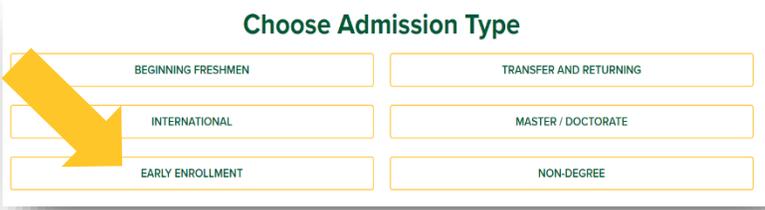
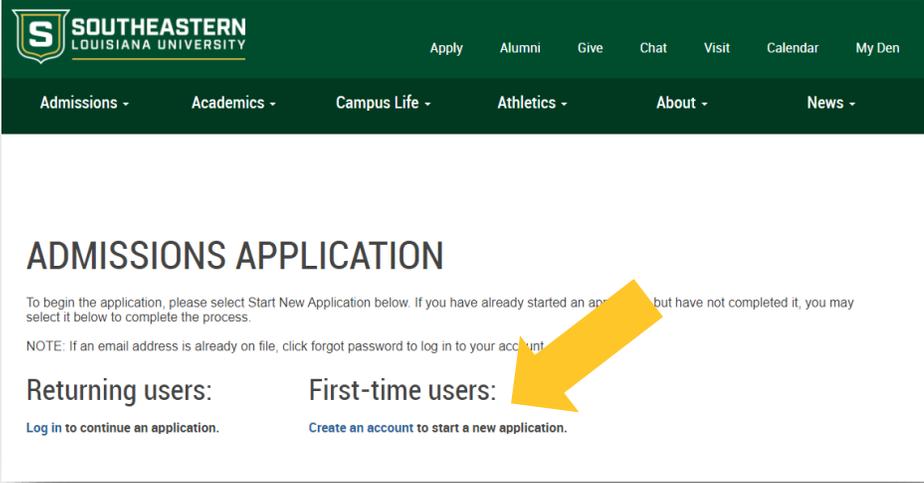


How to Apply for Dual Enrollment

<p>1. From the Southeastern Homepage https://www.southeastern.edu click on APPLY</p>	
<p>2. Scroll down till you see Choose Admission Type</p> <p>Click Early Enrollment</p>	
<p>3. Scroll down till you see Dual Enrollment</p> <p>Click View Dual Enrollment</p>	
<p>4. Click Dual Enrollment Application</p>	
<p>You are now at the Application login page.</p> <p>5. First time users will click Create an account</p>	

Make sure to use an email address that belongs to you and that you will remember, this is how we will notify you of important information relating to your application status.

6. After you have entered all the requested information click **Continue**

The screenshot shows the 'REGISTER' page of the Southeastern Louisiana University website. At the top, there is a green navigation bar with the university logo and the name 'SOUTHEASTERN LOUISIANA UNIVERSITY'. Below the logo, there are links for 'Apply', 'Alumni', 'Give', 'Chat', 'Visit', 'Calendar', and 'My Den'. A secondary navigation bar contains links for 'Admissions -', 'Academics -', 'Campus Life -', 'Athletics -', 'About -', and 'News -'. The main content area is titled 'REGISTER' and includes the instruction: 'To register for an account, please enter the information requested below.' The form fields are: 'Email Address' (admissions@southeastern.edu), 'First Name' (Roomie), 'Last Name' (Lion), and 'Birthdate' (January 1, 2005). A 'Continue' button is located at the bottom of the form.

A temporary pin will be emailed to you. The pin will be used as your initial password.

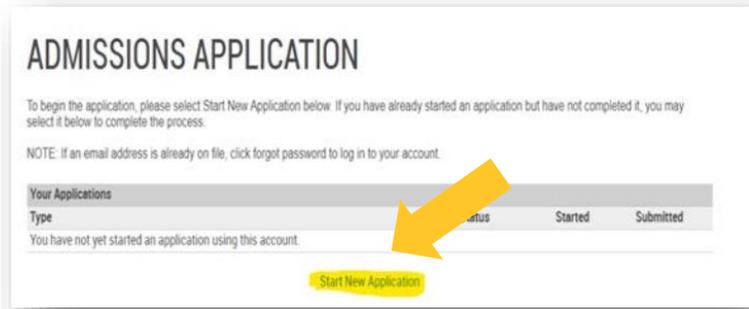
7. Enter the temporary pin and click **Login**

The screenshot shows the 'LOGIN' page of the Southeastern Louisiana University website. The navigation bars are identical to the registration page. The main content area is titled 'LOGIN' and features a green message box: 'A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.' Below the message, the user's email (admissions@southeastern.edu) and account name (Lion, Roomie) are displayed. The 'Temporary PIN' field is highlighted in yellow and contains a masked value. The 'Birthdate' field is set to January 1, 2005. A 'Login' button is at the bottom.

