

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

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

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](https://www.sowela.edu/catalog) published at <https://www.sowela.edu/catalog>.

