recommended to confirm receipt of form.

Students: Keep a copy of this request. A few days after sending this form, log on to my.lsue to verify that the requested withdrawal or resignation was executed. The grade for the course in my.lsue will appear as “W” if resigning after the last date with drop without a “W”. If the grade continues to show “IP” (in progress), the course has not yet been dropped and a follow-up phone call is advisable to make sure the action is completed before the deadline for dropping courses.

For questions about the instructions, email Mrs. Cormier, at scormier@lsue.edu or (337) 457-6130.
Dropping a Course Can Have Long Term Impacts for DE students

Standards of Academic Progress

To be eligible to participate in the Federal Student Aid Programs, a student must meet all the following minimum Standards of Academic Progress (SAP). The policy below applies to ALL students applying for financial aid.

STANDARDS

➢ 70% Rule

• Students must earn a minimum of 70% of cumulative attempted hours (i.e., all attempted hours on the transcript regardless of grade received).

• Attempted hours are defined as the hours for which a student is enrolled as of the last day to drop classes without a “W”.

*All courses on the transcript count toward the total attempted hours.

Ex. 1 - If they take 1 DE course and drop 1 course, they are at 0% completion.
Ex. 2 - If they take 2 DE courses, and drop 1 DE course, they are at 50% completion

****Dropping a DE course counts against the 70% rule and, if they go below 70%, a student is placed on Academic Probation with financial aid at whichever college they apply to after high school and WILL NOT be eligible for any financial aid (grants, loans, etc).

APPEAL PROCESS

A student who becomes ineligible for aid because they have failed to meet the standards will continue to be ineligible until they reestablish eligibility.

Students below 70% completion should be advised to submit a financial aid appeal with financial aid at the University they apply to after graduation.
1. Before the semester begins, counselors will receive an emailed list of all students registered in DE courses and all registered courses for each student for the semester.
2. After the third day of class, counselors will receive an updated list of all students registered in DE courses and all registered courses for each student for the semester.
3. After LSUE’s census date (after the last day to drop without a “W” - see the Academic Calendar), counselors will receive a finalized list of all students registered in DE courses and all registered courses for each student for the semester. This finalized list is the one used for student input into the SCA portal.
4. The updated list will be organized by course, by delivery type, tuition, and by student with a chart included showing the following for verification of totals in the SCA portal: **LSUE Course title, total students enrolled in course, tuition, Delivery type (web or face to face)**
5. LSUE will check the SCA portal before billing the district to verify that the total for each course for your school matches what LSUE will bill the district for the semester. LSUE will assist counselors with ensuring the portal matches district billing.

---

Sample Student Course Verification list:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School</th>
<th>Course</th>
<th>Section</th>
<th>Cr Hrs</th>
<th>Cost</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe</td>
<td>Jane</td>
<td></td>
<td>ENGL1001</td>
<td>D1</td>
<td>3</td>
<td>$200</td>
<td>web</td>
</tr>
</tbody>
</table>

Sample chart for SCA portal course total counts:

<table>
<thead>
<tr>
<th>Course</th>
<th>Delivery</th>
<th>Total #</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1002</td>
<td>web</td>
<td>6</td>
<td>$1200</td>
</tr>
</tbody>
</table>
BILLING

1. High School Point of Contacts will send in Course Registration forms for all interested students for DE courses prior to the 1st day of class at LSUE.

2. LSUE will register all students in respective courses and tuition will be charged to each student’s LSUE account.

3. A student will not receive a tuition charge for a course if they drop a course prior to the deadline to drop a course without a “W”.

4. After the 14th day of class, the LSUE Dual Enrollment administration will compile a spreadsheet that includes the following information for all courses taken by students in their district that will be charged to the district in accordance with the MoU:
   a) Student name
   b) School name
   c) Course name
   d) Section number
   e) Location of course
   f) Tuition charge

5. The spreadsheet will be emailed to the district, as well as each high school Point of Contact, for final verification.

6. Once approved by each Point of Contact, a final copy of the spreadsheet, along with an invoice with a total tuition amount, will be mailed to the school district billing department.

7. When LSUE receives district payment, the business office will credit each student’s account for tuition for each course taken that semester that will be paid for by the district.

*** Note - Student textbooks and access codes downloaded through Bengal Access will be added to the tuition statement after the 14th class day. If a district covers the cost of course materials, then the district will be billed for these textbooks and access codes. If a district does not cover these cost, then students must remember to pay the textbook charges prior to the end of the semester.***
Dual Enrollment Midterm Grades

**Midterm Progress Report**

1. Midterm grades for all courses taken by students at your school will be reported within one week of the final midterm being administered.

2. Grades will be reported as A, B, C, D, or F.

3. Midterm grades are in progress grades and should not be used as 9-weeks grades.

**Midterm Academic Intervention**

1. Any Academy student with a D or F in a course at midterm will be placed on academic intervention.

2. A form will be sent home to parents advising them of the unsatisfactory midterm grade.

3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.

**Midterm Academic Probation**

1. Any Academy student with a D or F in a course at midterm of the Spring semester will be placed on academic probation in the Spring if the student was previously on academic intervention for the Fall semester.

2. A form will be sent home to parents advising them of the unsatisfactory midterm grade.

3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.

