Application Instructions:

A. Student Information

1. Type of Form: Check Initial Application if the student is new to the Dual Enrollment Program. Check Renewal Application if the student has previously participated in the program at Delgado. The Delgado Online Application and "New User Setup" should be completed before continuing this application.
2. Full Name: Give full legal name including the suffix if you are named after your father (Jr., Sr, II,)
3. Date of Birth: Give month, day and year that you were born.
4. Email address: Give an email address that you check often. (personal email address is best)
5. Phone number: Give a phone number on which you can be reached. (personal cell number)
6. Home address including city, state, zip code (complete mailing address)
7. Authorization for Release of Grades: This will allow the DE Office staff to share your mid-term and final grades with your school counselor/designee.
8. The Student's Signature authorizing willingness to participate in DE is mandatory.
9. Parent or guardian signature: Per Delgado Policy, all students interested in taking DE classes at Delgado Community College are required to obtain a parent/legal guardian's permission prior to enrolling. DE students will not be enrolled in classes without a parent's/legal guardian's signature.

B. High School Certification

10. Current High School Name and/or DE Partner: The student's current high school must be listed. In addition, if the student is enrolled in DE through or via a partner outside of their high school, that partner must be named as well. (Example: City High School / Parish Career Center)
11. School's BESE code or school's "site" code must be entered
12. Semester of participation in DE and student's current grade level are mandatory.
13. Requested Course(s): The course title, reference number, prefix, course number, section, credit hours and meeting times must be listed for each requested course.
    (Eg: English Composition I / 12345 / ENGL 101 W01 / 3 Credit Hours / MWF 9:00-9:50 a.m.)

C. High School Certification, continued (2nd page)

14. Student's Name. Please list student's name on this second page of application.
15. Enrollment Type: Dual Enrollment students receive both college and high school credit. Concurrent Enrollment students receive college credit and possible high school credit at the discretion of their high school.
16. Payment Method: The appropriate payment method must be selected. The Principal or Designee must research the availability of funding sources. Those selecting TOPS TECH Early Start funds (TTES) must meet the eligibility requirements listed on the DE application. TTES funding can only be used for technical courses. Those selecting "self-pay" are responsible for the costs of their courses. Those selecting "Other" must provide the payment source.
17. The Principal/Designee's signature is needed to certify the student's participation in DE.

Student:

It is important that you begin your DE application in your high school guidance office. Your guidance counselors will guide you in this process and will submit required supporting academic documents: transcript, standardized test scores and (our form) counselor's recommendation letter.

High School Counselor, Principal, or Designee:

Advise students on the appropriateness of their career pursuits and participation in college level work.

Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements, if applicable, to participate or to continue in the program.

Please indicate whether this is an initial application or a renewal application. If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.

If the student meets the eligibility requirements, complete the application and submit it to Delgado's Dual Enrollment Office. Maintain a copy of this application for your files. Ensure that Student Data Privacy Protocols have been followed consistent with ACT 837.

Public Postsecondary Institutions and Approved Training Providers:

After enrolling eligible students, the postsecondary institution or approved training provider may bill by submitting a request for payment to LOSFA via the Award System.

The postsecondary institution or approved training provider must enter the TTES payment request for each semester to bill for those students who were enrolled through the census day (after the 14th class day for semester schools).

By submitting a TTES payment request to LOSFA, the postsecondary institution is certifying:

a. The student meets the eligibility criteria for the college course in which the student is enrolled;

b. The student was enrolled through the census day;

c. The student's high school has granted permission for the student to participate in the program;

d. The student meets the TTES renewal/continuation requirements; and

e. The student is in good standing at the high school and at the postsecondary institution (if renewal).