



**Course Enrollment Form (CERF)**

**I. STUDENT INFORMATION: To be completed by the student for Fall/Spring enrollment.**

<ul style="list-style-type: none"> <li>▪ I am a New College Prep student and <b>HAVE APPLIED ONLINE</b> for High School Dual Enrollment. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li>▪ I am a Continuing Dual Enrollment student who was last enrolled in the _____ semester. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>
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Last Name	First Name	Middle Name	Social Security or McNeese ID Number
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Date of Birth (mm/dd/yyyy)	Cell Phone	E-mail Address (Personal email, <b>DO NOT USE SCHOOL EMAIL</b> )
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High School	What semesters? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20__-20__	Intended College Major
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**Course Enrollment Request: List the college course(s) you want to enroll by semester in the space below. Fall in left column/Spring in right.**

<b>FALL _____</b>	<b>SPRING _____</b>
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1.	3.	1.	3.
2.	4.	2.	4.

**II. STUDENT AND PARENT / CUSTODIAN CERTIFICATION: To be completed by the student and parent/custodian.**

- I understand that I must meet the minimum high school GPA and test score requirements listed on page 2 of this form to be accepted into the program and that I must maintain or exceed a high school GPA of 3.0 to continue participation in the program. I understand that I must provide official scores from the Testing Agency to McNeese (ACT, SAT, AP and CLEP).
- 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.
- 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.
- 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.
- I authorize McNeese, the Board of Regents, and the Office of Student Financial Assistance to access my high school and college academic records.
- 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.
- I authorize McNeese to release grades, enrollment status, MSU ID numbers, and/or official transcripts to my high school and the school board for each term of dual enrollment.
- I acknowledge I am enrolling (if approved) in the courses listed on this application and understand that **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.** I understand that I may be charged a course withdrawal fee if I withdraw from any classes in which I am enrolled.
- I understand I must remain in academic good standing with McNeese, as demonstrated by a minimum overall McNeese GPA of 2.0, and must successfully complete all college courses to continue enrollment through this program.
- 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.
- 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.

Printed Name of Student	Signature of Student	Date
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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
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**III. HIGH SCHOOL CERTIFICATION: To be completed by the high school principal or counselor.**

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.

- Is the student on track to complete the required high school core curriculum?  Yes  No
- Does the student have the 3.0 minimum overall GPA required for participation?  Yes  No

Signature of College Prep Coordinator	Date	Signature of Counselor	Date
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**COMPLETED FORMS SHOULD BE MAILED OR SCANNED AND EMAILED TO:**

McNeese College Prep Program Attn: Sabra Soileau, MSU Burton Business Center, 2<sup>nd</sup> floor, Suite 211  
Phone: 337-562-4085 Email: sabra.soileau@cpsb.org

## 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.
- Submit the form to your high school counselor. Your counselor will complete the High School Certification section and will submit the form to McNeese.

### Parent/Custodian Instructions:

- Sign the form in order for your student to be considered for participation in the High School Dual Enrollment Program.
- Order official scores for your student be sent from the Testing Agency to McNeese – **ACT reporting #1594 - SAT, AP & CLEP reporting # 6403**

### High School Principal or Counselor Instructions:

- Complete the High School Certification section, and then mail or scan and email it to Sabra Soileau (see bottom front).

## HOW TO APPLY FOR ADMISSION TO THE HIGH SCHOOL DUAL ENROLLMENT PROGRAM

**If you have not applied online 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** and click on **Apply in the upper right corner**.
- Scroll to the **blue Dual Enrollment Students** button and click. **Read the requirements. Under #2. Apply for Admission – select the appropriate term.**
- Enter the information to **Create a new account:** username, email, first name, last name, date of birth, password. Write down your user name & password.
- Log in to your email account and verify your email address via the link provided in the email. (Once you verify your email, you will be brought back to the log in page.)
- Enter your Username and Password under **Already have an account? Log in here**.
- Follow the prompts and complete all sections of the application. (Make sure you select **High School Dual Enrollment** as the **Student Type**. If this is not a choice, you may be on the wrong application.)
- Once all information has been entered, select the confirmation checkbox on the **Statement of Accuracy and Signature tab** and **submit** your application.

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

### **Step 3: Order official test scores from Testing Agency be sent to McNeese**

### **Step 4: 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. **Students can be provisionally accepted with school-provided scores, but students must order official scores from the Testing Agency be sent to McNeese. ACT reporting #1594 - SAT, AP & CLEP reporting # 6403**

### Participation Criteria:

- Must be at least 15 years old. **College Prep Program is for seniors only unless a student will be graduating early**
- Must be currently enrolled in the 12<sup>th</sup> grade at a public Louisiana high school
- Must be on track for completing the TOPS/University Core 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 overall high school GPA of 3.0 on a 4.0 scale.
- If the ACT or SAT has been taken, these minimum composite, English, and math scores must be met and official scores must be sent to McNeese:

<i>Composite Score</i>	<i>English Score</i>	<i>Math Score</i>
<ul style="list-style-type: none"> <li>• ACT Composite 19 or</li> <li>• SAT Total 990</li> </ul>	<ul style="list-style-type: none"> <li>• ACT English 18 or</li> <li>• SAT Evidence-Based Reading and Writing 500 or</li> <li>• ACCUPLACER Next Generation Writing score 250</li> </ul>	<ul style="list-style-type: none"> <li>• ACT Math 19 or</li> <li>• SAT Math 510 or</li> <li>• ACCUPLACER QAS (Next Generation quantitative reasoning, algebra and statistics) score 250</li> <li>• ALEKS 35</li> </ul>

- If the ACT or SAT has not been taken, these minimum composite, English, and math scores must be met:

<i>Composite Score</i>	<i>English Score</i>	<i>Math Score</i>
<ul style="list-style-type: none"> <li>• Pre-ACT Composite 19 or</li> <li>• Pre-SAT Total 990</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-ACT English 18 or</li> <li>• Pre-SAT Evidence-Based Reading and Writing score 500 or</li> <li>• ACCUPLACER Next Generation Writing score 250</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-ACT Math 19 or</li> <li>• Pre-SAT Math 510 or</li> <li>• ACCUPLACER QAS (Next Generation quantitative reasoning, algebra and statistics) score 250\</li> <li>• ALEKS 35</li> </ul>

### Eligibility Criteria to Continue Participation:

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

- Maintain a minimum overall high school GPA of 3.0
- Remain in academic good standing with McNeese as demonstrated by an overall McNeese GPA of 2.0
- Have successfully completed prior Dual Enrollment Program courses (no failing grades)

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 (#1594), SAT, AP, CLEP or ALEKS (#6403) send official scores to McNeese & TOPS (#155).**