Delgado Community College's Dual Enrollment Program

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Admissions/Application Process:

The first step in becoming a Delgado student is to complete an application for admission. The application process is a two-step process **students must complete both** the online and paper applications.

Steps for Completing the Online Application

1. To apply go to www.dcc.edu - Under The Admissions Tab click "**Apply Now**"
2. Click **Sign Up** and create your account using the email address you use most
3. Log in and select "**Select a term you want to apply fo**r", you will have an option to select which semester you want to apply for. Please select the correct semester. i.e. If you are applying for Fall 2020, select Fall 2020.
4. After selecting the application term, select **Apply Now**!
5. Under the "**Prior Education Section**" please select the following responses:
   - Are you enrolled in High School? Select **Yes**
   - Will you still be in high school when starting classes? Select **Yes**
6. Continue completing the application.
7. Before submitting your application, please **Review Application** for any errors.
8. After you have completed everything click on **Submit your Application.**

<u>**Do not select a payment method**</u>. Dual Enrollment students do not have to pay to submit an application, just simply click on **SUBMIT WAIVER REQUEST.**

After successfully completing and submitting your application, you will receive emails concerning your application. **You have not completed the application process until The Printable Paper application is completed and submitted to the Delgado Community College Dual Enrollment Office.**

Paper Application

Paper Application can be found here: Dual/Concurrent Enrollment Application & Application Instructions can be found below:

Initial Application (Follow these instructions if this is the first semester of the academic year that you apply for enrollment to utilize TOPS Tech Early Start (TTES).

1. **Check Block 1A** and complete **Section A (Student Information)** of this application and have your **parent or guardian** authorize your concurrent enrollment in high school and college by signing in **Block 8**.
2. Submit this application to your high school counselor.
3. Your high school will complete **Section B (High School Certification)** and return the application to you.
4. Please attach supporting documentation such as student transcript and standardized test score reports.
5. Counselor(s)/Dual Enrollment Coordinator please submit this completed application to the Dual Enrollment Department at Delgado Community College.

   Since you will be required to complete the college's admission forms , you request the required documents from the Taylor Counseling Department in advance.

Renewal Application
1. **Check Block 1B** in **Section A** and **verify/update information** in **Section A (Student Information)** of this application and submit it to your high school counselor.
2. Submit this application to your high school counselor.
3. Your high school will complete **Section C (High School Recertification)** and return the application to you.
4. Counselor(s)/Dual Enrollment Coordinator please submit this completed application to the Dual Enrollment Department at Delgado Community College.

   Since you will be required to complete the college's admission forms , you request the required documents from the Taylor Counseling Department in advance.

Important Delgado Community College Student Accounts:

L Number

The LOLA ID number also referred to as the "L Number" used to identify students. Students receive this number via email when the apply to the college. This number can also be found in your LoLA account under the student home tab.

LOLA Account

LoLA (Log On Louisiana) is a powerful online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. You can use LoLA to: monitor your, review your class schedule, check on important upcoming dates, and catch up on campus news and announcements.

Students receive their LOLA Username when they apply to the college. However, if you do not know your username and/or password you can obtain it here,
[LoLA - Log On Louisiana](#) by utilizing the "I don't know my username"
option. Once obtained the student can also reset their LOLA Password.

CANVAS Account

Canvas is the learning management system used in almost all Delgado courses (both online and on-campus). Most Delgado courses are taught using Canvas, an online course management system. Instructors and students can use Canvas to share course materials, submit assignments, and communicate with each other and additional course related activities.

Students utilize their LOLA Login credentials to access their CANVAS accounts.

Student Email

All Delgado students are issued free @dcc.edu email accounts. This account is used to communicate with your instructor, students, and Delgado support staff. You also use this account to access the College WI-FI network.

How to find your Delgado email address (username).
1. Log in to LoLA with your Delgado username and password.
2. Select the "Student Resources" tab
3. Look under "Personal Information" (far right of page) and select "Update Email Addresses".
4. Your Delgado username/e-mail address will be listed under "Campus Email Address".

Course Offerings

- The course schedule can be found here, for review: [Course Schedule](#)

Please note that some academic programs may have additional requirements that must be met.

- Students do not register themselves for their course(s). Registration is completed by the Delgado's Dual Enrollment Department in conjunction with the Counseling Department. Taylor Counseling Department and/or School Administration is responsible for withdrawing students from their course(s). If a withdrawal is necessary please schedule a meeting with your counselor at least one week before the drop date if not sooner.

  IMPORTANT: Students who withdraw from the course will be required to stay the rest of the semester at Taylor.

Fees

- Dual enrollment courses are **$35.00** per credit hour for face to face and hybrid courses.
- Students are responsible for any additional fees (i.e. parking, lab fees, etc..) or textbook costs.

Credit Hour

- During the Fall Semester students can enroll in a maximum of 7 credit hours.
- During the Spring Semester students can enroll in a maximum of 7 credit hours.
- During the Summer Semester students can enroll in a maximum of 6 credit hours.