Table of Contents:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision and Mission</td>
<td>Pg. 2</td>
</tr>
<tr>
<td>Important Contact Info</td>
<td>Pg. 2</td>
</tr>
<tr>
<td>Important Dates</td>
<td>Pg. 3</td>
</tr>
<tr>
<td>Important Webpages at LSUE</td>
<td>Pg. 4</td>
</tr>
<tr>
<td>Applying to LSUE Dual Enrollment</td>
<td>Pg. 5</td>
</tr>
<tr>
<td>DE Eligibility</td>
<td>Pg. 6-7</td>
</tr>
<tr>
<td>Scheduling an Accuplacer Exam</td>
<td>Pg. 8</td>
</tr>
<tr>
<td>Completing Online DE application</td>
<td>Pg. 9</td>
</tr>
<tr>
<td>Next Steps after applying to DE</td>
<td>Pg. 10</td>
</tr>
<tr>
<td>Scheduling DE Courses</td>
<td>Pg. 11</td>
</tr>
<tr>
<td>Transferability of LSUE Courses</td>
<td>Pg. 11</td>
</tr>
<tr>
<td>Online DE Course Options</td>
<td>Pg. 12-13</td>
</tr>
<tr>
<td>Course Registration Form</td>
<td>Pg. 14</td>
</tr>
<tr>
<td>Course Credit – CLEP, AP, or ACT</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>Withdrawing from an LSUE DE course</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>LSUE DE Course Withdrawal form</td>
<td>Pg. 17</td>
</tr>
<tr>
<td>Long Term Impacts of Withdrawing</td>
<td>Pg. 18</td>
</tr>
<tr>
<td>SCA Portal</td>
<td>Pg. 19</td>
</tr>
<tr>
<td>DE Midterm Grades</td>
<td>Pg. 20</td>
</tr>
<tr>
<td>DE Final Grades</td>
<td>Pg. 21</td>
</tr>
<tr>
<td>Requesting Official LSUE Transcript</td>
<td>Pg. 22</td>
</tr>
<tr>
<td>100% Online LSUE Associate Degrees</td>
<td>Pg. 23</td>
</tr>
<tr>
<td>Requirements for Associate Degree</td>
<td>Pg. 23</td>
</tr>
</tbody>
</table>
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>Date/Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class for Fall Semester</td>
<td></td>
</tr>
<tr>
<td>Verification List will be emailed for final approval</td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop without a W</td>
<td></td>
</tr>
<tr>
<td>Midterm Exams</td>
<td></td>
</tr>
<tr>
<td>Midterm Grades will be sent via email</td>
<td></td>
</tr>
<tr>
<td>Advising for Spring Semester schedules</td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop with a W</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>Final Grades will be sent via email</td>
<td></td>
</tr>
</tbody>
</table>

### Spring Semester

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

LSUE Resources:

Final Exam Schedule - www.lsue.edu/exams

Academic Calendar – www.lsue.edu/calendar

Transcript request – www.lsue.edu/transcript

Course Resources:

Mylsue – http://my.lsue.edu

Mycourses – http://mycourses.lsue.edu/

Tutoring Resources:

Smartthinking – https://services.smarthinking.com/login/login.php

Khan Academy - https://www.khanacademy.org/

LSUE Enrollment After Graduation

LSUE Tour – https://lsue.edu/tours

LSUE Admissions – https://www.lsue.edu/admissions/index.php

LSUE Scholarships - 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. Student should complete LSUE online DE application (www.lsue.edu/de) following the instructions included online and in this manual.
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.
Dual Enrollment Eligibility

ACT or Pre-ACT scores

- ACT composite $\geq 19$
- Math ACT sub score $\geq 19$
- English ACT sub score $\geq 18$
- Cum. High School GPA $\geq 2.5$

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:

- Continuing to complete core classes
- Participating in online subject area reviews before retaking the assessment
- 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.
- 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:**

- Next Generation Math (QRAS) - $\geq$ 250
- 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.
Instructions for dual enrollment students to schedule an Accuplacer Test in the LSUE Testing Center:

Go to the LSUE Testing Center Website http://www.lsu.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
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.
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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental English Composition</td>
<td></td>
<td></td>
<td>ENGL0001</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introductory Algebra</td>
<td></td>
<td></td>
<td>MATH0015</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td></td>
<td></td>
<td>MATH0021</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology II</td>
<td>150323</td>
<td>CBIO 1013</td>
<td>General Biology I</td>
<td>BIOL 1001</td>
<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>
</tr>
<tr>
<td>Chemistry I</td>
<td>150414</td>
<td>CCEM 1103</td>
<td>Chemistry I</td>
<td>CHEM 1001</td>
<td>3</td>
</tr>
<tr>
<td>Earth Science</td>
<td>150909</td>
<td>CEVS 1103</td>
<td>Intro. To Environmental Science</td>
<td>ENSC 1126</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>220446</td>
<td>CHIS 1013</td>
<td>West. Civ. from 1500</td>
<td>HIST 1001</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>220447</td>
<td>CHIS 1023</td>
<td>West. Civ. from 1500</td>
<td>HIST 1003</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
<td>Description</td>
<td>Code</td>
<td>Description</td>
<td>Credits</td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
<td>---------------------------</td>
<td>------</td>
<td>---------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Speech</td>
<td>51101</td>
<td>CCOM 1013 Fundamentals of Communication</td>
<td>CMST 1061</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCOM 2213 Interpersonal Communications</td>
<td>CMST 2010</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>220099</td>
<td>CPHL 1013 Intro. to Philosophy</td>
<td>PHIL 1001</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td>220601</td>
<td>CSOC 2013 Intro to Sociology</td>
<td>SOCL 2001</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSOC 2113 Current Social Problems</td>
<td>SOCL 2501</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSOC 2213 Marriage and Family</td>
<td>SOCL 2505</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>222001</td>
<td>CPSY 2013 Intro. to Psychology</td>
<td>PSYC 2000</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Child Psychology</td>
<td>225010</td>
<td>CPSY 2113 Developmental Psychology</td>
<td>PSYC 2070</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>World Geography</td>
<td>220312</td>
<td>CGRG 2113 Human Geography</td>
<td>GEOG1001</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>220609</td>
<td>CECN 2313 Principles of Microeconomics</td>
<td>ECON 2000</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>220608</td>
<td>CECN 2213 Principles of Macroeconomics</td>
<td>ECON 2010</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>220202</td>
<td>CECN 2113 Economic Principles</td>
<td>ECON 2030</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Intro. to American Government</td>
<td>220514</td>
<td>CPOL 2013 American Government</td>
<td>POLS 2051</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Art</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts Survey</td>
<td>30595</td>
<td>CART 2103 Historical Survey of the Arts</td>
<td>ART 1440</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Survey</td>
<td>30594</td>
<td>CART 2113 Historical Survey of the Arts II</td>
<td>ART 1441</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Survey</td>
<td>30590</td>
<td>CMUS 1013 Music Appreciation</td>
<td>MUS 1751</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td></td>
<td>ALLH 1013</td>
<td></td>
<td></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.lsu.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.lsu.e to verify that the requested withdrawal or resignation was executed. The grade for the course in my.lsu.e 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.
SCA Portal

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>
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 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.
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’s Degree

To be eligible for an Associate’s 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.