

Louisiana Dual Enrollment Program

SOUTHERN UNIVERSITY  
NEW ORLEANS

Student  
Application

Opportunity



Excellence

# INSTRUCTIONS

## I. STUDENT

- A.-K. You must provide **ALL** the information requested.
- L. You are not required to complete this section. Any information provided will be used only for federal and state reporting purposes and has no impact on whether you are eligible to participate in the program.
- M. **You and your parent must sign and date the application in the required areas prior to submitting it to your high school counselor.** Your school will complete Section III (High School Certification).  
When your high school completes the application, you must submit this completed application to SUNO.

## II. PARENT/CUSTODIAN (GUARDIAN)

You **MUST** sign the application in order for your child to be considered for participation in the Dual Enrollment Program.

## III. HIGH SCHOOL PRINCIPAL (OR DESIGNEE)

- A.-J. You must complete all of Section III, Parts A-J, of the application. The information provided will be used to determine whether the applicant has met all eligibility criteria for the courses in which he intends to enroll. By signing the application, you are certifying that the information you have provided is true and correct. Once you have completed and signed Section III of the application, return it to the student for submission to the postsecondary institution in which the student plans to enroll and **retain a copy at the high school.**

## SOUTHERN UNIVERSITY AT NEW ORLEANS DUAL ENROLLMENT PROGRAM FRAMEWORK

### I. General criteria

1. Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public Louisiana high school.
  2. Student must have either PLAN or ACT (or SAT) scores on file at the high school.
  3. Student must be in good standing as defined by the high school and meet the college/university enrollment criteria.
  4. Student must have permission from the high school and his/her parent/guardian to participate.
  5. Student must be enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
- \*6. Student may enroll in a **maximum of 6 credit hours per semester/term**, up to 12 credit hours per academic year. The student is responsible for additional enrollment costs if exceeding the 6 credit hours/semester limit, even if the student enrolls in more than one college or university. A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college or university.

- \*7. To continue enrollment in subsequent semesters (e.g., spring) through High School funding opportunity, student must have successfully completed (earned a college grade of A, B, C or P) current dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester. *Limited, documented* exceptions for continuation after withdrawal may be granted by the college/university.

### II. Eligibility criteria to enroll in a College Level, Degree Credit Course

1. College Level, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and appears as a General Education course on the current Board of Regents' Master Course Articulation Matrix (public institutions).
2. Student must be on track for completing the **Louisiana Core 4 Curriculum with a GPA of 2.5\* out 4.0 scale.** \*BoR Policy 2.22
3. **Student must have the following PLAN or ACT test scores (or SAT equivalent) or have complete ALL college developmental courses required for placement into college level degree courses in BOTH English and Mathematics to enroll in ANY college level, degree credit course:**
  - a. PLAN or an ACT Composite score of at least **20**; and
  - b. PLAN or an ACT English sub-score of at least **18** or have successfully completed the developmental course required for placement into the college level, degree credit English course; and
  - c. PLAN or an ACT Mathematics sub-score of at least **19** or have successfully completed the developmental course required for placement into the college level, degree credit mathematics course.
4. To enroll in an entry level, college level English course, student must have a PLAN or ACT English sub-score of at least **18** (or SAT equivalent).
5. To enroll in an entry level, college level mathematics course, and student must have a PLAN or ACT mathematics sub-score of at least **19** (or SAT equivalent).

### III. Eligibility criteria to enroll in an Enrichment/Developmental Course

1. Enrichment/Developmental Course: An English or Mathematics course that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.
2. Student must be a **12th grader/senior** on track for completing Louisiana Core 4 Curriculum.

**Please read carefully before completing this application.**  
 NOTE: Application will not be accepted if all items are not completed.  
 Type or print all information in ink.

**I. TO BE COMPLETED BY STUDENT**

A. College Semester/ Term of Application (Check One)

Fall \_\_\_\_\_  Spring \_\_\_\_\_  
Year Year

B. Is this your first semester participating in the Dual Enrollment Program?

Yes  No

C. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

D. Other names you might have used: \_\_\_\_\_

E. Gender  Female  Male

F. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

G. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

H. Mailing Address: \_\_\_\_\_

Street or P.O. Box City State Zip Code

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

J. Emergency Contact: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Last Name First Name Relationship

K. US Citizen

Yes  No

If no, country of citizenship:  
 \_\_\_\_\_

L. Ethnicity/Race (Circle the number that applies): This section is optional and will only be used for reporting purposes.

