

Spring 2023 Dual Enrollment – Louisiana Tech University

To be eligible to take a course for spring dual enrollment, students must earn a 'B' or higher in that course, fall 2022. Tuition for all courses (\$150) may be covered on a first come, first served basis until funds are depleted. It is to your advantage to apply early. Additional fees (course packet and application fee) must be paid by the student.

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

- English IV E *with Mrs. Maranto or Ms. Williams* (ENGL 101: Freshman Composition I, ENGL 102 - Freshman Composition II)
- English IV AP/GT (ENGL 101: Freshman Composition I, ENGL 102 - Freshman Composition II, ENGL 211 – Introduction to British Literature, Romantic Era To The Present)
- AP European History (HIST 102: World History Since 1500)
- AP US History (HIST 202: History of the US: 1877 - Present)

Minimum Criteria for Enrollment

- 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; print a copy of the score report to turn in with your application. See Mrs. Byrd or Mrs. Lacy if you do not meet either the English or Math sub-score criteria to determine if you are eligible.

Application instructions are on the next page. After completing application, submit the following to your counselor- Deadline is February 15, 2023.

- Course request form
- A copy of the ACT score report with qualifying scores
- Payment for application fee (if applicable) 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

Payment Information

Tuition for each course is \$150. Byrd will cover the tuition fee for all courses during the spring quarter **as long as funds are available- apply early**. We will begin to notify students as the deadline approaches if we believe we will not be able to cover all classes.

The application fee/packet fee are not covered and must be paid by the student.

- \$20 application fee (paid annually) - made out to Louisiana Tech University- check or money order only
- **English 101 and 102 students only** – \$30 course packet fee- made out to C.E. Byrd, or on payschoolscentral.com

If you are having problems with the application process or if you have questions, please contact your counselor before February 15.

Byrd Dual Enrollment contact

Seniors- Amanda Byrd- 12th grade Counselor- asbyrd@caddoschools.org; 318-364-5469

Juniors- Tamiko Lacy- 11th grade Counselor- tlacy@caddoschools.org; 318-364-5471

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

1. Click “apply now” . Create an account to start a new application: Provide Student Email Address, First Name, Last Name, and Birthdate (all students applying to Louisiana Tech during the 2022-2023 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 (if applicable).

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

Step 3: Submit required information to the counselor. See pg. 1