



June 18, 2009

Dear Principal/Counselor

Louisiana Tech is pleased to have the opportunity to work with your high school in our Early Start (Dual Enrollment) program for the coming 2009-2010 school year.

Attachments to these instructions contain the Application Form Part 1 and 2, along with an outline of student eligibility for dual enrollment and information concerning the securing of student and faculty IDs as well as student and faculty parking permits. Your students and dual enrollment teachers are entitled to a complementary campus parking permit. If students or faculty come on campus for any reason, they will be required to have the parking permit on their vehicle or they will be ticketed. Please see that each dual enrollment teacher and student receives the information concerning IDs and parking on campus.

Part 1 and Part 2 of the application form is sent in separate attachments. Part 1 is general information and must be filled out in full. It is two pages in length. You are asked to duplicate it as a one page front and back form. This will reduce the number of pages you and we have to handle. On the back (second page of Part 1) you will see a section where academic information is requested. You will probably need to help your students with the information if they do not know their GPA or remember the PLAN/ACT scores. You will note at the very bottom of the form a box where you or your principal will sign verifying the six requirements listed in the box. Students cannot be registered unless the signature is there. Please note that just below the middle of this page is a box for the student and parent to sign. The parent signature will necessitate the form being sent home and returned with the parent signature. The same is true for Part 2 of the application. When this form is sent home, please also send the form that has the heading, "Louisiana Dual Enrollment Program Student Eligibility Criteria Framework" for parents to retain. Again, we ask that Part 1 of the application be duplicated on one page, front and back.

Part 2 of the dual enrollment application form is one page in length. Please have the student fill in his/her name and social security number in the indicated blanks. In the box for the course title, please have the name of the CARNEGIE UNIT CLASS(ES) that the student is taking, the Louisiana Department of Education Course Number, and the number of high school units that will be earned. In the next section, the Louisiana Tech classes that you have identified as being pursued at your school are listed. Have your students place a check in the box by each class he/she plans to pursue for dual enrollment credit. Again, Part 2 requires a parent

signature so it will need to be sent home with Part 1. Also the student and the principal or counselor must sign the form. Students cannot be registered if all signatures are not present.

We are sending Part 2 in both .pdf and Word formats. If you would like to customize Part 2 for your school, you may use the Word format. Customizing would amount to typing in your school's name at the top of the form and adding/deleting course offerings so that the only courses listed are the ones that your school is offering. Louisiana Tech course titles are listed on the attached Overview form.

It is strongly suggested that you meet with your dual enrollment students to go over the forms and to identify deadlines for forms to be turned in. If you have questions about any of these instructions you may call Randy Moore at (318.267.6733), email (rmoore@latech.edu), or Helen Gantt and/or Pamela Ford at (318).257.3031.

Once you have collected the application forms, including the \$20 application fee for each student, please mail them **no later than Wednesday, August 26**, to:

Enrollment Management
Louisiana Tech University
P.O. Box 3146
Ruston, LA 71272

Please have the \$20 checks attached to each application. Or, if your school district is paying the \$20 application fee, please include one check with the completed application materials. (Private and Parochial schools: please see the note below about tuition payments.)

Again, thank you for being a part of the Louisiana Tech Dual Enrollment Program.

Louisiana Tech Early Start Contacts:

Randy Moore, Dual Enrollment Coordinator
318-257-2766
RMoore@LATECH.edu

Pamela Ford, Dean of Enrollment Management,
318-257-3031, 318-257-2908 (fax)
prford@LATECH.edu

Helen Gantt, Administrative Assistant
318-257-3031, 318-257-2908 (fax)
hpgantt@LATECH.edu

Private/Parochial school tuition payments:

Tuition is due no later than **Wednesday, August 26**, for courses that begin in the fall. For two course sequence classes (i.e. HIST 101/102), tuition for the second course is due no later than **December 1, 2009**. Tuition is \$100 per three-credit hour course and it is pro-rated for courses that are less than 3 credit hours. For example, Kinesiology 144 is a two credit hour course and the tuition is \$67.00 (round up or down to the nearest whole dollar).

All of the forms referenced herein are also available online at:

<http://www.latech.edu/enrollment-management/highschool/>