

August 14, 2020

Dear Parent/Guardian,

You are receiving the attached packet because your student is currently enrolled in a course that allows for an opportunity to earn college Dual Enrollment credit. Please read through all documents thoroughly, and if you decide that your student is going to dual enroll, complete all required documents and send along with payment (if necessary) to Lakeshore High School NO LATER THAN Tuesday, September 1st. NO LATE APPLICATIONS WILL BE ACCEPTED.

- If your student has taken the ACT and his/her scores qualify him/her for a Dual Enrollment course, please include those scores with the completed application packet.
- If your student has NOT taken the ACT, his/her standardized test scores, Pre-ACT Scores and/or course grade(s) will be used to determine eligibility (This information is kept at LHS, you will NOT need to provide these documents).
- SCA funds are used to cover the tuition for six (6) academic hours of coursework (see the TOPS University Dual Enrollment letter for eligible courses). If your student is taking more than six (6) credit hours, you will need to send \$225 per 3-hour course taken.
- There will be a Dual Enrollment ZOOM scheduled for Friday, August 21st at 2:00 PM. Please join us to ask questions.
 - Meeting ID: 513 141 1966
 - Password: 355097

Please read through all documents carefully. If you have any questions, please email me at Jennifer.frederick@stpsb.org or call 985-624-5046.

Thank you,

Jennifer Frederick, M.Ed.
School-to-Work Coordinator
Lakeshore High School
Jennifer.frederick@stpsb.org
985-624-5046

Dual Enrollment Registration

Please return the signed documents to the school in one of the following ways:

1. Place the signed documents in an envelope addressed to Jennifer Frederick and drop off the signed paperwork and any required tuition/fees to the school during school hours. School hours are 7:00 AM – 2:30 PM. Leave the envelope in the drop box outside the front office.
2. Sign the documents and then scan and email them to Jennifer.frederick@stpsb.org. Any required fees/tuition must be placed in an envelope addressed to Jennifer Frederick and brought to the school. Leave the envelope in the drop box outside the front office. Checks MUST be made payable to LHS.

All documents and any required tuition/fees must be received by the school no later than

Tuesday, September 1, 2020.



Student Eligibility Guidelines: 2020-2021

Southeastern Louisiana University, in partnership with local high schools, is pleased to offer qualified students an opportunity to enroll in college courses while still attending high school. Dual enrollment courses are hybrid courses with all content delivered online OR in person *via* a Southeastern Instructor/Professor. The high school teacher serves as a facilitator by assisting with student registration and enrollment, proctoring exams as necessary, and through supplemental instruction, serving as a daily learning resource for students as they assimilate course content. The Southeastern Instructor/Professor serves as the instructor of record for all dual enrollment courses. Students will earn both high school and college credit for the courses in this program with final grades appearing on the permanent transcripts of both the high school and Southeastern Louisiana University. In order for students to enroll in Dual Enrollment courses, they must meet the eligibility requirements as outlined below and complete a Dual Enrollment Student Application. **Please note that high school students can earn a maximum of 27 credits from Southeastern while participating in the Dual Enrollment Program.**

NOTE: It is incumbent upon all students and parents to determine the transferability of Dual Enrollment courses to other institutions. For in-state institutions, Southeastern courses can be cross-referenced using the [Statewide Articulation Matrix](#) to determine transferability. Out-of-state institutions should be consulted to determine transferability.

Criteria to Enroll in Southeastern Dual Enrollment Courses ***

ALL students must have the following minimum criteria:

- Be in the 11th or 12th grade
- Have a high school cumulative GPA ≥ 2.5 (transcript must be provided)
- Have an ACT/Pre-ACT composite ≥ 19 , ASPIRE composite ≥ 430 or SAT/Pre-SAT composite ≥ 980
- **Please note that if the ACT is taken in the 10th or higher grade, the ACT scores MUST be used for eligibility.**

In addition to the requirements listed above, students must also meet the following course-specific criteria in order to enroll in that course (see table on next page for minimum scores):

