



Dual Enrollment Course Request: 2021-2022

Complete this form in BLACK INK

I. STUDENT INFORMATION:

Semester(s) for which you wish to enroll (check all that apply): Fall 2021 Spring 2022 Year-long 21/22

Last Name: _____ First Name: _____ Middle Name: _____

SSN OR W Number: _____ Date of Birth (mm/dd/yyyy): _____ Email: _____

Address: _____ City/Zip code: _____

Gender: Male Female Other Are you a US Citizen: Yes No If no, country of citizenship: _____

Name of High School _____ Your current grade level: 11th Grade 12th Grade

II. COURSE ENROLLMENT REQUEST: List the Southeastern course(s) in which you wish to enroll

Southeastern Course Prefix and Number	Fall (F); Spring (Sp); Year (Y)	Southeastern Course Prefix and Number	Fall (F); Spring (Sp); Year (Y)	Southeastern Course Prefix and Number	Fall (F); Spring (Sp); Year (Y)
1.		4.		7.	
2.		5.		8.	
3.		6.		9.	

III. STUDENT AND PARENT/GUARDIAN CERTIFICATION

- I certify that all information provided on this application is correct and I meet all eligibility guidelines.
- I understand that reduced tuition for each 3-hour course is **\$225**, is payable to the high school and is not refundable should I withdraw from a course.
- I understand that year-long courses are billed in the **SPRING** but my school may require payment in fall.
- I understand that the high school and Southeastern grades earned in the courses in which I enroll through the Dual Enrollment Program will be on my permanent high school and Southeastern Louisiana University transcripts and the grades may differ and may not be removed from my Southeastern transcript for any reason.
- I understand that the grades I earn in Southeastern courses in which I enroll through the Dual Enrollment Program will be used by other programs, including TOPS, to determine my continuing eligibility for those programs. (See TOPS Q&A Questions 56,59,61,97,107,149,150 located in TOPS section of www.mylosfa.la.gov).
- I understand that cheating is not tolerated and may result in an "F" on my Southeastern assignment or possibly an "F" in the Southeastern course in which the cheating occurred: http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html.
- I acknowledge that it is my responsibility to **DROP OR WITHDRAWN** from a class I decide not to complete by Southeastern's published deadlines and that a withdrawal will result in a "W" on my permanent Southeastern transcript.
- I acknowledge that it is my responsibility to determine the transferability of a dual enrollment course to another institution either inside or outside of Louisiana. The course articulation matrix for in-state transfers can be found at <https://regents.la.gov/master-course-articulation/>.
- I do hereby authorize the Board of Regents, Southeastern Louisiana University, the Louisiana Department of Education and the Office of Student Financial Assistance access to my high school and college academic records.
- I acknowledge that I can earn a **maximum of 27 credit hours** through Southeastern's Dual Enrollment Program.
- I acknowledge that the dual enrollment course that I am enrolling in is a hybrid course and the syllabus, learning outcomes and learning materials for the course are available online through MoodleDE (<https://moodlede.selu.edu/moodle/>). Because these are college-level courses, they may contain mature content.**
- I understand that the following courses have fees in addition to the \$225 course fee: College Algebra/Trigonometry--\$22; Statistics--\$22; Applied Calculus--\$22
- As the parent/legal guardian of this student, I certify that I understand the statements above and my child has permission to participate in the dual enrollment program for the course(s) listed above.

Student Signature

Parent/Guardian Signature

Date

IV. HIGH SCHOOL CERTIFICATION:

I certify that the student is in good standing, is on track to complete the required high school core curriculum, has a 2.5 minimum GPA and has permission to participate in the Dual Enrollment program and to enroll in the course(s) listed above.

Principal or Counselor Signature

Date

V. SOUTHEASTERN CERTIFICATON:

I certify that I have reviewed this Dual Enrollment Course Request, the student's standardized test scores or Counselor Recommendation and high school transcript, and that the student meets all requirements to participate in Southeastern's Dual Enrollment Program.

