

Steps for Completing Online Application for LSUE Dual Enrollment

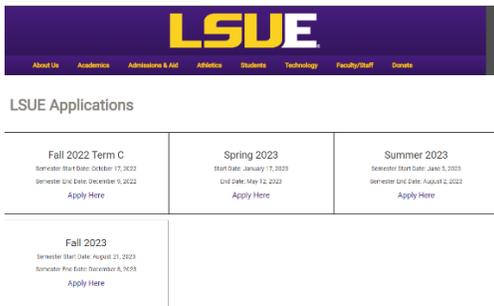
1. Go to www.lsu.edu



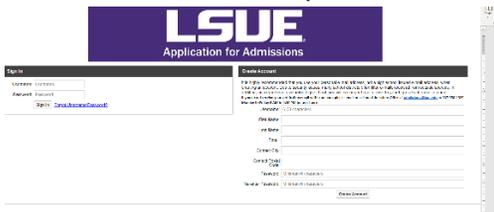
2. On the top of the home page, click **Apply**.
3. Click **Campus (even if you only take online courses)**.



4. Click **Dual Enrollment/Academy**.
5. Click **Apply Here** to select the semester you are applying for: Summer or Fall or Spring

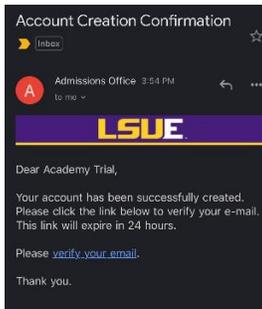


6. Create an Account. (Write down your username and password and save it.)

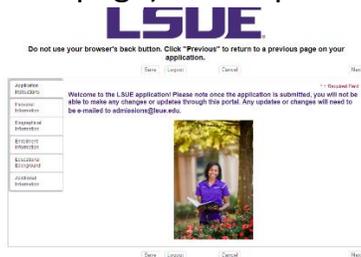


- a. Choose a Username.
- b. Type your First Name
- c. Type your Last Name

- 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. Campus applying:
 - i. Dual Enrollment – **High School Dual Enrollment**
 - ii. LSUE Academy – **High School Dual Enrollment**
- c. Major
 - i. Dual Enrollment – **High School Dual Enrolled**
 - ii. LSUE Academy – **Choose your major**
- d. 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)
- 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)

The screenshot shows the 'High School History' section of the LSUE Admissions application. It includes fields for 'Last School Name', 'Type to search', 'Diploma Type', 'Graduation Date', and 'Higher Education' status. A sidebar on the left contains navigation tabs: Application Instructions, Personal Information, Biographical Information, Enrollment Information, Educational Background, and Additional Information. The 'Additional Information' tab is currently selected.

- High School – type the name of your school to search then click the school name.
- Diploma Type – **High School Diploma**
- Graduation Date – **6/1/year of graduation** (please use this format)
- Higher Education – Have you taken DE courses previously? **Click No.**

13. Click on **Additional Information** and complete information. (Click **SAVE** after)

The screenshot shows the 'Additional Information' section of the LSUE Admissions application. It includes sections for 'Placement Testing', 'Other Information', and 'Immunization'. The 'Other Information' section contains dropdown menus for 'Disciplinary Action', 'Consisted of sex crime', 'Military Veteran Status', and 'Parent Educational History'. The 'Immunization' section includes a waiver form with a 'Yes' button.

14. Click **Submit** after completing the entire application.



The screenshot shows the LSUE Admissions website home page. It features a navigation bar with 'Home' and 'Applications' links. Below the navigation bar is a 'Welcome' section with a message from the Admissions Office. The page is mostly white with blue accents.

15. Check your personal email for a confirmation email from LSUE Admissions.

