

APPLICATIONS

New Dual Enrollment App

Don't forget to attach dual enrollment program packet

Hi _____,

Thank you for applying for **INSERT SCHOOL NAME** Dual Enrollment Program! We look forward to having _____ as a student with us this Fall.

YOUR NEXT STEPS: Check out your next steps below.

- You should have automatically been sent a link to the first part of the agreement form where you will list your (parent) email address if homeschooled, and both parent and guidance counselor's emails if the student is not homeschooled.
- An email will be automatically sent to the person or persons listed by the student. The parent will use the course codes found on our Dual Enrollment Schedule (attached) to complete their portion of the agreement form with the requested classes and their approval, and the guidance counselor will complete their approval form.
- Once these application pieces have been received, the student's application will be processed and they will be registered for the semester. They will be sent a confirmation email which you will be copied on so that you will be aware that the student has been registered!

If you have any questions, feel free to reach out and I am happy to help. You can [Click Here to Schedule an Appointment.](#)

Do you have any questions for me? How can I help you?

New Application UG

Goal for new app correspondence: Excitement/thankful + Clear, direct next steps. Do everything you can to talk with them on the phone AND meet them in person quickly (campus tour and/or campus event with current students). The quicker they build relationships, the less likely they are to melt. Lakeland will be sending them app correspondence as well however ours come alongside theirs to make it very simple so they can click right from the email. (Don't forget to add those important dates!)

Hi _____,

Thank you for applying to **INSERT SCHOOL NAME**! We are so glad you've applied for our school and can't wait for you to join the **INSERT SCHOOL NAME** family.

IMPORTANT DATES:

- Your Application Deadline (all pieces in): **INSERT DATE**
- Student Orientation: **INSERT DATE**
- First Day of School: **INSERT DATE**

YOUR NEXT STEPS: Your next step is to complete the following missing admissions pieces! Once you complete these items, your application will be in review for a decision letter.

Missing Admissions Pieces*

- Order your College and High School Transcripts
- Submit your Christian Character Reference Letter
- Complete your Essay
- Schedule Your Entrance Interview
- Complete 2022-2023 FAFSA school code 001521

Please click on the links for information on each application piece. Transcripts must be issued to SOUTHEASTERN UNIVERSITY or **INSERT NAME (not your (student's) personal name) in order to be considered official. Click on the link for options on addresses for transcripts.*

Turn in items to my email directly or by uploading on your personal dashboard:

[\[insert dashboard link from Salesforce\]](#)

YOU'RE INVITED: Come to **INSERT EVENT** !

Do you have any questions for me? How can I help you?

New Application GRAD

Hi _____,

Thank you for applying to **INSERT SCHOOL NAME**! We are so glad you've applied for our school and can't wait for you to join the **INSERT SCHOOL NAME** family.

IMPORTANT DATES:

- Application Deadline (all pieces in): **INSERT DATE**
- Student Orientation: **INSERT DATE**
- First Day of School: **INSERT DATE**

YOUR NEXT STEPS: Your next step is to complete the following missing admissions pieces! Once you complete these items, your application will be in review for a decision letter.

Missing Admissions Pieces*

- Order your College / University Transcripts
- Submit your Christian Character Reference Letter
- Complete your Essay
- Complete your Academic Reference
- Complete your Professional Reference

Please click on the links for information on each application piece. Transcripts must be issued to SOUTHEASTERN UNIVERSITY or **INSERT NAME (not your personal name) in order to be considered official. Click on the link for options on addresses for transcripts.*

Turn in items to my email directly or by uploading on your personal dashboard:
[\[insert dashboard link from Salesforce\]](#)

Do you have any questions for me? How can I help you?

INQUIRIES

UG/Grad New Inquire (Web/Connect Card/Email)

Goal with inquiries: Chat with them on the phone/in person quickly. What you send them will be custom to your active listening skills (UG vs. grad program, what will sell them? Cheap/local? Student Life? Psychology program/practicum?)

Hi _____!

Thank you for inquiring for more information on **INSERT SCHOOL NAME**! I would love to chat with you more and share with you the school we love. I wanted to go ahead and send over some resources you can review until we have time to chat and discuss further your interests.

What program are you interested in?

- **[Option: Insert promotional video link]** to catch a glimpse into who we are
- **[Click HERE \[Insert link to website/partner page\]](#)** for a program overview with more info on the programs we offer, cost of tuition, student life experience, and more!

YOUR NEXT STEP: Your next step is to **[Click HERE to fill out an application!](#)** Our applications are quick, simple, & free.

Let's Meet! Use the links in my signature below to set up a campus tour or an appointment virtually or in person with me.

Can I answer any questions for you?

DUAL New Inquire

With Dual, you are 9 times/10 talking/selling to the parent. They want more info than less and context on cost, benefits, etc. They'll also probably be the one to apply for their student, FYI.

Hi _____,

It was great chatting with you today. I wanted to go ahead and send over more information on who we are and the programs we offer for you to review.

INSERT SCHOOL NAME] INFORMATION

At **INSERT SCHOOL NAME], we believe [INSERT MISSION STATEMENT].**

- [Check out this video HERE](#) to catch a glimpse into who we are
- [Click HERE](#) for a program overview with more info on the programs we offer, cost of tuition, student life experience, and more!

FAST FACTS: DUAL ENROLLMENT

- Students must be at least 16 years old (or Sophomore-level+) and have an unweighted High School GPA of 3.0 or higher
- Any Freshman or Sophomore-level courses (that do not require prerequisites) can be taken
- Dual Enrollment Tuition is discounted at half the undergraduate rate, at \$442.50/three-credit class
- FAFSA, scholarships, and grants cannot apply toward Dual Enrollment Tuition
- Dual enrollment course tuition paid will be credited to the student after he/she continues with SEU Jacksonville for an undergraduate degree!*

YOU'RE INVITED: We want to invite you to **INSERT EVENT]!**

What questions do you have for me? How can I help you with your next step?

New Acceptance

This is something to celebrate! As soon as someone gets accepted, send them this info clearly listing their next steps. Then, immediately try to book an in-person meeting with

them to go through how to get “fire ready” and register for next semester. Don’t forget to give them an acceptance box then too!

Congratulations on your acceptance to Southeastern University!

You have completed **PHASE 1: ADMISSIONS** with us and now it is time to move on to **PHASE 2: FINANCIAL CLEARANCE**. It is important you take the following steps during the next few weeks so we can get you "FIRE READY" (Financially Cleared) so you can register for classes come April.

1. Click on the **Red** "[Accepted Next Steps](#)" box on your acceptance letter and get started on activating all your accounts
2. Log into [NetPartner](#) as a **First Time User**, (ID: (**LIST STUDENT ID#**)) and log in using your activated SEU email account
3. Complete all financial documents in NetPartner located in the top left menu (My Documents)
4. Schedule an advising meeting **[INSERT LINK]** so you can begin picking out your classes and practicum!

Should you have any questions I am happy to meet or speak anytime! (virtual) [Click HERE to Schedule an Appointment \[INSERT LINK\]](#)