

<b>I. STUDENT INFORMATION: To be completed by the student for each term of enrollment.</b>			
I am a New College Prep student and HAVE APPLIED ONLINE for High School Dual Enrollment.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am a Continuing College Prep student who was last enrolled in the _____ semester.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last Name		First Name	Middle Name
			Social Security or McNeese ID Number
Date of Birth (mm/dd/yyyy)	Cell Phone	E-mail Address	
High School	When do you want to enroll in the College Prep Program? (select one)		Intended College Major
		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring Year: _____
What are you remaining high school graduation requirements?		1)	
2)		3)	
4)		5)	
Home high school courses and times (band, sports, ect.):			
<b>II. STUDENT AND PARENT / CUSTODIAN CERTIFICATION: To be completed by the student and parent/custodian.</b>			
<ul style="list-style-type: none"> <li>▪ I understand that I must meet the minimum 2.75 cumulative grade point average requirement and the ACT English score of 18 PLUS the ACT Math score of 19 requirements or the equivalent scores listed on page 2 of this form to be accepted into the program.</li> <li>▪ I certify all information provided on this form is correct. If approved for course enrollment through this program, I will comply with all the requirements.</li> <li>▪ I understand I am enrolling as a Visiting/Guest Student at McNeese. Upon graduation from high school, if I desire to enroll at McNeese, I will apply for admission as a regular student and will be required to meet McNeese admission requirements.</li> <li>▪ I understand the college courses in which I enroll and the grades earned in those courses will be on my permanent McNeese academic record. I understand if I enroll in the college courses for dual high school credit, the courses and grades will also be part of my permanent high school record.</li> <li>▪ I authorize McNeese, the Board of Regents, and the Office of Student Financial Assistance to access my high school and college academic records.</li> <li>▪ I authorize my school and school district to release the following personally identifiable information to McNeese as needed: first and last name; grade, classification, and graduation date; school and district name; birth date; postal address; telephone number; social security number; school ID number; email address; academic eligibility information, such as transcripts; and financial aid eligibility status.</li> <li>▪ I authorize McNeese to release grades, enrollment status, and/or official transcripts to my high school and the school board each term of dual enrollment.</li> <li>▪ I acknowledge I am enrolling (if approved) in the courses listed on this application and understand that <b>it is my responsibility TO OFFICIALLY WITHDRAW or DROP any classes I decide not to complete by the published deadline and in accordance with University policy.</b></li> <li>▪ I understand I must remain in academic good standing with McNeese and must successfully complete all college courses to continue enrollment through this program.</li> <li>▪ I understand the grades I earn on college courses through this program will be used by others, including TOPS, to determine my continuing eligibility for those programs. I understand that withdrawing from a course or earning a grade of "WN" or "F" may threaten future financial aid and TOPS due to lack of adequate academic progress.</li> <li>▪ I authorize McNeese to apply funds from any financial awards and/or scholarships to pay current and/or delinquent tuition and fees, meal plan, parking and/or library fines, late fees, and past due bookstore charges. I understand I am fully responsible for payment of any charges if I am ineligible for financial awards and/or scholarships.</li> <li>▪ Because I am a high school dual enrollment student, I request an exemption from the immunization requirement for measles, mumps, rubella, diphtheria, and/or tetanus. I understand that I may be required to leave the McNeese campus and be excluded from classes in the event of an outbreak of any of the listed diseases until the outbreak is over or until I submit proof of immunization. If I desire to enroll at McNeese after high school graduation, I understand that I must submit proof of required immunizations or a signed waiver statement when I apply for admission as a regular student.</li> </ul>			
Printed Name of Student		Signature of Student	Date
I acknowledge that I have read the statements listed above and understand the regulations with which my student must comply. I certify that my student has permission to participate in the Dual Enrollment program and to enroll in the courses listed above.			
Printed Name of Parent/Custodian		Signature of Parent/Custodian	Date
<b>III. HIGH SCHOOL CERTIFICATION: To be completed by College Prep Coordinator. LA Secure ID # _____</b>			
I certify that the student is in good standing and has permission to participate in the Dual Enrollment program and to enroll in the courses listed above. I also certify that the student is on track to complete the required high school core curriculum?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I also certify that the Student has the 2.75 minimum cumulative grade point average to meet requirements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		College Prep Coordinator	Date
Completed Form must be sent to: McNeese College Prep Program Attn: Matthew Rion <a href="mailto:mrion@mcneese.edu">mrion@mcneese.edu</a> 213 Frasch Hall Phone: 337-562-4085			

## COURSE ENROLLMENT REQUEST FORM INSTRUCTIONS

You must complete the Course Enrollment Request Form for every term/semester you want to enroll in classes.

### Student Instructions:

- Complete Sections I and II on the form.
- Have one parent or custodian print and sign name and date the form.
- Contact Matthew Rion, College Prep Coordinator, to select courses and plan schedule.

### Parent/Custodian Instructions:

- Sign the form in order for your student to be considered for participation in the McNeese College Prep Program.

Submit the Course Enrollment Request Form, with sections I & II to Matthew Rion, College Prep Coordinator. Mr. Rion will complete Section III and submit it to the university.

## HOW TO APPLY ONLINE FOR ADMISSION TO THE COLLEGE PREP PROGRAM

If you have not applied for admission to the High School Dual Enrollment Program, you must follow the directions below.

### **Step 1: Complete the online application for admission**

- Go to [www.mcneese.edu](http://www.mcneese.edu) and click on the **Apply Now!** Button.
- Click **First time user account creation** and create a **Login ID** and **PIN**.
- Follow the prompts and complete all sections of the application.
- APPLY AS
- Once all information has been entered and reviewed, select **Application is Complete** to submit your dual enrollment application.
- Lastly, accept the terms by selecting: **I agree to the terms**.

### **Step 2: Complete the Course Enrollment Request Form as outlined above**

### **Step 3: Monitor your email to receive updates about your application**

- Admissions will communicate with you via email and will notify you if additional information is needed to complete your application.

## DUAL ENROLLMENT PROGRAM ELIGIBILITY CRITERIA

The McNeese State University Dual Enrollment Program allows qualified high school students to enroll in college-level University courses while still enrolled in high school. Students admitted under this program may receive high school credit for University courses as outlined in dual credit agreements between McNeese and participating school boards.

### Participation Criteria:

- Must be at least 15 years old.
- Must be currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at a public or private Louisiana high school or in a state-approved home school program.
- Must be on track for completing the Louisiana Core 4 Curriculum.
- Must be in good standing as defined by the high school.
- Must have permission from the high school and his/her parent to participate.
- Must have a minimum cumulative grade point average of 2.75 on a 4.0 scale, as calculated by the high school.
- Must have one of the following minimum scores: PLAN, Pre-ACT, or ACT English score of 18 or COMPASS writing score of 70 or ACCUPLACER Sentence Skills score of 86 or ASPIRE English score of 433.
- Must have one of the following minimum scores: PLAN, Pre-ACT, or ACT mathematics score of 19 or COMPASS Algebra score of 40 or ACCUPLACER Elementary Algebra score of 65 or ASPIRE math score of 431.

### Eligibility Criteria to Continue Participation:

To continue enrollment in subsequent semesters/terms through Dual Enrollment, student must:

- Remain in academic good standing with McNeese and
- Have successfully completed prior Dual Enrollment Program courses.

If the student resigns or withdraws from a course, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms.

**REMINDER: When registering for the ACT, remember to send your scores to McNeese (code 1594).**