

SOWELA DUAL ENROLLMENT REQUIREMENTS

Dual Enrollment is a program that allows a high school student to enroll in college level courses for which dual credit (both college and high school credit) is earned on the student's secondary and postsecondary academic record. The credits that students earn will be applicable toward high school graduation and acceptable toward a college degree or technical certificate. This opportunity allows students to accelerate their college career while saving time and money. Dual enrollment courses are taught in two formats: by SOWELA instructors in an online environment or by SACSCOC credentialed teachers in face-to-face classes at participating high schools or SOWELA instructional sites. It is vital to understand that a high school student registrant is expected to adhere to all college, course, and instructor requirements. The program is designed for students who are serious about their education, want to earn a college degree or a technical certificate, and desire to get an early start on completing their college education.

General Admission and Participation Requirements

1. All students must be enrolled at a participating (as evidenced by a current CEA) public or private high school within one of the parishes/districts served by SOWELA or a BESE-approved home study program. Unless enrolled in a career or technical education (CTE) course taught by high school faculty, all dual enrollment students should be in their junior or senior year.
2. High school juniors must be at least 16 years old by September 30th of their junior year. High school seniors must be at least 17 years old, and no more than 18 years old, by September 30th of their senior year.
3. 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.)
4. Students must submit a high school transcript with a calculated GPA based on a 4.00 grading system.
5. 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.
6. 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.
7. All juniors and seniors participating in dual enrollment may enroll in a maximum of eight (8) credit hours per semester.
8. All dual enrollment 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.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title: Compliance Officer; Address: 3820 Sen. J. Bennett Johnston Ave. Telephone: 337-421-6565 or 1-800-256-0483; Email: complianceofficer@sowela.edu

9. All senior dual enrollment 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.
10. To remain a participant in the Dual Enrollment program, students must earn a grade of "C" or better in all courses taken for college credit.

Additional Requirements for the 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.

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Applicants for the Dual Enrollment 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.

BESE-Approved Home Study Applicants for the Dual Enrollment program 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, 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](https://www.sowela.edu/catalog/) published at <https://www.sowela.edu/catalog/> (pages 37-39 of the *College Catalog and Student Handbook – 2023-2024 Spring Edition*)



STEP-BY-STEP GUIDE TO APPLY FOR DUAL ENROLLMENT/ STEPS PROGRAM

STEP 1: COMPLETE THE SOWELA ONLINE ADMISSIONS APPLICATION

- Visit www.sowela.edu, click **Apply** at the top right of the screen. Choose **Admissions Application**.
- Dual Enrollment/STEPS students must choose **Visiting Student**, and **admissions application** below the **Step 1: Admissions application** heading.
- Click **Sign Up** under **Don't have an account yet?**; using a unique email address, fill out the personal information and account email/username and password boxes. (Please do not use high school issued email addresses to avoid verification issues.)
- Sign into your email and verify your email address. Once verified, please sign into your admissions application account.
- Click the appropriate upcoming term and hit the **Apply Now** button to begin the online admissions application.
- **Special Note** – Please be sure to select **Currently enrolled in high school** and **YES** to “Will you still be in high school when starting classes?” to be coded as a high school/Dual Enrollment eligible student.
- All dual enrollment/STEPS students must select **Non-Degree** as their upcoming Major. Please choose the campus you will be attending. If you will be attending online courses only or courses taught on your high school campus, please select Main Campus.

STEP 2: COMPLETE THE DUAL ENROLLMENT/STEPS COURSE REQUEST FORM

- Complete the **Dual Enrollment Course Request Form** every term you wish to be enrolled. While you only need to apply online once for SOWELA's Dual Enrollment program, you must complete the Dual Enrollment Course Request Form for **each term** of enrollment to request dual enrollment courses for individual semesters.
- Student and Parent/Custodian/Guardian Instructions:
 - Complete Section I with a parent/custodian/guardian. After filling out student information, student and parent/custodian/guardian **must print, sign, and date** at the end of Section I.
- High School Principal or Counselor Instructions:
 - Complete Section II of the Dual Enrollment Course Request Form. List courses needed by the high school student to earn credit on the high school academic record. Your signature verifies that the courses listed will be applied to/fulfill the student's high school graduation requirements and authorizes SOWELA to enroll the student in the listed courses.
 - Please scan and email the Dual Enrollment Form, ACT test scores, and high school transcript to **Jeremy Ryder** (jeremy.ryder@sowela.edu) and **Annamarie Sunderbruch** (annamarie.sunderbruch@sowela.edu) for processing. Arrangements can also be made to pick up Course Request Forms from high schools with large quantities.

STEP 3: MONITOR YOUR EMAIL TO RECEIVE UPDATES ABOUT YOUR APPLICATION

- To set up your online application, please use an email that you monitor often. Admissions or SOWELA's Dual Enrollment office will contact you via email to notify you if additional information is needed to complete your application.

STEP 4: (STEPS STUDENTS ONLY) SEE A MEMBER OF THE SOWELA DUAL ENROLLMENT TEAM FOR ADVISING

- Once your application is processed, a member of the SOWELA Dual Enrollment team will contact you for an advising appointment. Parents are strongly encouraged to attend.
- Please bring any updated test scores (ACT or Next Generation Accuplacer) and/or high school transcript and immunization records to your advising appointment if not previously submitted.

If you have questions or need additional information, email dualenrollment@sowela.edu, or please contact:

Jeremy Ryder, Dual Enrollment Coordinator 3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 Magnolia Building (Building #13), Room 125 Phone: 337-421-6983 jeremy.ryder@sowela.edu	Annamarie Sunderbruch, Dual Enrollment Specialist 3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 Magnolia Building (Building #13), Room 127 Phone: 337-421-6581 annamarie.sunderbruch@sowela.edu	Calcasieu Parish STEPS Students: Sabra Soileau, CPSB College Program Coordinator Phone: 337-562-4085 337-421-6597 sabra.soileau@cpsb.org
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	Annamarie Sunderbruch, Dual Enrollment Specialist	Calcasieu Parish STEPS Students: Sabra Solleau, CPSB College Program Coordinator
Jeremy Ryder, Dual Enrollment Coordinator 3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 Magnolia Building (Building #13), Room 125 Phone: 337-421-6983 jeremy.ryder@sowela.edu	3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 Magnolia Building (Building #13), Room 127 Phone: 337-421-6581 annamarie.sunderbruch@sowela.edu	Phone: 337-562-4085 337-421-6597 sabra.soileau@cpsb.org

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DUAL ENROLLMENT 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

Data 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 **Dual Enrollment General Guidelines and Step-by-Step Guide to Applying** provided with this application packet.
- If I am approved for participation in the Dual Enrollment 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 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 the Dual Enrollment Program 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 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 **Dual Enrollment General Guidelines and Step-by-Step Guide to Applying** provided with this application packet.
- If my child is approved for participation in the Dual Enrollment 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 the Dual Enrollment Program 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 the Dual Enrollment Program 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: _____

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 _____

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