



*Dual Enrollment Program
Information Handbook*

2025-2026

*Wherever you want to go, Southeastern can help you **GET THERE***

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Overview

Southeastern Louisiana University, in partnership with area high schools, is pleased to offer qualified students an opportunity to enroll in college courses while still attending high school. Dual enrollment courses are hybrid courses with all content being delivered online OR in person *via* a Southeastern Instructor/Professor. Since Southeastern follows the facilitator model for dual enrollment, the high school teacher serves as a facilitator by assisting with student registration and enrollment, proctoring exams as necessary, and through supplemental instruction, serving as a daily learning resource for students as they assimilate course content. The Southeastern Instructor/Professor serves as the Instructor of Record for all dual enrollment courses. In order for students to enroll in Dual Enrollment courses, they must meet the Program Eligibility Criteria as outlined on Southeastern's Dual Enrollment website (<https://www.southeastern.edu/dual-enrollment-program/>) and complete a Dual Enrollment application through SLATE. **Please note that high school students can earn a maximum of 36 credits from Southeastern while participating in the Dual Enrollment Program.**

Information for High Schools

A Southeastern faculty member, designated as the Instructor of Record, develops and administers all Southeastern dual enrollment courses. The Instructor of Record closely monitors student and teacher engagement and provides the necessary course materials as well as all assessments required for the Southeastern grade. Additionally, all grading, as laid out in the course syllabus, is performed by the Southeastern Instructor of Record.

School Benefits

- High schools can offer courses enriched with materials from college courses.
- High schools can benefit from free summer workshops as professional development opportunities for their teachers.
- High schools can better prepare their students for college readiness by exposing them to college-level material within the supportive high school environment.

School Requirements

- The high school is responsible for signing a Memorandum of Understanding (MOU) with Southeastern to offer dual enrollment courses on their campus.
- The high school must assign a teacher who has completed Southeastern's summer dual enrollment workshop for the course being offered through dual enrollment.
- The high school must ensure that dual enrollment teachers comply with all University and Department rules and policies related to dual enrollment courses.
- The high school must provide appropriate classroom space, along with any necessary technology and any necessary student accommodations.
- The high school must adhere to all requirements outlined in the MOU.

Information for Students

Getting Started with Dual Enrollment

Embark on your college adventure with dual enrollment at Southeastern and get an edge. Students participating in our Dual Enrollment Program have the potential to begin their college careers at the sophomore level. Here's what you need to know:

- Southeastern offers dual enrollment courses to your high school, not directly to you. As such your high school must be partnered with and have signed a Memorandum of Understanding for the semester in which you wish to enroll at Southeastern.

- Each 3-credit hour dual enrollment course costs \$275. There is no application fee and there is no textbook rental fee. Southeastern textbooks will be provided to your school for you to use while enrolled in the dual enrollment course.
- Your permanent Southeastern transcript will include the grades you earn in the dual enrollment courses that you choose to be transcribed. Please note that should you withdraw from a course; your transcript will include a grade of W for that course.

Understanding the Benefits

Dual enrollment provides several advantages:

- Convenience: Dual enrollment enables students to take college-level courses in their familiar high school environment, alongside teachers and peers they already know.
- Acceleration: Dual enrollment empowers students to complete a significant portion of their first-year college coursework while still in high school, potentially shortening the time needed to earn a college degree.
- Cost Savings: Dual enrollment offers Southeastern courses at a significantly reduced rate.
- Academic Preparedness: Dual enrollment provides students with necessary skills and readiness for upper level coursework at Southeastern.
- Improved Performance: Dual enrollment students tend to have higher GPAs and perform better in subsequent courses compared to students that do not participate in dual enrollment.

Understanding the Criteria

To qualify for dual enrollment, you must meet these criteria:

- Attend a Louisiana public or private high school that is partnered with Southeastern's Dual Enrollment Program (check with your high school counselor).
- Be in good standing according to your high school's standards maintaining at least a 2.5 GPA.
- Meet the specific eligibility criteria as outlined on Southeastern's Dual Enrollment website and meet published course prerequisites.
- Be concurrently enrolled in the corresponding high school course and have grades recorded on both your secondary and postsecondary academic records.

