

STEPS (SENIOR TECHNICAL EDUCATION PROGRAM AT SOWELA) REQUIREMENTS

The STEPS program provides high school seniors a head start on college. Students in the STEPS program experience the college environment while completing their high school diploma and earning college credits. Students from participating high schools and BESE approved home school programs may enroll in STEPS under the direction of the STEPS coordinator and their high school counselors. STEPS students are required to attend a minimum of nine (9) credit hours of coursework on the SOWELA campus in Lake Charles.

General Admission and Participation Requirements

1. All students must be enrolled as a senior at a participating (as evidenced by a current CEA) public or private high school within one of the parishes/districts (must have a STEPS agreement with SOWELA) served by SOWELA or a BESE-approved home study program. Homeschool students must submit a valid BESE Home Study Approval letter.
2. Graduating seniors must be pursuing a school-approved diploma (Career, LA Core 4, or Basic Core).
3. High school seniors must be at least 17 years old, and no more than 18 years old, by September 30th of their senior year.
4. Students must have permission from a designee from their high school and their parent/guardian to participate in Dual Enrollment. (Parents may act as the designee for BESE-approved home study programs.)
5. Students must submit a high school transcript with a calculated GPA based on a 4.00 grading system. To enroll in the STEPS program students must have a 2.5 GPA.
6. Students must be enrolled in college courses for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic records.
7. Students enrolled in courses with school board credentialed instructors that meet at any SOWELA instructional site must also satisfy the following requirements: 1) Students must have no more than three (3) disciplinary actions during their last school year noted in their high school records, and 2) Students must have no more than ten (10) unexcused absences during their last school year noted in their high school records.
8. Upon admission, STEPS students must have a maximum of four core courses remaining to meet high school graduation requirements.
9. All STEPS students have a registrar's hold placed on their student accounts to prevent unauthorized registration schedule changes or withdrawals. All requests for registration and/or schedule changes must be submitted to the Dual Enrollment Coordinator for processing by the Registrar's Office. Additionally, course withdrawals require permission from the student's home high school and the College.
10. Students participating in STEPS must enroll in a minimum of twelve (12) semester credit hours of courses in each of the fall and spring semesters. Students may carry a maximum course load

of 15 credit hours each semester. Each semester a minimum of nine (9) credit hours of coursework must be taken at the SOWELA main campus in Lake Charles.

11. All STEPS students must complete all core requirements needed for high school graduation prior to the spring semester of their senior year, unless the core requirement is being fulfilled at the parish/district school or a BESE-approved home study program.
12. To remain a participant in the STEPS program, students must earn a grade of "C" or better in all courses taken for college credit.

Additional Requirements for Technical Courses

1. Students must meet all eligibility requirements that may be imposed by their home school district including, but not limited to, minimum scores on the ASPIRE, Pre-ACT, ACT, or WorkKeys Tests. (Note: Only ACT and Next Generation ACCUPLACER scores can be used to satisfy prerequisite/test score requirements for course entry.)
2. Students must meet course-specific prerequisites including, but not limited to, appropriate scores on either the ACT or Next-Generation ACCUPLACER exam.
3. SOWELA follows ACT recommendations that the ASPIRE and Pre-ACT scores do not replace the ACT. If a student has taken the ACT, the ACT score must be used as the placement measure.

Additional Requirements for General Education and Other Courses on the Board of Regents Matrix

1. Students must have and maintain a high school grade point average of at least 2.5 on a 4.00 system.
2. SOWELA has moved to a corequisite model of instruction for developmental coursework. According to the Louisiana Board of Regents, a senior high school student may need developmental coursework in one content area only (English or Math). If one of the corequisite model courses is needed by a senior dual enrollment student, the course must be successfully completed with a "C" or better prior to the spring semester of that student's senior year. Students may not take both a corequisite MATH and a corequisite English in the same semester. The following guidelines are used to determine possible placement.
 - a. To enroll in MATH 1100 College Algebra, students must have an ACT Math subscore of at least 20.
 - b. To enroll in MATH 1000 Algebra for College Students, students must have an ACT Math subscore of at least 19.
 - c. To enroll in MATH 1106 College Algebra (6 credit hour format) or MATH 1006 Algebra for College Students (6 credit hour format), students must have an ACT Math subscore of at least 17.
 - d. To enroll in ENGL 1010 English Composition 1, students must have an ACT English subscore of at least 18.
 - e. To enroll in ENGL 1014 English Composition 1 (4 credit hour format), students must have an ACT English subscore of at least 17.

3. Students must meet course-specific prerequisites including, but not limited to, appropriate scores on either the ACT or Next-Generation ACCUPLACER exam.

Applicants for the STEPS program from participating public or private high schools should:

1. Complete the online application for admission found on the SOWELA website at www.sowela.edu under Admissions and How to Enroll.
2. Request the Course Enrollment Request Form from the high school counselor for completion and verification. A copy of the student's official high school transcript with a calculated GPA (out of a 4.00 system) and official ACT and/or Next Generation ACCUPLACER test scores are also required. The Course Enrollment Request Form, official high school transcript, and test scores will then be picked up by SOWELA directly from the high school counselor.

