Steps for Completing Online Application for LSUE Dual Enrollment

1. Go to <u>www.lsue.edu</u>



- 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: <u>Summer or</u> 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)

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	Contact Information
resonal	*Legal First Name Legal Middle Name *Legal Last Name Suffix
	Academy
Biographical	Other Name
information	
Enrollment	Any other names that you have been known by in the part or that a transcript can be found under.
information	Student Cel/Wobie
Educational	
Background	Enter as xxx-xxx-xxxx
	Home Phone
Additional	
inornation	Enter as x00 cos most
	* Email
	alishafontenot21@gmail.cor
	1 Poste of Birth
	(mm/dd/yyyy)
	Social Security Number
	Providing your Social Security Number is not mendatory. If you choose to ornit your SSN, you WILL NOT receive financial aik (TOPS, grants, or loans), you will be responsible for providing your own high school transcript, and you will not receive a 166
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	Providing your focus focurity limitation in not manufating. If you choose to and your 55M, you WiLL NOT encine financial as TOPS, gasta, or loads, you will be reasonable for preventing your one high school francescus, and you will not encente a 189 tast from division ender for leaves. Additionally, the wave of one recent as the prevention of the encensary tast prevention will be increased substantially. We keep all SSW's private and safe, and it is beneficial for you to prevene it on your application.
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10.Click on **Biographical Information** and complete all information. (Click SAVE after)



11.Click on **Enrollment Information** and complete all information. (Click SAVE after)

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Application Type	Instructions	* = Required Field
Application Type	INVESTIGATION N	
Pergunan +		Enroliment Information
Select "visiting" if you are only attending one senester at LSUE, only to transfer a pourse to your home williadion.	Personal	* Application Type
* Campus Applying	information	Regular Select Select Select Select Selection one concerns al SUE cold to basefier a course to user home individue
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Major	information	* Campus Applying
High School Dual Enroll V	Enrolment	High School Dual Enrolls
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High School Sup Excellent		Associate Arts LA Transf 🗸
	Educational	If your major is not listed, please select "Undecided." Visit www.isue.edu/academics to learn more about our majors.
	Background	* Student Type
Certification	Additional	LSUE Academy
TUDENT CERTIFICATION	Information	
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oles, policies, and procedures required for all LSUE students as published in the LSUE Catalog. Bludent Handbook, Code of Student conduct, and other official announcements.		Certification
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understand that the high school and college grades are earned in LSUE Academy or a Dual Enrolment course will be used by other rogemes, including TOPS, to determine my continuing eligibility for those programs.		by creating the student current control out before, information and, once registered in an LSUE catalog. Student Handbook, Code of Student rules, policies, and procedures required for all LSUE students as published in the LSUE Catalog. Student Handbook, Code of Student conduct, and other official announcements.
hereby authorize my high school authorities, my school distinct authorities, and LSUE to exchange and discuss my academic records for my purposes related to my eligibility for, documentation to, or participation at LSUE.) understand that I am enrolling as an LSUE Academy or Dual Enrolment Student at LSUE. If I desire to enroll at LSUE after high school graduation as a regular, degree-seeking student, I must apply for admission as a regular student.
understand that it is my responsibility to OFFICIALLY WITHDRAW from any class I decide not to complete by LSUE's published		
leadines.		I understand that the high school and conege grades are earned in LSUE Academy or a Dual Enrolment course will be used by other programs including TOPS to defamine my continuing eligibility for those programs.
sattly that I are the aludent appoant and that I understand and agree to the above larms		I hereby authorize my high school authorities, my school district authorities, and LSUE to exchange and discuss my academic records for any purposes related to my eligibility for, documentation to, or participation at LSUE.
ARENT CERTIFICATION for students under 18 years of ege)		I understand that it is my responsibility to OFFICIALLY WITHDRAW from any class I decide not to complete by LSUE's published ideadlines
is a legal guardian, I grant permission to allow this student to receive credit from LSUE.		* Student Approval
understand that the grades my dependent earns will be on a permanent college transcript of record and will be used by other programs, including TOPS to determine continuing electrolity for those programs.		
		I certify that I am the student applicant and that I understand and agree to the above ferms.
acronovedge that it is my dependent's responsibility to torow published LSUE guidelines if it becomes necessary to OFFICIALLY WTHORAW from a class.		PARENT CERTIFICATION
hereby authorize authorities from my dependent's high school, my dependent's school district, and LSUE to exchange and discuss my		(for students under 18 years of age)
rependent's academic and student records for any purposes readed to my dependent's eligibility for, documentation pertaining to, or larticipation at LSUE		As a legal guardian, I grant permission to allow this student to receive credit from LSUE.
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- 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)

instructions		- = Polidhulid Hillin
nou oceano	High School History	Remove Entry
Personal	Begin typing the name of your school and choose potential matches. If your school is not listed select "Unliste	d School".
information	* High School Name	
Biographical	Type to search	
Information	If you earned a GED or Hillet, please type GED or Hillet as the school name. If your high school is not listed, type in "Unliste school's information in the toxies below.	I' then enter your high
Enrollment	* Diolome Type	
information	· · · · · · · · · · · · · · · · · · ·	
Educational	Only select "Did Not Graduate" if you do not plan on earning a high school diploma or GED	
Background	* Graduation	
additional .	Date	
information	7	
	If you have not yet graduated, please put expected graduation date	
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	If you salected Linited School, plaase order your school name	
	Robert City Robert State	
	School Sale	
		Add Another Response
	Higher Education	
	" Have you attended or received college credits?	
	¥	
	Did you take college courses while in high school (dual enrollment) or after graduating high school other than from LSUE?	

- 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.

