

Applying for LSUE Dual Enrollment

1. Go to www.lsue.edu/de
2. Under Admissions and Eligibility, click **Online Application**.
3. Click **Campus**.
4. Click **Dual Enrollment/Academy**.
5. Click **Apply Here** to select the semester you are applying for: Summer or Fall or Spring
6. Create a Radius 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 into your new Radius Account 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)
 - 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. (***)Students interested in applying for Pell grants should verify eligible majors with Director of Academy)**
 - 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**
 - d. Higher Education – Have you taken DE courses previously? Yes or 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.