4. Students will be required to submit a weekly grade log to the Director.
Dual Enrollment Final Grades

Final Grade Report

1. Final grades for all courses taken by students at your school will be reported within one week of the last final exam being administered.
2. Grades will be reported as A, B, C, D, or F.
3. Counselors must record the students’ final grades in the district grading system for all DE courses according to district policy.
4. Students can print unofficial transcripts to be placed in their cumulative folders.
5. Official transcripts can be requested through the Registrar’s office for a fee.

Requirements for Continuing in the LSUE Dual Enrollment

In order to remain in LSUE DE the following semester, students must meet the following requirements:

1. Student must have maintained a 2.5 High School GPA.
2. Students must have cleared all financial fees.
3. Students must meet all district DE guidelines for continuing.
Requesting an Official College Transcript

If your students need an official LSUE transcript, please provide them with the following link from the LSUE Registrar’s page.

Click here to request an official LSUE transcript – LSUE Registrar’s Page

https://www.lsue.edu/registrar/requesttranscript.php

Note: You will have to log in to request a transcript. If you are a returning user, select Existing User Account. If this is your first time logging in, you will have to create an account. If you are a student, select the option for New Learner Account, if you are a third party requesting a transcript for someone else, select the option for New Third Party Account.

The LSUE Dual Enrollment Office CANNOT send an official transcript to a college or to a high school for students. The student or high school must request official transcripts from the LSUE Office of the Registrar.

Students can print an unofficial transcript from their myLSUE to bring to a counselor or to send to a college for advising purposes.
List of LSUE DE Associate degrees 100% online

LSUE offers DE students the following Associates degrees 100% online:

Associates of Arts, LT – Humanities
Associates of Arts, LT – Social Sciences
Associates of Arts, LT – Criminal Justice
Associate of General Studies
LSUE Requirements for Associate Degree

To be eligible for an Associates degree with LSUE, students must complete at least 20% of a degree with LSUE (15 credit hours). 45 articulated credit hours within the degree plan can be transferred to LSUE from other approved universities.

HOW TO APPLY FOR LSUE GRADUATION

1. Meet with your advisor or division head the semester before graduation to complete a degree audit to ensure you are on track to complete your degree the next semester.

2. By the third week of your final semester, complete the following steps:
   
a) Print and fill out the Application for Degree/Certification found at https://www.lsue.edu/registrar/documents/Graduation%20Application.pdf

b) Check with your advisor to ensure the correct associate degree is selected on the degree application.

c) Bring the completed form and the graduation payment fee to the Business Office by the deadline listed in the most recent Registration Guide - http://www.lsue.edu/academics/registrationguide.php

3. Important commencement information will be email to your LSUE Student email. (Be sure to monitor your email daily.)

4. Remember to order your cap and gown if you want to participate in the graduation ceremony.
HOW TO APPLY FOR DISABILITY ACCOMMODATIONS

*** Note – High School 504 plans and IEP accommodations do not follow a DE student to college and do not automatically apply to a Dual Enrollment course. A student must submit an application for Disability Accommodations to the Office of Disability Services.

1. Go to [www.lsue.edu](http://www.lsue.edu). Select Students and then select Disability Accommodations.

2. Select the form required for your disability (ADHD, Learning Disability, Physical and Systemic Disability, Psychological Disability).

3. Print the form.

4. Complete, sign, and date the Request for Accommodations section of the form.

5. Submit the completed Request for Accommodations form to the Office of Disability Services.

6. Complete the top half of the Documentation Request form for the qualified professional who is treating your disability.

7. Provide the qualified professional with the remaining pages of the downloaded disability paperwork. The qualified professional must complete and submit this paperwork directly to Disability Services, along with any supporting documentation.

8. Disability Services will email you to set up a meeting once they receive and review all documentation. Check your myLSUE email often.

9. If approved, you will receive an accommodation letter for your professors.

10. You must provide a copy of this letter to each of your professors. (Disability Services will not alert your professors of your accommodations for you.)

11. Note – You must submit a copy of the Request for Accommodations each semester in order to continue receiving your accommodations. Submit pg. 3 only of the form Request for Accommodations to the Office of Disability Services each semester for renewal.
WHAT IF I HAVE EXTENUATING CIRCUMSTANCES AND CAN NOT COMPLETE THE SEMESTER BUT I AM PASSING A COURSE?

1. Log onto www.lsue.edu. Select Academics and then select Registrar.

2. Select the I Grade Request form.

3. Complete the form.

4. Submit the form and all supporting documentation (medical records, accident reports, legal documents, receipts) to the Vice Chancellor of Academic Affairs – M102D.

5. The Vice Chancellor of Academic Affairs will review the documentation and make a determination.

6. You will receive a letter stating the decision and your professors will receive a letter if it was determined that you will receive an “I” grade.

Important Information:

· You must have completed 75% of the course material in the course at the time of the request.

· Request must be made prior to the final examination date for the course(s) you are requesting an “I” grade.

· If approved, you must complete all missed work in the course before the last day to add classes the following semester. Failure to do so will result in an “F” in the course(s).

Link to I Grade request form -
https://www.lsue.edu/registrar/documents/I%20Grade%20Request%20Form.pdf