A detailed listing of Eligibility Requirements is available on the dual enrollment website at <https://www.southeastern.edu/dual-enrollment-program/> under the RESOURCES tab.

Requesting Your Records

Southeastern offers an official transcript showing your dual enrollment courses and final grades. There is a \$5 fee to have a certified, electronic PDF copy of your transcript sent or \$10 for printed transcripts to be either picked up or mailed for you. Refer to the Dual Enrollment website for information on our Parchment partner and instructions for requesting official transcripts. The direct link to request a transcript is https://www.southeastern.edu/admin/registrar/transc-verify/transcript_request/.

If you have any questions about transcripts or college records, please contact the Office of the Registrar at registrar@southeastern.edu or call 985-549-5637. The Office of the Registrar is responsible for all official academic records for students enrolled at Southeastern. It's important to note that Southeastern's Dual Enrollment Office does not handle or process requests to distribute college records or transcripts.

Dual Enrollment 15+ Scholarship

Students that complete 15 credit hours of dual enrollment coursework with Southeastern and then attend Southeastern immediately after high school will be awarded a \$1000 scholarship. This scholarship is payable over the first two semesters at Southeastern.

Getting Started

Becoming a Dual Enrollment Provider

To become a dual enrollment provider for Southeastern, the high school, or district office, should initiate contact with the Assistant Vice President for Academic Programs, Jeffrey.temple@southeastern.edu, to request more information or reach out to specific dual enrollment course Instructors of Record for details on the desired course(s). Regardless of the individual contacted, the Assistant Vice President for Academic Programs is the only person that can facilitate a partnership between Southeastern Louisiana University and a high school.

Once a high school decides to partner with Southeastern, the next step will be to sign a Memorandum of Understanding (MOU) between either the school and Southeastern (non-public and charter schools) or between the school district and Southeastern (public schools). Each year, on or around April 15, high schools will receive the MOU for the upcoming academic year. The MOU should be completed and returned no later than May 15. Upon receiving the completed and signed MOU, Southeastern administrators will sign the MOU, and a fully-executed copy will be sent to the high school and system offices.

Once the MOU is in place, the high school Principal must insure that all high school teachers have signed up for Southeastern's summer dual enrollment workshops to become a fully approved Dual Enrollment Facilitator. These workshops are mandatory and a list is distributed to current high schools and district offices in late January/early February of each year. This information can also be found on Southeastern's dual enrollment website <https://www.southeastern.edu/dual-enrollment-program/summer-workshops/>.

High School Dual Enrollment Facilitator and Dual Enrollment Coordinator

High schools must insure that they have teachers that are in the discipline of the dual enrollment course that is being offered. These high school teachers, or facilitators, work directly with the Southeastern Instructor of Record in the administration of the course on the high school campus. High schools must also have an individual that coordinates dual enrollment on the high school campus and that serves as the "point of contact" or Dual Enrollment Coordinator to Southeastern. This is the person that will receive day-to-day communications from Southeastern regarding the program and that will assist Southeastern in the overall administration of the program on the high school campus.

Dual Enrollment Facilitators

High school teachers play a crucial role in Southeastern's Dual Enrollment Program. They facilitate the delivery of course content, proctor exams, assess their high school students, serve as a daily learning resource for students and assist Southeastern in registration and enrollment. They collaborate closely with the Southeastern Instructor of Record for the course.

DE Facilitator Benefits

- Receive training and certification in the course content of the DE course from Southeastern.
- Gain a greater understanding and knowledge of the course content required for success in college courses.
- Learn new and effective delivery models.
- Form a professional network with other facilitators who participate in the DE program.

DE Facilitator Requirements

- Complete the Summer Workshop to become certificated to participate in the program and facilitate specific Southeastern course (each course has its own workshop).
- Facilitate the Southeastern course(s) in your classrooms using the learning and course materials, syllabi, assessments, and grading scales provided by Southeastern. Please note that assessments and syllabi may **NOT** be altered by high schools.

- Follow all policy guidelines from the Southeastern Instructor of Record.
- Remain in constant communication with the Southeastern Instructor of Record.
- An absence in the classroom of more than 1 week must be reported to the Southeastern Instructor of Record.

