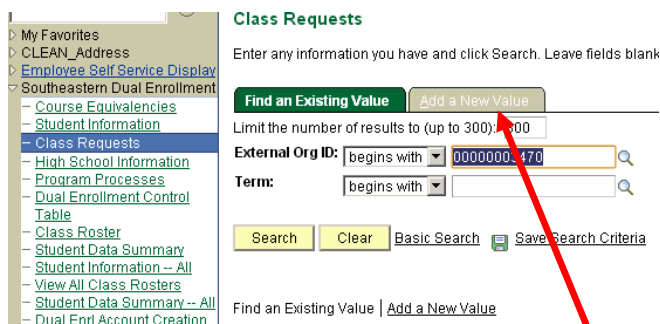


## REQUESTING A COURSE IN THE DUAL ENROLLMENT REGISTRATION SYSTEM

**Please note that each course must be set up in the system before students can be registered.**

1. Log into the Dual Enrollment system and then use the following path: Southeastern Dual Enrollment→Class Request. (If you are the coordinator or facilitator for a single campus your External Org ID, a 10-digit number, will be auto-populated. If you are the coordinator or facilitator for multiple campuses, please see the “Updating Student Information in the Dual Enrollment System” document to change campuses.)
2. Click “Add New Value” and chose a term using the magnifying glass. Select the appropriate term.



**Class Requests**

Enter any information you have and click Search. Leave fields blank

[Find an Existing Value](#) [Add a New Value](#)

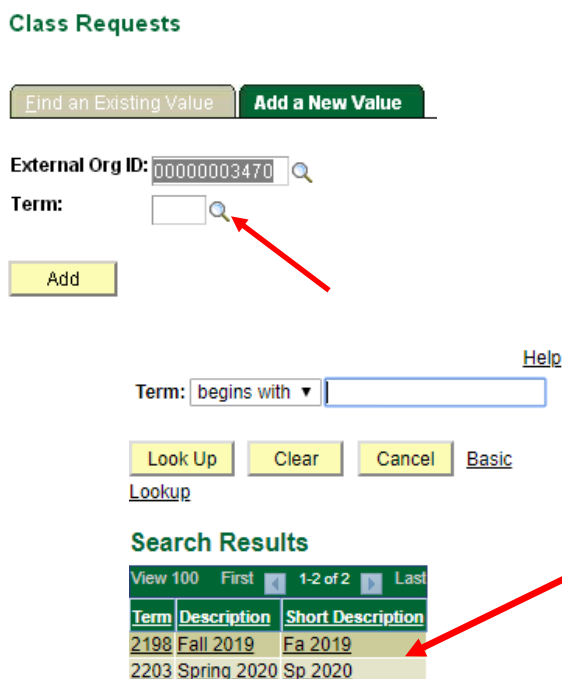
Limit the number of results to (up to 300): 300

External Org ID:

Term:

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



**Class Requests**

[Find an Existing Value](#) [Add a New Value](#)

External Org ID:

Term:

[Add](#)

[Help](#)

Term:

[Look Up](#) [Clear](#) [Cancel](#) [Basic](#)

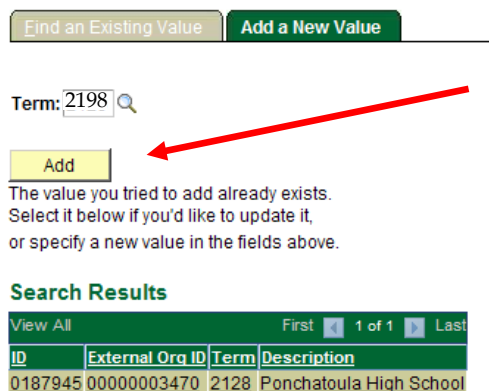
[Lookup](#)

**Search Results**

View 100 First 1-2 of 2 Last

Term	Description	Short Description
2198	Fall 2019	Fa 2019
2203	Spring 2020	Sp 2020

3. Click “Add”. One of two things will happen. Either you will receive the screen below that says “...your value already exists...” or a new “Class Offering By Term” window appears. If you get the “...your value already exists...” screen, simply choose the term from the “Search results. A box will appear that will allow you to request a new course for that term.



[Find an Existing Value](#) [Add a New Value](#)

Term:

[Add](#)

The value you tried to add already exists.  
Select it below if you'd like to update it,  
or specify a new value in the fields above.

**Search Results**

View All First 1 of 1 Last

ID	External Org ID	Term	Description
0187945	00000003470	2128	Ponchatoula High School

4. If there were no courses already requested for that term, a blank “Class Offerings By Term” window appears. There are a number of fields that **MUST** be completed on this screen.

### Class Offerings By Term

The screenshot shows the 'Class Offerings By Term' form. The 'Term' is set to 2158 (Fall 2015). The 'Course ID' is 14293, and the course name is 'INTRO TO TV PRODUCTION' (COMM 257E). The 'SeqNum' is 1. A red box highlights the 'LDE Number', 'HS Course Name', and '\*Class Duration' fields, with a message stating 'The following course data is needed to complete this request'. Red arrows point to the magnifying glass icons next to the 'Course ID' and 'Teacher' fields. The 'Teacher' field has a note: 'If the teacher is not in the list, please type in the name below:'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

The “Term” will be auto-populated based on your request. You may change it by clicking the magnifying glass.

Click the “Course ID” magnifying glass for a list of Dual Enrollment courses available. Select the course

Click the “Teacher” magnifying glass to pull up a list of teachers at your school. Select the appropriate teacher or write the name in if necessary.

**NOTE:** The information in the red box above will appear **ONLY** for new course offerings at your school. You **MUST** supply the 6-digit LDE (Louisiana Dept of Education) number and the name of the High school course that matches the Southeastern course in order to proceed.

5. Click the “Save” button or your changes will be lost. Once you click “Save” a request will be sent to Southeastern to “approve” the course offering. Once Southeastern approves the course, you will not be able to change the name of the course or the teacher so please make sure the information you enter is accurate.
6. To request an additional course for the term you are in simply click the “+” in the top right corner of the “Class Offerings By Term” window and a new box will appear. Repeat steps 4 and 5.
7. Once requests have been approved, the courses will be available in the registration system.

### Term definitions:

- Fall 2022 = 2228
- Spring 2023 = 2233