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 1. Asian                             | 6. White, Non-Hispanic        |
| 2. American Indian or Alaskan Native | 7. Foreign/Non-Resident Alien |
| 3. Black, Non-Hispanic               | 8. Race/ethnicity unknown     |
| 4. Hispanic of any race              | 9. Two or more races          |

**M. CERTIFICATION - TO BE COMPLETED BY STUDENT:**

I certify that all information I have provided in this application is correct.

I understand that the Dual Enrollment Program will provide up to 6 credit hours per semester, and that I will be responsible for any additional enrollment costs if I enroll in more than 6 credit hours this semester through Dual Enrollment, even if I enroll in more than one college/university.

I understand that I am enrolling as a Visiting/Guest Student at SUNO. Upon graduation from high school, if I desire to enroll at a college or university, I will apply for admission as a regular student and meet the college/university admission requirements.

I understand that the college courses and high school and college grades earned in those courses in which I enroll through the Dual Enrollment Program will be on my permanent high school and college academic records.

**I understand that the grades I earn on college 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 Q.150-151 located in TOPS section of [www.osfa.la.gov](http://www.osfa.la.gov).

I acknowledge that (1) I am enrolling in the course listed in section III of this form; (2) **it is my responsibility to OFFICIALLY WITHDRAW or DROP a class I decide not to complete by the University published deadline.**

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

\_\_\_\_\_  
 Date

**II. CERTIFICATION - TO BE COMPLETED BY PARENT/CUSTODIAN (GUARDIAN):**

I certify that all information provided on this application is correct.

If my child is approved for participation in the Dual Enrollment Program, he/she will comply with all the requirements.

I understand that the college courses and high school and college grades earned in those courses in which my child enrolls through the Dual Enrollment Program will be on my child's permanent high school and college academic record.

**I understand that the grades my child earns on college courses in which he/she enrolls through the Dual Enrollment Program will be used by other programs, including TOPS, to determine his/her continuing eligibility for those programs.** See TOPS Q&A Q.150-151 located in TOPS section of [www.osfa.la.gov](http://www.osfa.la.gov).

\_\_\_\_\_  
 Parent/Custodian (Guardian) Signature

\_\_\_\_\_  
 Date

**TO BE COMPLETED BY HIGH SCHOOL:**

A. **COURSE ENROLLMENT REQUEST:** The **High School Principal (or designee)** must indicate the college course in which the student has permission to enroll and the respective high school course in which the student will receive high school credit.

(Please complete the entire application or your application process will be delayed.)

| College Course Dept./Number | College Course Title | College Credits.<br><b>Max of 3</b> | High School (LDE) Course Number | High School Course Title | High School Units |
|-----------------------------|----------------------|-------------------------------------|---------------------------------|--------------------------|-------------------|
|                             |                      |                                     |                                 |                          |                   |
|                             |                      |                                     |                                 |                          |                   |
|                             |                      |                                     |                                 |                          |                   |

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

C. ACT HS Code \_\_\_\_\_  Public High School  Non-public High School  Home School

D. Current School Year: 20\_\_\_\_ - 20\_\_\_\_  1<sup>st</sup> Semester  2<sup>nd</sup> Semester

E. Student's current grade level:  11<sup>th</sup> Grade  12<sup>th</sup> Grade Number of Carnegie Units completed: \_\_\_\_\_

F. Student is on track for completing (by graduation from high school) the required Louisiana High School Core 4 curriculum:  Yes  No

G. A copy of this student's PLAN, ACT or SAT Scores is attached.

H. Student  has  has not previously participated in the Dual Enrollment Program.

I. Student earned a grade of \_\_\_\_\_ in the last college course in which s/he was enrolled for participation in the Dual Enrollment Program as evidenced by the attached college transcript/grade report. S/he was enrolled in this course in the \_\_\_\_\_ semester of \_\_\_\_\_.

**J. CERTIFICATION:**

I certify that the student completing this application has permission to participate in the Dual Enrollment Program and that the information provided for this student by the high school is correct.

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Signature of Principal or Designee

Date

**IV. CERTIFICATION - TO BE COMPLETED BY COLLEGE/UNIVERSITY:**

I certify that I have reviewed this application and the student's scores on the  PLAN,  ACT, or  SAT, that student meets all Dual Enrollment Program and college/university requirements to be enrolled in the course listed in Section III.A. of this application, and that if the student is qualified based on Work Keys, a copy of that Work Keys Certificate is on file at this college.

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