



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

### STEP 1: COMPLETE THE SOWELA ONLINE ADMISSIONS APPLICATION

- Visit [www.sowela.edu](http://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](mailto:jeremy.ryder@sowela.edu)) and **Annamarie Sunderbruch** ([annamarie.sunderbruch@sowela.edu](mailto: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](mailto:dualenrollment@sowela.edu), or please contact:

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