

Winter 2022 Louisiana Tech Dual Enrollment- Deadline to Apply
12/2/22

Winter quarter registration is only available for students who were not able to register for fall **quarter classes**. **Students already** enrolled in a dual enrollment **course** and wish to continue, will wait for spring quarter registration.

Courses Available (high school course name and college course name)

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AP US History- Rowe (HIST 201: History of the US: 1492-1877) AP European History- Lary (HIST 101: World History to 1500) English III H- Waxham English III GT- Smith English IV E- Williams** English IV E- Maranto** English IV AP/GT – Smith (ENGL 101: Freshman Composition I OR ENGL 102 - Freshman Composition 11) ***

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*If you have **never** registered for English dual enrollment courses, you will register for ENGL 101

**English IV E- if you received dual enrollment credit in the Spring 2021, wait until Spring to register for ENGL 102.

***English IV GT/AP- if you received dual enrollment credit in the Spring 2021, you will register for English 102 .

Minimum Criteria for Enrollment

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Student must be on track for completing the TOPS University Curriculum Student must have at least a 2.5 cumulative GPA on a 4.0 scale ACT composite score of at least 19 and ACT English score of at least 18 and ACT Math score of 19

*Email Mrs. Byrd at asbyrd@caddoschools.org or Mrs. Lacy at tslacy@caddoschools.org if you do not meet the testing criteria but would still like to take dual enrollment courses.

Application instructions are on the next page. After completing application, submit the following to your counselor- Deadline is December 2, 2022.

Course request form A copy of the ACT score report with qualifying scores Payment for

tuition made out to Louisiana Tech University (check or money order only) Payment for English packet (if applicable) made out to Byrd, or receipt from www.payschoolscentral.com

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Students are allowed free tuition for one class each quarter at either LaTech OR LSUS. The application fee/packet fee are not covered and must be paid by the student. We do not accept cash-check or money order only.

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\$20 application fee (paid annually) and tuition \$150 per course-made out to Louisiana Tech University English 101 and 102 students only - \$30 course packet fee- made out to C.E. Byrd, or on payforit.net

For example- if you are only taking one course at LaTech you will only pay the \$20 application fee. If you are taking two courses at LaTech - you will pay \$170. You will still have to pay the \$30 course packet fee for English courses.

If you are having problems with the application **process or if you have questions, please contact** your counselor before December 2 - Amanda Byrd asbyrd@caddoschools.org or Tamiko Lacy tslacy@caddoschools.org

Application instructions (<https://www.latech.edu/admissions/dual-enrollment/>)

*****If you are currently enrolled in a course at Louisiana Tech, and you want to add a course, skip this step. You do not need to complete the online application. You will only need to complete the **course request form**. For example, you are currently taking English IV for dual credit, and want to add European History.

Step 1: Student Instructions

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1. Click "apply now". Create an account to start a new application: Provide Student Email Address, First Name, Last Name and Birthdate (all students, including those who enrolled in DE last school year will start a new application since we are in a new enrollment term- "First-time user")
2. You will be emailed a temporary PIN which is needed to access the application. (It may take a while to get the e-mail. Continue to check your e-mail, including junk folder)

3. Back at the application Login, enter the Temporary Pin and Birthdate, click "Login" to create a password for your application (make sure you write the password down)

4. This will take you to the Application Management screen where you will click "Start New Application", select "Create Application", then "Open Application"

5. Complete the information required under the required fields: Academic Information, Personal Background, and Application Certification

- Under the "Academic Information" tab, **please make sure** that you list the School Name, High School Code, and correct Counselor's name and e-mail address. High School Code- 192680 12th grade- Amanda Byrd- asbyrd@caddoschools.org 11th grade- Tamiko Lacy- tslacy@caddoschools.org

- Under the "Other Information" tab, please make sure you list the parent or guardian that is approving you to enroll in DE courses and their email address. They will be emailed **your application to review and** digitally sign . Double check this **e-mail address before you submit!**

- Under "Application Certification", please sign your application with your full signature

6. You will then be allowed to either Submit Application or Save for Later

- Please be aware that the online pay option is not available for DE at this time. Students will be responsible for giving their guidance counselor their payment.

7. After the application is finalized, a notification email will be sent to the parent/guardian's email address that was provided. **The parent/guardian must review this information and sign electronically** so that the application can continue the routing process to the high school counselor/principal

Step 2: Parent/Guardian Instructions

1. After the student has signed and finalized their application online, an e-mail notification will be sent to the parent/guardian requesting action. The email will come from Louisiana Tech University and will be titled "Action Required: Parent Signature for (Student Name) Dual Enrollment" 2. The parent/guardian will click on the certification link and use the Application ID number provided in the email to access their signature area . They will need to read and verify all the

information the student has entered before signing and submitting

After they submit, the application will then be routed to the counselor's email that was provided on the application

Louisiana Tech Winter 2022 DE Course Request Form

Complete this form and turn it in to Mrs. Byrd or Mrs. Lacy with tuition and fees (if applicable) no later than 4 PM Friday, December 2. Tuition must be submitted in the form of a check or money order payable to Louisiana Tech University. The cost of tuition is \$150 per course. All English courses require an additional \$30 fee for a course packet. Payment can be made on payschoolscentral.com or by cash or check or money order payable to Byrd.

Student Name:

Grade:

011

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Please check only one box
below:

I am currently enrolled in a dual enrollment course at Louisiana Tech. I completed the online application in August. I would like to add a second course.

This is my first time enrolling this school year and I completed the online application. My parent also completed the online authorization.

**Student initials beside the course you
want to add:**

English 101 (Freshman Composition 1) in English III H, GT – spring
semester credit

English 101 (Freshman Composition 1) in English IV E, AP/GT – fall semester credit

English 102 (Freshman Composition II) in AP/GT – fall semester credit

History 101 (World History to 1500) in AP European History - fall semester credit

History 201 (History of the US: 1492-1877) in AP US History- fall semester credit

The above listed student has a B or higher and is approved for dual enrollment coursework.

Teacher
Signature

Student
Signature

Parent
Signature