

# **HIGH SCHOOL DUAL ENROLLMENT** **2020-2021 Enrollment Request Form**

## **I. STUDENT INFORMATION: To be completed by the student for each academic year of enrollment.**

Last Name		First Name	Middle Name	Social Security or ULID Number
Date of Birth (mm/dd/yyyy)	Cell Phone		E-mail Address	
High School	When do you want to enroll in the courses listed below? (select one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   Year: _____			Enrolling in courses offered at High School ____ UL Campus ____
Anticipated date of High School Graduation   Month: _____ Year: _____				

## **II. STUDENT AND PARENT / CUSTODIAN CERTIFICATION: To be completed by the student and parent/custodian.**

- I certify that all information I have provided in this application is correct.
- I have received a copy of the Dual Enrollment Criteria and Financial Obligation Policy and agree to all terms and tuition policies.
- I understand all the costs associated with the program and I am responsible for all tuition costs, parking, books and course fees.
- If student is approved for participation in the Dual Enrollment Program, student will comply with all the requirements.
- Student understands that he/she is enrolling as a Visiting/Guest Student at UL Lafayette. Upon graduation from high school, if student desires to enroll at UL Lafayette, he/she must meet the admission requirements.
- Student understands that the college courses and grades earned in those courses in which he/she enrolls through the Dual Enrollment Program will be on student's permanent college academic records.
- Student understands that the grades he/she earns on college courses in which student enrolls through the Dual Enrollment Program will be used by other programs, including TOPS, to determine student's 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).
- Student authorizes UL Lafayette, student's high school, student's school district, the Louisiana Board of Regents, the Louisiana Department of Education, and the Louisiana Office of Student Financial Assistance access to student's high school and college academic record. Student further authorizes his/her high school and UL Lafayette to exchange student's academic information (i.e.transcript) for any purpose related to student's eligibility or participation in this program.
- Student acknowledges that he/she is enrolling in college courses and also understands it is the student's responsibility to OFFICIALLY WITHDRAW or DROP a class by the college/ university published deadline, should the student decide not to complete. If student withdraws, he/she may not be eligible to continue in the Dual Enrollment Program.
- Because I am a High School Dual Enrollment Student, I request an exemption from the Immunization Requirement for measles, mumps, rubella, meningitis, diphtheria, and/or tetanus. I understand that I may be required to leave UL Lafayette Campus and be excluded from classes in the event of an outbreak of any of the listed diseases until the outbreak is over or until I submit proof of immunization. If I desire to enroll at UL Lafayette after high school graduation, I understand that I will be required to submit proof of required immunizations or a signed waiver statement when I apply for admission as a regular student.

Printed Name of Student

Signature of Student

Date

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.

Printed Name of Parent/Custodian

Signature of Parent/Custodian

Date

## **III. HIGH SCHOOL CERTIFICATION: To be completed by the high school principal or counselor.**

TO BE COMPLETED BY HIGH SCHOOL:

- ACT HS Code \_\_\_\_\_ Public High School   Non-public High School   Home School
- Current School Year: 20\_\_ - 20\_\_   1st Semester   2nd Semester
- Student's current grade level:   11th Grade   12th Grade Number of Carnegie Units completed \_\_\_\_\_
- Student is on track for completing (by graduation from high school) the required high school core curriculum, transcript attached.
- A copy of the student's ACT, SAT or PRE-ACT/PRE-SAT is attached.
- Student   has   has not previously participated in the Dual Enrollment Program.
- Student earned a grade of \_\_\_\_ in the last college course in which s/he was enrolled for participation in the Dual Enrollment Program. S/he was enrolled in this course in the \_\_\_\_\_ semester/term of \_\_\_\_\_.

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

Printed Name of Principal or Counselor

Signature of Principal or Counselor

Date

Completed forms should be mailed,  
or scanned and emailed to:

University Connection , P.O. Box 43370, Lafayette, LA 70504  
Phone: 337-482-6729 Email: [universityconnection@louisiana.edu](mailto:universityconnection@louisiana.edu)

## ENROLLMENT REQUEST INSTRUCTIONS

**You must complete the Enrollment Request 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 name and date the form.
- Submit the form to your high school counselor. Your counselor will complete the High School Certification section and will attach any required documents.
- Students enrolling in courses offered at UL Lafayette and not their high school must complete the Mandatory Immunization Verification Form.

### **Parent/Custodian Instructions:**

- Sign the form in order for your student to be considered for participation in the UL Lafayette High School Dual Enrollment Program.

### **High School Principal or Counselor Instructions:**

- Complete the High School Certification section, and then mail, or scan and email it to:

**University Connection P.O. Box 43370, Lafayette, LA 70604 Phone: 337-482-6729**

**Email: [universityconnection@louisiana.edu](mailto:universityconnection@louisiana.edu)**

## HOW TO APPLY FOR ADMISSION TO THE HIGH SCHOOL DUAL ENROLLMENT PROGRAM

**Step 1: Complete the online application for admission (Both new and returning students must complete online application)**

- Go to [www.universityconnection.louisiana.edu](http://www.universityconnection.louisiana.edu) and select **High School Students**.
- Click **How to Enroll**, then select the **Apply Now** button.
- Click **Create Account** and follow steps to create an account. (Detailed instructions can be found on our website)
- Login with created credentials.
- Follow the prompts and complete all sections of the application. (Detailed instructions can be found on our website)
- Once all information has been entered and reviewed, select **Submit Application** to submit your dual enrollment application.
- In order to waive application fee enter Promo Code **HSDE** on the Order Summary Screen and click **Submit**.
- It can take up to 24 hours for the fee waiver to reflect in the Application Status. **Do not** pay any application fees. Anyone who pays an application fee will not be refunded.

**Step 2: Complete the Enrollment Request Form as outlined above. No student will be processed without completed form.**

**Step 3: Monitor your email/mail to receive updates about your application status.**

## DUAL ENROLLMENT PROGRAM ELIGIBILITY CRITERIA

The UL Lafayette 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 UL Lafayette and participating school boards.

### **General Criteria:**

- Must be a minimum of 15 years of age and currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at a public or private Louisiana high school or in a state-approved home school program. High school seniors are eligible to be dual-enrolled and attend classes offered at his/her high school and at UL Lafayette. High school juniors are eligible to be dual enrolled and attend classes offered at his/her high school campus only.
- Must be on track for completing the Louisiana TOPS 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 ACT (or SAT) scores on file at UL Lafayette.
- High School seniors must have a 2.50 cumulative GPA on a 4.0 scale, Juniors must have a 2.75 cumulative GPA.
- Student must be enrolled in a college course for which dual credit (i.e., both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record; and
- Student may enroll in a maximum of six (6) credit hours per semester at UL Lafayette. **The student is responsible for all UL Lafayette enrollment costs unless these costs are covered by his/her school system.** A dual-enrolled student is expected to follow the same withdrawal deadlines and fee policies as any other UL Lafayette undergraduate student.

### **Eligibility Criteria to Continue Participation:**

In order to continue enrollment in subsequent semesters/terms through UL Lafayette's High School Dual Enrollment program, students must have successfully completed (i.e., earned a college grade of A, B, C, or CR) current dual credit courses. Students who earn a D, F or NC are not eligible to continue in the program. UL Lafayette may grant limited, documented exceptions for continuation after withdrawal, but students will be limited to only three (3) credit hours. There are no exceptions to this rule.

**REMINDER: When registering for the ACT, remember to send your scores to UL Lafayette (code 1612).**