Assistant Vice President for Academic Programs

Date

DUAL ENROLLMENT COURSE ENROLLMENT COURSE REQUEST FORM INSTRUCTIONS

You must complete the Dual Enrollment Course Enrollment Request Form each semester you wish to enroll in classes.

Student Instructions:

- Complete Sections I and II on the form and sign and date section III.
- Have a parent or guardian sign name and date the form.
- Submit the form to your high school counselor. Your counselor will complete the High School Certification section and will submit the form.

Parent/Guardian Instructions:

- Sign the form in order for your child to be considered for participation in Southeastern's Dual Enrollment Program

High School Principal or Counselor Instructions:

- Complete Section IV and send completed form, transcript and test scores to Dr. Jeffrey Temple (see bottom of this page)

DUAL ENROLLMENT PROGRAM ELIGIBILITY CRITERIA

Southeastern Louisiana University, in partnership with local high schools, is pleased to offer qualified students an opportunity to enroll in college courses while still attending high school. Dual enrollment courses are hybrid courses with all content delivered online OR in person *via* a Southeastern Instructor/Professor. The high school teacher serves as a facilitator by assisting with student registration and enrollment, proctoring exams as necessary, and through supplemental instruction, serving as a daily learning resource for students as they assimilate course content. The Southeastern Instructor/Professor serves as the instructor of record for all dual enrollment courses. In order for students to enroll in Dual Enrollment courses, they must meet the Participation Criteria as outlined below and complete a Dual Enrollment Course Enrollment Request Form. **Please note that high school students can earn a maximum of 27 credits from Southeastern while participating in the Dual Enrollment Program.**

NOTE: It is incumbent upon all students and parents to determine the transferability of Dual Enrollment courses to other institutions. For in-state institutions, Southeastern courses can be cross-referenced using the [Statewide Articulation Matrix](#) to determine transferability. Out-of-state institutions should be consulted to determine transferability.

Participation Criteria:

- Must be currently enrolled in the 11th or 12th grade at a public or private Louisiana high school or a state-approved home school program.
- Must have a minimum high school cumulative GPA ≥ 2.5 on a 4.0 scale (transcript must be provided)
- Complete this "Dual Enrollment Course Request" form.
- Subject-specific demonstration in mathematics and/or English:

English Score	Math Score
❖ Required for Art,Comm,Educ,Engl,Gbio,Hist,Mus, Psych,Soc,Span,Thea courses	❖ Required for Chem,Gbio,Math courses
❖ Pre-ACT English ≥ 18	❖ Pre-ACT Math ≥ 19
❖ ACT English ≥ 18	❖ ACT Math ≥ 19
❖ Pre-SAT Writing/Language ≥ 25	❖ Pre-SAT Math ≥ 500
❖ SAT Evidence-Based Reading/Writing ≥ 500	❖ SAT Math ≥ 510

In the event that no standardized exam has been taken or the requirements above cannot be met, a Counselor Recommendation may be used. Please note that the Counselor Recommendation must demonstrate at a minimum the following for the dual enrollment courses taken:

- Dual enrollment Art/Comm/Educ/Engl/Hist/Mus/Psyc/Soc/Span/Thea require a C or above in the last high school English course taken before the dual enrollment course
- Dual enrollment Chemistry/Math require a C or above in the last high school math course taken before the dual enrollment course
- Dual enrollment Biology requires a C or above in the last high school English AND math course taken before the dual enrollment course

REMINDER: When registering for the ACT, remember to send your scores to Southeastern (Code 1608)

COMPLETED FORMS SHOULD BE SUBMITTED TO YOUR CAMPUS DE COORDINATOR

Southeastern Louisiana University Attn: Jeffrey Temple, Box 10862, Hammond, LA 70402
Phone: 985-549-5650; Email: dualenrollment@southeastern.edu, or homeschoolDE@southeastern.edu