Since the Dual Enrollment Facilitator plays a crucial role in the Dual Enrollment Program, care should be taken on the high school side in selecting the teachers that will be facilitators. The teacher should be eligible to teach within the discipline of the dual enrollment course (e.g. to facilitate Psychology, the teacher should be teaching high school social studies; to facilitate Chemistry, the teacher should be teaching high school science, etc.) and must attend course specific workshops during the summer to become approved by Southeastern faculty to facilitate dual enrollment courses. Dual Enrollment Facilitators will receive login information for Canvas so that they have access to class rosters, grades and student W numbers (see “**Student Access to Canvas**”). The link to Dual Enrollment Canvas is on the dual enrollment website <https://www.southeastern.edu/dual-enrollment-program/>. Dual Enrollment Facilitators receive a stipend from Southeastern, based on the number of students enrolled, for assisting with dual enrollment (see “**Dual Enrollment Facilitator Stipends**”).

Dual Enrollment Coordinators

Dual Enrollment Coordinators are the point-person or go-to person for all things Dual Enrollment on the high school campus. The Dual Enrollment Coordinator plays a critical role in disseminating information and for assisting with the admissions and enrollment processes and the overall administering of dual enrollment courses offered by Southeastern at the high school. Dual Enrollment Coordinators receive a small stipend from Southeastern for assisting in these processes (see “**Dual Enrollment Facilitator Stipends**”).

Dual Enrollment Courses

Southeastern is proud to offer a wide range of general education and technical courses that will not only allow students to challenge themselves in high school, but to also help them reduce the time required to complete a college degree. Below is the current list of dual enrollment courses that Southeastern offers during the fall, spring or yearlong semesters. After each course is the Southeastern course number followed by the Louisiana Common Course Number (LCCN). The LCCN can be cross-referenced to the [Statewide Articulation Matrix](#) to determine course transferability among Louisiana Colleges and Universities should students choose to attend another College or University. A listing of published course descriptions and course prerequisites can be found at the end of this manual.

- American History I (Hist 2010; LCCN CHIS 2013)
- American History II (Hist 2020; LCCN CHIS 2023)
- Anatomy and Physiology I (BIOL 2500, LCCN CBIO 2213)
- Applied Calculus (MATH 1630; LCCN CMAT 2103)
- Art History (ART 1060; LCCN CART 2113)
- Biology I for Science Majors (BIOL 1510; LCCN CBIO 1033)
- Biology II for Science Majors (BIOL 1530; LCCN CBIO 1043)
- Chemistry I for non-Science Majors (CHEM 1010; LCCN CCEM 1103)
- Chemistry II for non-Science Majors (CHEM 1020; LCCN CCEM1133)
- College Algebra (MATH 1610; LCCN CMAT 1213)
- Engineering Drafting with CAD (IT 1110; LCCN—none)
- English Composition I (ENGL 1010; LCCN CENL 1013)
- English Composition II (ENGL 1020; LCCN CENL 102)
- Introduction to Education (EDCI 1010; LCCN—none)

- Introduction to Modern Multicultural Community (EDES 1500; LCCN–none)
- Introduction to Music (MUS 1510; LCCN CMUS 1013)
- Introduction to Theatre (THEA 1310; LCCN CTHE 1013)
- Physics I: Trig based (PHYS 1910; LCCN CPHY 2113)
- Psychology (PSYC 1010; LCCN CPSY 2013)
- Public Speaking (COMM 2110; LCCN CCOM 2013)
- Sociology (SOC 1010; LCCN CSOC 2013)
- Spanish I (SPAN 1010; LCCN CSPN 1013)
- Spanish II (SPAN 1020; LCCN CSPN 1023)
- Spanish III (SPAN 2010; LCCN CSPN 2013)
- Statistics (MATH 2410; LCCN CMAT 1303)
- Television Production (COMM 2570; LCCN–none)
- Trigonometry (MATH 1620; LCCN CMAT 1223)
- Western Civilization I (HIST 1010; LCCN CHIS 1013)
- Western Civilization II (HIST 1020; LCCN CHIS 1023)

Summer Workshops (DE Facilitators)

Each summer, Southeastern hosts dual enrollment workshops for each dual enrollment course being offered in the upcoming academic year. These workshops are mandatory for high school teachers (facilitators) and must be completed, in their entirety, for each course a teacher plans to facilitate. New high school teachers attend the full workshop and half-day workshops while returning high school teachers facilitating the same course as the previous year attend a half-day refresher workshop.