- With the criteria above and a minimum **English** sub-score (see table next page) students may enroll in the following:
 - Education, English, History, Music Appreciation, Psychology, Sociology, Spanish, Speech and TV production courses.
- With the criteria above and a minimum **Math** sub-score (see table next page) students may enroll in the following:
 - Math and Chemistry
- With the criteria above and a minimum **English** sub-score AND the minimum **Math** sub-score (see table next page) students may enroll in the following:
 - Biology

NOTE: Students that have the minimum math score but do NOT have the minimum English score OR students who have the minimum English score but do NOT have the minimum math score may take dual enrollment courses in the areas for which they have the minimum score (see section above). The high school must insure that those students are working toward correcting the deficiency before courses can be taken in the deficient area. Students may address their deficiencies by:

- Continuing to complete core high school courses;
- Participating in online subject area reviews before retaking the assessment; or
- Enrolling in a BESE-approved high school transition or college developmental course for which a grade $\geq C$ will be considered to be the required ACT (after completing at least 3 core English/math courses).

*****Due to the COVID-19 pandemic and the lack of standardized testing during spring 2020; students MAY be enrolled in dual enrollment courses without meeting the minimum course criteria listed above if schools provide a "Counselor Recommendation" for both fall 2020 and spring 2021. However, students should be encouraged to take the ACT during the fall semester, if at all possible, for placement in spring 2021.**

The design and requirements in the “Counselor Recommendation” may vary by school or school system. Examples may include a higher GPA than normally required or certain final grades in certain courses (an “A” in English II in order to take college-level English, an “A” in math II and III in order to take college algebra, an “A” in Spanish I in order to take college-level Spanish, etc.

Southeastern encourages schools to create a rubric that can be used as a “check list” to identify students that can enroll in dual enrollment courses without meeting the minimum standardized test scores.

Although seniors, in the past, have needed ALL 3 minimum scores (composite, math and English) before they can take ANY course the second semester of their senior year, this requirement is not being enforced during the 2020-2021 academic year only.

Course Fees and Additional Costs

- Textbooks are supplied at no cost to the high schools for dual enrollment courses for which a rental textbook has been adopted. Damaged or unreturned books will be charged to the school at full retail price. The high school may elect to charge the student for the cost of the textbook.
- Students taking math may be required to pay \$16-\$22 for access to MathXL. (Some high schools may choose to absorb this cost)
- All courses, whether taught as a single-semester or year-long course, will be charged a discounted course fee of **\$225** per 3-credit hours. **This discounted tuition is NOT refundable should a student withdraw from a course.**

Additional Information

Southeastern’s Dual Enrollment Program webpage: http://www.southeastern.edu/future_students/dual_enrollment/

Contact

Dr. Jeffrey Temple, Assistant Vice President for Academic Programs, dualenrollment@southeastern.edu, 985-549-5650

Southeastern does not offer any Dual Enrollment coursework on its Hammond campus or satellite facilities. Home-schooled students may contact a local high school to see if they can participate in their Dual Enrollment Program. However, they are encouraged to participate in the [Southeastern Scholars program](#) or [Gifted and Talented Youth Program](#) if eligible.

Minimum Dual Enrollment Exam Scores

| | COMPOSITE | ENGLISH | MATHEMATICS |
|---|--------------|---|-------------|
| For students with ACT or SAT scores. | | | |
| ACT | ≥ 19 | ≥ 18 | ≥ 19 |
| SAT | ≥ 1010 total | ≥ 500 ERW (Evidence Based Reading/Writing) | ≥ 510 |
| For students who have not yet taken the ACT/SAT in high school (before the 10th grade). | | | |
| ASPIRE | ≥ 430 | ≥ 433 | ≥ 431 |
| Pre-ACT | ≥ 19 | ≥ 18 | ≥ 19 |
| Pre-SAT | ≥ 980 total | ≥ 25 WL | ≥ 500 |



TOPS University Dual Enrollment

Dear Parent or Guardian,

In the 2019 legislative session, the Louisiana Legislature passed a budget that increased the amount of Supplemental Course Allocation (SCA) funds for each school district. As a result, the St. Tammany Parish Public School System will pay for tuition costs for specific academic courses that are dually enrolled with a St. Tammany Partner College or university.

