

## **Dual Enrollment Registration**

Please return the signed (both student and parent/guardian signatures are required) documents to the school in one of the following ways:

1. Place the signed documents in an envelope addressed to:

**Charity LeBlanc – STW Coordinator**

Drop off the signed paperwork and any required tuition/fees to the school during school hours. School hours are 7:30am-3:00pm. Leave the envelope in the drop box outside the front office.

**OR**

2. Sign the documents and then scan and email them to

[charity.leblanc@stpsb.org](mailto:charity.leblanc@stpsb.org). Any required fees/tuition must be placed in an envelope addressed to Charity LeBlanc – STW Coordinator and brought to the school. Leave the envelope in the drop box outside the front office.

**All documents and any required tuition/fees must be received by the school no later than Tuesday, September 1, 2020. If these items are not received by the deadline, students may be dropped from dual enrollment classes. If you have any questions, please email Charity LeBlanc at [charity.leblanc@stpsb.org](mailto:charity.leblanc@stpsb.org).**



## Dual Enrollment Student Application 2020-2021

**I. STUDENT INFORMATION:**

University semester of application:     Fall 2020     Spring 2021     Year-long

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Gender:    Male     Female                      Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or P.O Box                      City                      State                      Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Last Name                      First Name                      Relationship                      Phone Number

Are you a United States Citizen?    Yes     No    If no, country of citizenship: \_\_\_\_\_

Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asian                      | <input type="checkbox"/> American Indian/Alaskan Native   | <input type="checkbox"/> Black (Non-Hispanic) |
| <input type="checkbox"/> Hispanic of Any Race       | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White (Non-Hispanic) |
| <input type="checkbox"/> Foreign/Non-Resident Alien | <input type="checkbox"/> Race/Ethnicity Unknown           | <input type="checkbox"/> Two or More Races    |

**II. TO BE COMPLETED BY HIGH SCHOOL:**

**A. Course enrollment request:** Please indicate the Southeastern course for which the student has permission to enroll.

<u>Southeastern Course Prefix</u>	<u>Southeastern Course #</u>	<u>Southeastern course title</u>	<u>Southeastern Credit hours</u>	<u>Fall (F); Spring (Sp); Year (Y)</u>
			3	
			3	
			3	
			3	
			3	

B. Name of High School \_\_\_\_\_

C. Student's current grade level:    11<sup>th</sup> Grade     12<sup>th</sup> Grade

D. A copy of this student's standardized scores (See Student Eligibility Guidelines for acceptable exams) and a transcript showing an **unweighted cumulative** GPA of at least 2.5 **MUST** be attached to the application. Multiple exams may be used for program eligibility.

E. For the 2020-2021 academic year students without standardized test scores may enroll with a counselor's recommendation. Will this student be admitted via a counselor's recommendation?    Yes     No    If yes, please include documentation.

### III. STUDENT AND PARENT/GUARDIAN CERTIFICATION

- I certify that all information provided on this application is correct.
- I have received a copy of Southeastern's Dual Enrollment Program Student Eligibility Guidelines and agree that I am compliant.
- **I understand that reduced tuition for each 3-hour course is \$225 and is payable to the high school.**
- 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.
- I understand that grades cannot 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 56,149,150 located in TOPS section of [www.osfa.la.gov](http://www.osfa.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](http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html).
- I acknowledge that: (1) I am enrolling in the course(s) listed in section II. of this form; (2) it is my responsibility to SUBMIT A REQUEST TO BE DROPPED OR WITHDRAWN from a class I decide not to complete by Southeastern's published deadlines to my high school's dual enrollment coordinator; and (3) if I withdraw from a Southeastern course I will not be refunded the reduced tuition for the course and will receive 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 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 understand that dual enrollment courses are college courses and may contain mature content.
- 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.***
- I understand that if enrolled by a "Counselor's Recommendation", all rules regarding dual enrollment are still applicable.
- I understand that the following courses have online fees in addition to the \$225 course fee: College Algebra/Trigonometry--\$22; Statistics--\$22; Applied Calculus--\$22

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Student Signature

Date

- As the parent/guardian of the student above, I certify that the information provided in this application is correct.
- I have seen the Student Eligibility Guidelines and do hereby give permission for my child to participate in Southeastern's Dual Enrollment Program [http://www.southeastern.edu/future\\_students/dual\\_enrollment/program/index.html](http://www.southeastern.edu/future_students/dual_enrollment/program/index.html) .

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Parent/Guardian Signature

Date

### IV. SCHOOL CERTIFICATION:

The high school administration certifies that the student completing this application has permission to participate in Southeastern's Dual Enrollment Program and that the student meets the requirements set forth in the Student Eligibility Guidelines document.

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Principal or Designee Signature

Date

### V. SOUTHEASTERN CERTIFICATION:

I certify that I have reviewed this application, the student's standardized test scores and the student's high school transcript and that the student meets all Southeastern Louisiana University Dual Enrollment Program requirements to be enrolled in the course(s) listed in Section II.A. of this application.

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Assistant Vice President for Academic Programs

Date



## TOPS University Dual Enrollment

Dear Parent or Guardian,

In the 2019 legislative session, the Louisiana Legislature passed a budget that increased the amount of Supplemental Course Allocation (SCA) funds for each school district. As a result, the St. Tammany Parish Public School System will pay for tuition costs for specific academic courses that are dually enrolled with a St. Tammany Partner College or university.

In order to qualify for funding for a TOPS aligned core academic dual enrollment course, a student must meet all the course eligibility guidelines established by the St. Tammany Partner College or University.

St. Tammany Parish Public Schools will fund **up to six (6)** course hours of college or university credit. Course offerings vary by high school. The following courses are available for tuition funding contingent upon student eligibility and availability at the student's high school.

English III, English IV, Algebra III, Probability and Statistics, Pre-Calculus, Calculus, Biology II, Chemistry, Anatomy and Physiology, Chemistry II, Physics, U.S. History, World History, Western Civilization, and Government.

If a student enrolls in a course and drops the course after the tuition is paid, the student will be obligated to reimburse St. Tammany Parish Public Schools for the full tuition expense. Please consult your school about tuition costs.

If your child is eligible to enroll in a dual enrollment course, please complete the following.

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I agree to reimburse St. Tammany Parish Public Schools the cost of tuition if my child drops a dual enrollment course after tuition has been paid.

Print Student Name \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

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**Course Choices-** Please rank your course choices. Course placement is contingent upon the number of courses offered and the number of seats per course available at the student's high school.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

***STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.***