



# DUAL ENROLLMENT REGISTRATION FORM

LSUA Student ID# \_\_\_\_\_

LSU of ALEXANDRIA

**Step 1: Apply Online at [LSUA.edu/admissions/apply/dual-enrollment](http://LSUA.edu/admissions/apply/dual-enrollment)**  
**Step 2: Complete this form and return to Dual Enrollment Coordinator**

<b>I. STUDENT INFORMATION: To be completed by the student for EACH term of enrollment.</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> I am a New Dual Enrollment student and <b>HAVE APPLIED ONLINE</b> for LSUA Dual Enrollment. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li><input type="checkbox"/> I am a Continuing Dual Enrollment student who was last enrolled in the _____ semester. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>			
Last Name		First Name	Middle Name
			Social Security
Date of Birth (mm/dd/yyyy)	Cell Phone		E-mail Address
High School	When do you want to enroll? (select one)		Intended College Major
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
<b>Course Enrollment Request: List the college course(s) in which you want to enroll in the space below.</b>			
1.	<u>online/on-campus</u>	4.	<u>online/on-campus</u>
2.	<u>online/on-campus</u>	5.	<u>online/on-campus</u>
3.	<u>online/on-campus</u>	<b><u>Note: DE students only can take UP TO 15 credit hours per semester.</u></b>	
<b>II. STUDENT AND PARENT / CUSTODIAN CERTIFICATION: To be completed by the student and parent/guardian. ** indicates initials required</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> I understand that I must meet the minimum high school GPA and test score requirements listed on page 2 of this form to be accepted into the program and that I must maintain or exceed a high school GPA of 2.5 to continue participation in the program.</li> <li><input type="checkbox"/> I certify all information provided on this form is correct. If approved for course enrollment through this program, I will comply with all the requirements.</li> <li><input type="checkbox"/> I understand that I am enrolling as a non-degree seeking student and if I plan to continue as a degree seeking student after high school graduation I must apply for admission to LSUA as a traditional college student. I understand that LSUA will waive the application fee when applying as a degree seeking student after high school graduation.</li> <li><input type="checkbox"/> I understand the college courses in which I enroll, and the grades earned in those courses, will be on my permanent college academic record. I understand if I enroll in the college courses for dual high school credit, the courses and grades will also be part of my permanent high school record.</li> <li><input type="checkbox"/> I authorize LSUA, the Board of Regents, and the Office of Student Financial Assistance to access my high school and college academic records. ** _____ **</li> <li><input type="checkbox"/> I understand that LSUA will not release academic information such as grades, transcript, or academic standing to any parent without my official consent under the Family Educational Rights and Privacy Act (FERPA) of 1974. ** _____ **</li> <li><input type="checkbox"/> I authorize my school and school district to release the following personally identifiable information to LSUA as needed: first and last name; grade, classification, and graduation date; school and district name; birth date; postal address; telephone number; social security number; school ID number; email address; and academic eligibility information, such as transcripts and financial aid eligibility status.</li> <li><input type="checkbox"/> I authorize LSUA to release grades, enrollment status, and/or official transcripts to my high school and the school board for each term of dual enrollment. ** _____ **</li> <li><input type="checkbox"/> I acknowledge I am enrolling college-level courses that are taught at a more rigorous pace than high school courses. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.</li> <li><input type="checkbox"/> I understand that it is my responsibility to show up on time to all on campus class meetings and login to all online classes consistently or risk being dropped from the course.</li> <li><input type="checkbox"/> I understand that I must report any issues with MyLSUA or Moodle accounts immediately.</li> <li><input type="checkbox"/> I understand that <b>it is my responsibility TO OFFICIALLY WITHDRAW or DROP any classes I decide not to complete by the published deadline and in accordance with University policy.</b> I understand that I may be charged a course withdrawal fee if I withdraw from any classes in which I am enrolled after the withdrawal date.</li> <li><input type="checkbox"/> I understand I must remain in academic good standing with LSUA, as demonstrated by a minimum overall LSUA GPA of 2.0, and must successfully complete all college courses to continue enrollment through this program.</li> <li><input type="checkbox"/> I understand the grades I earn on college courses through this program will be used by others, including TOPS, to determine my continuing eligibility for those programs. I understand that withdrawing from a course or earning a grade of "W" or "F" may threaten future financial aid and TOPS due to lack of adequate academic progress.</li> <li><input type="checkbox"/> I understand that I and my parent/custodian are responsible for all fees and tuition associated with my dual enrollment if they are not covered by my high school. I understand there is a \$75 late fee for balances not paid by the deadline indicated on the billing statement provided.</li> </ul>			
_____ <b>Printed Name of Student</b>		_____ <b>Signature of Student</b>	
		_____ <b>Date</b>	
I acknowledge that I have read the statements listed above and understand the regulations with which my student must comply. I certify that my student has permission to participate in the Dual Enrollment program and to enroll in the courses listed above.			
_____ <b>Printed Name of Parent/Custodian</b>		_____ <b>Signature of Parent/Custodian</b>	
		_____ <b>Date</b>	
<b>III. HIGH SCHOOL CERTIFICATION: To be completed by the high school representative.</b>			
I certify that the student is in good standing and has permission to participate in the Dual Enrollment program and to enroll in the courses listed above.			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Is the student on track to complete the required high school core curriculum? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li><input type="checkbox"/> Does the student have the 2.5 minimum overall GPA required for participation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>			
_____ <b>Printed Name of High School Representative</b>		_____ <b>Signature of High School Representative</b>	
		_____ <b>Date</b>	
<b>COMPLETED FORMS CAN BE FAXED TO: (318) 619-2904</b> <b>OR SCANNED AND EMAILED TO: <a href="mailto:LSUA's Dual Enrollment Coordinator or DE@lsua.edu">LSUA's Dual Enrollment Coordinator or DE@lsua.edu</a></b>			