In order to qualify for funding for a TOPS aligned core academic dual enrollment course , a student must meet all the course eligibility guidelines established by the St. Tammany Partner College or University.

St. Tammany Parish Public Schools will fund **up to six (6)** course hours of college or university credit. Course offerings vary by high school. The following courses are available for tuition funding contingent upon student eligibility and availability at the student's high school.

English III, English IV, Algebra III, Probability and Statistics, Pre-Calculus, Calculus, Biology II, Chemistry, Anatomy and Physiology, Chemistry II, Physics, U.S. History, World History, Western Civilization, and Government.

If a student enrolls in a course and drops the course after the tuition is paid, the student will be obligated to reimburse St. Tammany Parish Public Schools for the full tuition expense. Please consult your school about tuition costs.

If your child is eligible to enroll in a dual enrollment course, please complete the following.

I agree to reimburse St. Tammany Parish Public Schools the cost of tuition if my child drops a dual enrollment course after tuition has been paid.

Print Student Name _____

Print Parent Name _____

Student Signature _____

Parent Signature _____

Course Choices- Please rank your course choices. Course placement is contingent upon the number of courses offered and the number of seats per course available at the student's high school.

1. _____

2. _____

3. _____



SPECIAL RELEASE OF STUDENT INFORMATION CONSENT FORM

The collection and maintenance of a student's personally identifiable information requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) and LRS 17:3914. The St. Tammany Parish School Board will maintain student records and personally identifiable information as confidential and will use reasonable commercially available steps to maintain as such. St. Tammany Parish School Board will follow all local, state and federal data security laws and policies and only share the data that is required for the purpose stated.

Your student has elected to participate in a dually enrolled college course through Southeastern Louisiana University. One of the requirements for this class is that student information will be used and/or released as part of their participation. Since this is a requirement for this class, if you elect not to have your child's information used or released, then your child's schedule will be changed to remove this class. The following information about your student will be used and/or released:

- Student's full name, mailing address, city, state, ZIP, home phone, cell phone, email
- Student gender, date of birth, Social Security number, ethnicity/race (optional)
- Student high school, grade level, state assigned student ID number, ACT/PLAN score

The information will be shared with the following entities:

- Southeastern Louisiana University
- Louisiana Department of Education
- Louisiana Board of Regents
- Louisiana Office of Student Financial Assistance

I HEREBY CONSENT to the release and use by St. Tammany Parish School Board of my child's personally identifiable information to any person or entity providing services to St. Tammany Parish School Board for this class and who requires my child's personally identifiable information in order to perform those services.

Signature of Parent/Legal Guardian

Child's Full Name

Printed Name of Parent/Legal Guardian

Date

School Name



Dual Enrollment Student Application

2020-2021

I. STUDENT INFORMATION:

University semester of application: Fall 2020 Spring 2021 Year-long

Social Security Number: _____

Last Name: _____ First Name: _____ Middle Name: _____

Gender: Male Female Date of Birth: Month: _____ Day: _____ Year: _____

Mailing Address: _____
Street or P.O Box City State Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____ E-mail: _____

Parent/Guardian: _____ (____) Last Name
First Name Relationship Phone Number

Are you a United States Citizen? Yes No If no, country of citizenship: _____

Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws.

- Asian American Indian/Alaskan Native Black (Non-Hispanic)
- Hispanic of Any Race Native Hawaiian/Pacific Islander White (Non-Hispanic)
- Foreign/Non-Resident Alien Race/Ethnicity Unknown Two or More Races

II. TO BE COMPLETED BY HIGH SCHOOL:

A. Course enrollment request: Please indicate the Southeastern course for which the student has permission to enroll.

| <u>Southeastern Course Prefix</u> | <u>Southeastern Course #</u> | <u>Southeastern course title</u> | <u>Southeastern Credit hours</u> | <u>Fall (F); Spring (Sp); Year (Y)</u> |
|-----------------------------------|------------------------------|----------------------------------|----------------------------------|--|
| | | | 3 | |
| | | | 3 | |
| | | | 3 | |
| | | | 3 | |
| | | | 3 | |

B. Name of High School Lakeshore High School

C. Student's current grade level: 11th Grade 12th Grade

D. A copy of this student's standardized scores (See Student Eligibility Guidelines for acceptable exams) and a transcript showing an **unweighted cumulative** GPA of at least 2.5 **MUST** be attached to the application. Multiple exams may be used for program eligibility.