8. Once your password is chosen click **Set Password**

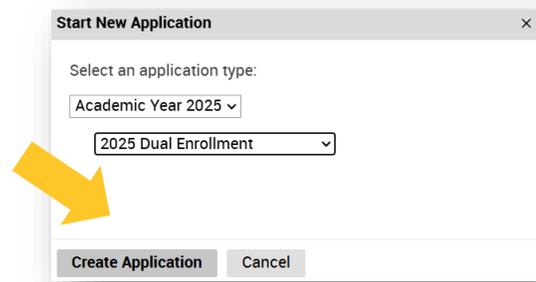
The screenshot shows the 'SET PASSWORD' page of the Southeastern Louisiana University website. The navigation bars are identical to the previous pages. The main content area is titled 'SET PASSWORD' and includes the instruction: 'To protect the security of your account, please specify a new password. The password must meet complexity requirements.' There are two input fields for 'New Password' and 'New Password (again)'. To the right of the fields, a list of requirements is shown with red 'X' icons: 'At least one letter', 'At least one capital letter', 'At least one number', 'Be at least 12 characters', and 'New passwords must match'. A 'Set Password' button is at the bottom.

9. Click **Start New Application**

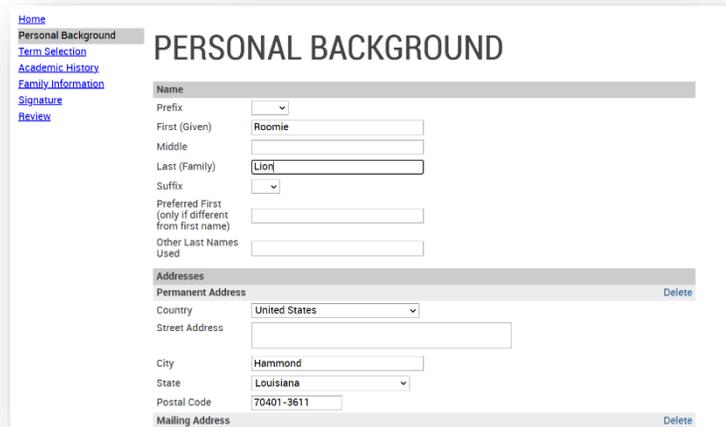


Enter the application type information.

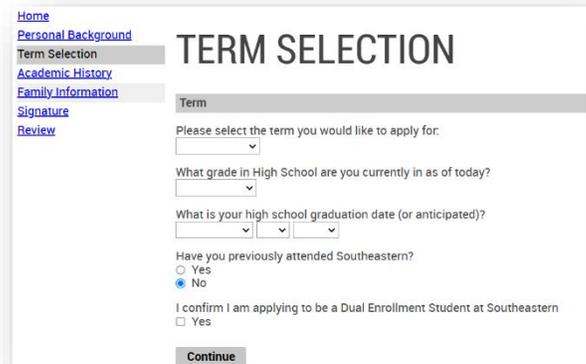
10. Click **Create Application**



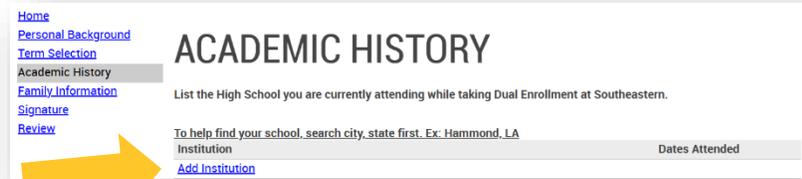
11. Enter your Personal Background information and click **Continue**



12. Complete the Term Selection information and click **Continue**



13. Next is your Academic History. Here you will add the high school you are currently attending by clicking **Add Institution**



Home
Personal Background
Term Selection
Academic History
Family Information
Signature
Review

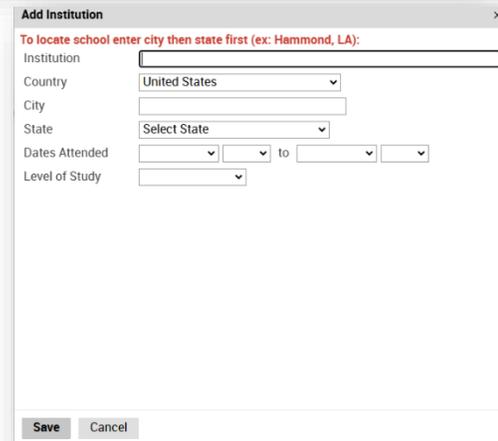
ACADEMIC HISTORY

List the High School you are currently attending while taking Dual Enrollment at Southeastern.