Applicants for the STEPS program from BESE-Approved Home Study programs should:

1. Complete the online application for admission found on the SOWELA website at www.sowela.edu under Admissions and How to Enroll.
2. Submit a valid BESE Home Study Approval letter.
3. Request a Course Enrollment Request Form by email at dualenrollment@sowela.edu and return to the SOWELA Dual Enrollment/STEPS office, Room 125 in the Magnolia Building, #13, or to dualenrollment@sowela.edu. Course Request Forms must be accompanied by an official high school transcript with a calculated GPA (out of a 4.00 system) and official ACT and/or Next Generation ACCUPLACER test scores.

The information contained in this guidelines/requirements document can be found in the SOWELA Technical Community College Catalog published at <https://www.sowela.edu/catalog/> (pages 39-42 of the *College Catalog and Student Handbook – 2023-2024 Spring Edition*)



STEPS COURSE REQUEST FORM

Please type or print in BLUE or BLACK ink. (No Pencil)

For SOWELA Office Use ONLY

Student ID#: _____

Test Scores Entered ☐ Schedule Entered ☐

Attribute Entered ☐ Spreadsheet ☐

Scanned ☐

Date Entered: _____ Entered by: _____

I. STUDENT INFORMATION AND STUDENT AND PARENT/CUSTODIAN CERTIFICATION: To be completed by the student and parent/custodian.

Last Name	First Name	Middle Name	Social Security Number (Required) XXX-XX-	Date of Birth (MM/DD/YYYY)
Email Address:		Home Phone Number:		Cell Phone Number:

- I certify that all information within this application is correct.
- I have read the **STEPS General Guidelines** and **Step-by-Step Guide to Applying** provided with this application packet.
- If I am approved for participation in the STEPS Program, I will comply with all student requirements set forth in the SOWELA College Catalog and Student Handbook (Please see GENERAL POLICIES/PROCEDURES section).
- I understand that I am enrolling as a Visiting Student at SOWELA Technical Community College. Upon graduation from high school, if I desire to enroll at SOWELA, I will apply for admission as a regular student and will be required to meet SOWELA's admission requirements.
- I understand that the college courses in which I enroll through Dual Enrollment/STEPS will be on my permanent high school and college academic records.
- I do hereby authorize the Board of Regents, the Office of Student Financial Assistance, and SOWELA to access my academic records.
- I understand that the grades I earn in college courses in which I enroll through Dual Enrollment/STEPS will be used by other programs, including TOPS, to determine my continuing eligibility for those programs. See TOPS Q&A – Core Curriculum Q-2 and Q-9 located in TOPS section of www.osfa.la.gov.
- I understand that withdrawing from a course or earning a grade of 'W' or 'F' may threaten future financial aid and TOPS eligibility due to lack of adequate academic progress.
- I authorize SOWELA to release grades, enrollment status, and/or official transcripts to my high school and the school board each semester or term that I am enrolled in the Dual Enrollment/STEPS Program.
- I authorize SOWELA to apply funds from any financial awards and/or scholarships to pay current tuition and fees.
- I acknowledge that I am enrolling (if approved) in the courses listed on this application and understand that **it is my responsibility TO OFFICIALLY WITHDRAW or DROP any classes I decide not to complete, by the published deadline and in accordance with SOWELA policy.** Failure to do so may result in grades of 'F' on official transcripts.

Printed Name of Student

Signature of Student

Date

- I certify that all information provided on this application is correct.
- I have read the **STEPS General Guidelines** and **Step-by-Step Guide to Applying** provided with this application packet.
- If my child is approved for participation in the STEPS Program, he/she will comply with all student requirements set forth in the SOWELA College Catalog and Student Handbook (Please see GENERAL POLICIES/PROCEDURES section).
- I understand that the college courses and high school and college grades earned in those courses in which my child enrolls through Dual Enrollment/STEPS will be on my child's permanent high school and college academic record.
- I understand that the grades my child earns in college courses in which he/she enrolls through Dual Enrollment/STEPS will be used by other programs, including TOPS, to determine his/her continuing eligibility for those programs. See TOPS Q&A – Core Curriculum Q-2 and Q-9 located in TOPS section of www.osfa.la.gov.
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my child's high school and college academic records.

Printed Name of Parent/Custodian/Guardian

Signature of Parent/Custodian/Guardian

Date

II. COURSE ENROLLMENT REQUEST: To be completed by the high school principal or designee ONLY.

High School: _____ Upcoming Grade Level: _____ SASID: _____
Anticipated High School Graduation Date: _____ Cumulative GPA: _____ Program of Choice: _____

FALL SEMESTER				SPRING SEMESTER			
SOWELA CRN	SOWELA Course Title	Credit Hours	High School Course Title & Instructor	SOWELA CRN	SOWELA Course Title	Credit Hours	High School Course Title & Instructor

III. HIGH SCHOOL PRINCIPAL, COUNSELOR OR HIGH SCHOOL DESIGNEE SIGNATURE.

I certify that: 1) the student completing this application is in good disciplinary standing, is academically on track to graduate with his/her class, has completed a five-year Education and Career Plan, has permission to participate, has on record proof of vaccination or immunity against measles, rubella, mumps, tetanus, and diphtheria, and meets all requirements for participation in SOWELA's Dual Enrollment Program; 2) the information provided for this student by the high school is correct; 3) a copy of the student's transcript is attached; and 4) a copy of the Pre-ACT/ACT/SAT/Next-Generation ACCUPLACER scores (for course registration) or Work Keys scores (for TTES eligibility only) are attached.

Printed Name of Principal or Designee

Signature of Principal or Designee

Date