E. For the 2020-2021 academic year students without standardized test scores may enroll with a counselor's recommendation. Will this student be admitted via a counselor's recommendation? Yes No If yes, please include documentation.

III. STUDENT AND PARENT/GUARDIAN CERTIFICATION

- I certify that all information provided on this application is correct.
- I have received a copy of Southeastern’s Dual Enrollment Program Student Eligibility Guidelines and agree that I am compliant.
- **I understand that reduced tuition for each 3-hour course is \$225 and is payable to the high school.**
- I understand that year-long courses are billed in the **SPRING** but my school may require payment in fall.
- I understand that the high school and Southeastern grades earned in the courses in which I enroll through the Dual Enrollment Program will be on my permanent high school and Southeastern Louisiana University transcripts and the grades may differ.
- I understand that grades cannot be removed from my Southeastern transcript for any reason.
- I understand that the grades I earn in Southeastern 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 Questions 56,149,150 located in TOPS section of www.osfa.la.gov).
- I understand that cheating is not tolerated and may result in an “F” on my Southeastern assignment or possibly an “F” in the Southeastern course in which the cheating occurred:
http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html.
- I acknowledge that: (1) I am enrolling in the course(s) listed in section II. of this form; (2) it is my responsibility to SUBMIT A REQUEST TO BE DROPPED OR WITHDRAWN from a class I decide not to complete by Southeastern’s published deadlines to my high school’s dual enrollment coordinator; and (3) if I withdraw from a Southeastern course I will not be refunded the reduced tuition for the course and will receive a “W” on my permanent Southeastern transcript.
- I acknowledge that it is my responsibility to determine the transferability of a dual enrollment course to another institution either inside or outside of Louisiana. The course articulation matrix can be found at <https://regents.la.gov/master-course-articulation/>.
- I do hereby authorize the Board of Regents, Southeastern Louisiana University, the Louisiana Department of Education and the Office of Student Financial Assistance access to my high school and college academic records.
- I understand that dual enrollment courses are college courses and may contain mature content.
- I acknowledge that I can earn a **maximum of 27 credit hours** through Southeastern’s Dual Enrollment Program.
- ***I acknowledge that the dual enrollment course that I am enrolling in is a hybrid course and the syllabus, learning outcomes and learning materials for the course are available online through MoodleDE.***
- I understand that if enrolled by a “Counselor’s Recommendation”, all rules regarding dual enrollment are still applicable.
- I understand that the following courses have online fees in addition to the \$225 course fee: College Algebra/Trigonometry--\$22; Statistics--\$22; Applied Calculus--\$22

Student Signature

Date

- As the parent/guardian of the student above, I certify that the information provided in this application is correct.
- I have seen the Student Eligibility Guidelines and do hereby give permission for my child to participate in Southeastern’s Dual Enrollment Program http://www.southeastern.edu/future_students/dual_enrollment/program/index.html .

Parent/Guardian Signature

Date

IV. SCHOOL CERTIFICATION:

The high school administration certifies that the student completing this application has permission to participate in Southeastern’s Dual Enrollment Program and that the student meets the requirements set forth in the Student Eligibility Guidelines document.

Principal or Designee Signature

Date

V. SOUTHEASTERN CERTIFICATION:

I certify that I have reviewed this application, the student’s standardized test scores and the student’s high school transcript and that the student meets all Southeastern Louisiana University Dual Enrollment Program requirements to be enrolled in the course(s) listed in Section II.A. of this application.

Assistant Vice President for Academic Programs

Date