



April 20, 2016

Subject: Early Start/Dual Enrollment Student Application Instructions

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 2016-2017 school year.

Access to online applications, Student Eligibility Framework, information about parking permits and student/faculty IDs and more are posted at our dual enrollment website: <http://www.latech.edu>. Click on **Admissions** in the red bar at the top of the page, and then select **Dual Enrollment**.

The link to the online application for students is in the middle of the Dual Enrollment web page. Having them complete their applications as a group in a computer lab would be ideal. They will need to print their completed applications in order to obtain the appropriate permissions and signatures.

It is strongly suggested that you complete and print a “dummy” online application so you can assist your students with any questions they may have as they complete their applications. If you have questions about any of these instructions you may call Pamela Ford or Alicia Kimbell at (318) 257-3031 (email: prford@latech.edu, or aliciam@latech.edu).

Your students will need their Social Security Number, their ACT high school code, and their parents' phone numbers and email addresses in order to complete their applications. If they enter incorrect information on the online application, have them correct it by hand on the printed application.

On the second page of Part 1 of the application you will see a section where academic information is requested. You will enter your students' GPA and ACT (or PLAN or Aspire) scores in the highlighted boxes and attach a copy of the scores to the application. Please note the parent and student signature section at the bottom of the page. Students cannot be registered unless the signatures are there. 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” for parents to retain.

Part 2 of the dual enrollment application form is also two pages in length. In the Course Enrollment Request section, you will enter the high school Louisiana Department of Education (LDE) course number and the high school course title, and the number of high school units that will be earned. In the next section, 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. The student and the principal or counselor must also sign the form verifying each student's information and granting permission for the student to participate in the dual enrollment program. Students cannot be registered if all signatures are not present.

Once you have collected the application forms, the \$20 application fee, and tuition payments (if applicable) for each student, please mail them to:

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

You may mail your applications to us **as early as May 1, 2016 but no later than Friday, August 19, 2016.** Please have the application and/or tuition checks attached to each application, and please instruct your parents/students to write the name of their student on each check. Or, if your school district is paying the application fee and/or tuition, you may include one check with the completed applications. Please see the note below about tuition payments.

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

Louisiana Tech Dual Enrollment Contacts:

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

Alicia Kimbell, Dual Enrollment Coordinator
318-257-3031, 318-257-2908 (fax)
aliciam@LATECH.edu

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

Tuition payments:

Tuition may be paid at the same time you submit your applications, or you may pay it at a later date. The deadline for Fall tuition payments is **Friday, August 19, 2016.** The tuition deadline for Winter is November 11, 2016, and Spring is February 24, 2017. Tuition is \$150 per three-credit hour course and it is pro-rated for courses that are less than 3 hours. For example, Kinesiology 144 is a two credit hour course and the tuition is \$100. Please make checks payable to Louisiana Tech University.

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

<http://www.latech.edu>. Click on **Admissions** in the red bar at the top of the page, and then select **Dual Enrollment**.