

**Applying for high school dual enrollment is a two-step process which begins with the online application. Simply turning in the Course Enrollment Request Form does not start the process.**

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

- Go to [www.mcneese.edu](http://www.mcneese.edu)
- Click **Apply** next to the **Admissions** tab at the top of webpage.
- Scroll to the blue **I'm A High School Junior or Senior** button under **Domestic Students** and click. Read the application requirements. Under Apply Here – **select the appropriate term**.
- Click **Create Account** – Enter required information – be sure to use a personal email, not your high school email address; WRITE DOWN your password; click **Create Account**.
- Click **Create a New Application**, click **Start a new High School Dual Enrollment Application**. You will be asked to confirm your term/program, click **Next**.
- Follow the prompts and complete all sections of the application. The information you already entered will be pre-populated in the form.
- Once all information has been entered, read the **Certification & Signature** page, click **YES**, type name in the signature box and click **Preview Before Submission**.
- You will then look back through your application to make sure that all of the information is correct.
- Once you have reviewed your application, click **Submit Application**.

## **Step 2: Complete the paper Course Enrollment Request Form in BLACK INK only**

- Complete the **Course Enrollment Request Form (CERF)** for every term you wish to be enrolled. **While you only need to apply online once** for the high school dual enrollment program, you must complete the **Course Enrollment Request Form** for each term of enrollment.
- Complete the **Student Information** section.
- Two signatures are needed in the **Student and Parent/Custodian Certification** section. Student must sign and parent or guardian must sign as well.
- Submit the form to your high school counselor, so that the **High School Certification** section can be completed. Your high school will then submit the form to McNeese.

## **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. (If you use a high school assigned email address, you may not receive emails from McNeese.)

**REMINDER: When registering for the ACT, remember to send your scores to McNeese (code 1594) and TOPS (code 1595)**