To help find your school, search city, state first. Ex: Hammond, LA

Institution	Dates Attended
Add Institution	

Enter the information to add your school to your profile and click **Save**



Add Institution

To locate school enter city then state first (ex: Hammond, LA):

Institution

Country

City

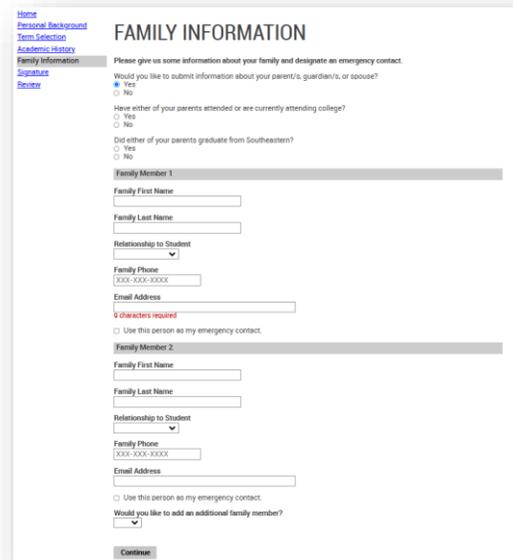
State

Dates Attended to

Level of Study

Save **Cancel**

14. Enter your family information and then click **Continue** (Optional)



Home
Personal Background
Term Selection
Academic History
Family Information
Signature
Review

FAMILY INFORMATION

Please give us some information about your family and designate an emergency contact.

Would you like to submit information about your parent/s, guardian/s, or spouse?

Yes
 No

Have either of your parents attended or are currently attending college?

Yes
 No

Did either of your parents graduate from Southeastern?

Yes
 No

Family Member 1

Family First Name

Family Last Name

Relationship to Student

Family Phone

Email Address

Use this person as my emergency contact.

Family Member 2

Family First Name

Family Last Name

Relationship to Student

Family Phone

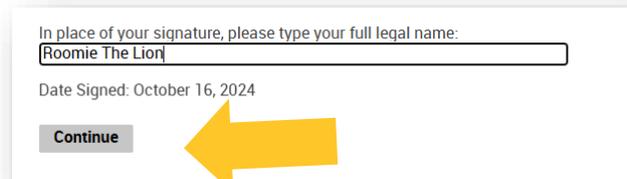
Email Address

Use this person as my emergency contact.

Would you like to add an additional family member?

Continue

15. Read the Student Certification, type your name and click **Continue**



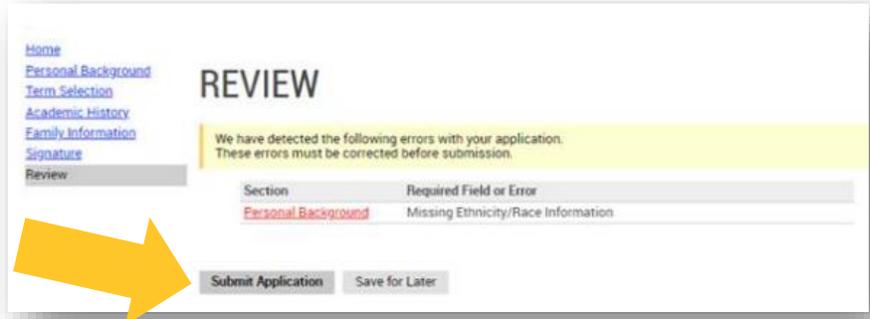
In place of your signature, please type your full legal name:

Date Signed: October 16, 2024

Continue

Make sure to clear any areas in red during the review process in order to allow the application to submit.

16. Once all review items have been cleared click **Submit Application**



Once your application has been submitted you will receive this confirmation page.

Your **APPLICATION CHECKLIST** area will alert you of any outstanding items with the **RED x** indicator

Upload your missing checklist materials in the section labeled **UPLOAD MATERIALS**