## DUAL ENROLLMENT REGISTRATION FORM INSTRUCTIONS

You must complete the Dual Enrollment Registration Form for every term/semester you want to enroll in classes.

### Student Instructions:

- Complete Sections I and II on the form.
- Have one parent or custodian print and sign and date the form.
- Submit the form to your high school representative. They will complete the High School Certification section and submit the form to LSUA.

### Parent/Custodian Instructions:

- Sign the form in order for your student to be considered for participation in the LSUA Dual Enrollment Program.

### High School Representative Instructions:

- Complete the High School Certification section, and then fax, or scan and email to the LSUA Dual Enrollment Coordinator or DE@lsua.edu
- Submit student transcript, test scores, and Counselor Recommendation Form (if necessary).

## HOW TO APPLY FOR ADMISSION TO THE LSUA DUAL ENROLLMENT PROGRAM

**Step 1: Complete the Dual Enrollment application at [lsua.edu/admissions/apply/dual-enrollment](http://lsua.edu/admissions/apply/dual-enrollment).**

**Step 2: Complete the Dual Enrollment Registration form and return to the LSUA Dual Enrollment Coordinator.**

**Step 3: Submit test scores and high school transcript to the LSUA Dual Enrollment Coordinator.**

## DUAL ENROLLMENT PROGRAM ELIGIBILITY CRITERIA

The LSU at Alexandria Dual Enrollment Program allows qualified high school students to enroll in college-level University courses while still enrolled in high school. Students admitted under this program may receive high school credit for University courses as outlined in dual credit agreements between LSUA and participating school boards.

### Participation Criteria:

- Must be currently enrolled at a public or private Louisiana high school or in a state-approved home school program with 1 semester completed.
- Must be on track for completing the TOPS/University Core Curriculum.
- Must be in good standing as defined by the high school.
- Must have permission from the high school and his/her parent to participate.
- Must have a minimum overall high school GPA of 2.5 on a 4.0 scale.
- Must show readiness for college level English and Math by providing appropriate scores in both categories as listed below:

One of these minimum English and Math scores must be met:

<b>English Score</b>	<b>Math Score</b>
<ul style="list-style-type: none"><li>• ACT English: 18</li><li>• SAT ERW: 500</li><li>• Pre-ACT English: 18</li><li>• Pre-SAT WL: 25</li><li>• ACCUPLACER NG Writing: 250</li><li>• LEAP 2025 English II: 750</li><li>• AP Humanities/Social Sci: 3</li></ul>	<ul style="list-style-type: none"><li>• ACT Math: 19</li><li>• SAT Math: 510</li><li>• Pre-ACT Math: 19</li><li>• Pre-SAT Math: 500</li><li>• ACCUPLACER NG QRAS: 250</li><li>• LEAP 2025 Geometry: 750</li><li>• AP Math/Science: 3</li></ul>

- Students may use a Counselor Recommendation, based on academic standing within subject area, as a substitute for above scores.

### Eligibility Criteria to Continue Participation:

To continue enrollment in subsequent semesters/terms through Dual Enrollment, student must:

- Maintain a minimum overall high school GPA of 2.5
- Remain in good academic standing with LSUA as demonstrated by an overall LSUA GPA of 2.0.
- Have successfully completed prior Dual Enrollment Program courses.

**ACT Scores can be sent directly to LSUA using ACT Code: 1589.**