The focus of the summer workshops is two-fold. First, they provide high school teachers an opportunity for faculty development by working with the Southeastern Instructor of Record in preparation of facilitating course content. Second, it provides the necessary time to cover policies, procedures and assessment proctoring rules that are necessary for the successful administration of the course. At the conclusion of the workshops, high school teachers will be prepared to facilitate the Southeastern course using the supplied syllabus, pacing guide, learning materials, and assessments. It should be noted that modification to the learning resources is not allowed under any circumstances as the course and all associated materials are the intellectual property of Southeastern Louisiana University.

Requesting Course Sections (DE Coordinator)

Prior to the beginning of each semester, a request will be sent to all Dual Enrollment Coordinators requesting course sections for Southeastern to build in its master schedule. Requests will be collected via a Google Sheet and the link can be found on the dual enrollment website under the RESOURCES tab (<https://www.southeastern.edu/dual-enrollment-program/resources/>). Information needed to complete the form include high school, the Southeastern course, the semester (fall, spring, yearlong), the estimated number of eligible students and the approved high school facilitator. This information must be received and built by Southeastern before students can be enrolled into their courses. **Please note: for high schools that may have multiple sections of students of the same course, those students will be enrolled into a single Southeastern section with all students appearing on the same Southeastern Canvas roster.**

Applying Through Slate (Students)

All students who plan to participate in Southeastern's Dual Enrollment Program will apply for the program through SLATE. The link for the SLATE application can be found on the dual enrollment website

(<https://www.southeastern.edu/dual-enrollment-program/>). PDF and video instructions for completing the SLATE application can also be found on the dual enrollment website under the RESOURCES tab (<https://www.southeastern.edu/dual-enrollment-program/resources/>). The SLATE application is managed through the Office of Admissions and all emails regarding the application should be submitted to Ms Rudi Perrault at dualenrollment@southeastern.edu.

After students complete and submit the SLATE application for review, it is up to the Dual Enrollment Coordinator to submit the student's transcript, official ACT scores and/or a completed Counselor Recommendation as PDFs to dualenrollment@southeastern.edu. For additional information regarding the application process, please see the [Dual Enrollment Admissions Coordinator Guide](#) or contact Ms Rudi Perrault with questions regarding the SLATE application or any questions regarding the application process.

Enrollment of Students into Courses (DE Coordinator)

Each semester, a request will go out to the Dual Enrollment Coordinator at each school to submit a roster of students to be enrolled into Southeastern Dual Enrollment courses. The request will be submitted in an Excel file and the link to the template to be used can be found on the dual enrollment website under the RESOURCES tab (<https://www.southeastern.edu/dual-enrollment-program/resources/>). Information needed to complete the template will include the students' name, DOB, Southeastern course and Dual Enrollment Facilitator. Only students that are approved to enroll in Southeastern courses should be included on these rosters. **Once received, Southeastern will enroll students into their courses. The only thing required of the high school is to submit the completed roster.** It should be noted that after students are approved in SLATE, there is usually a 2-3 day wait while all campus processes are run before students can be added to their courses. Once they are enrolled, Dual Enrollment Facilitators and Coordinators can monitor the enrollment process by viewing their course rosters in Canvas (see **"Access to Canvas Students and DE Facilitator/Coordinator"**).

Access to Canvas (Students and DE Facilitator/Coordinator)

Within two hours of being enrolled in their dual enrollment courses, students are populated in Canvas (Southeastern's Learning Management System). All learning materials and most course assessments are handled through Canvas. The Dual Enrollment Coordinator for each campus has access to all courses being offered on their campus. Each Dual Enrollment Facilitator has access to his/her course where both rosters and grades can be monitored. Dual Enrollment Facilitators and Coordinators have read-only access and cannot make any changes to documents or grades found within Canvas. Dual Enrollment Facilitators and Coordinators can find their class roster by logging into Canvas, clicking on the appropriate course, and then clicking on PEOPLE in the side navigation panel.

Access to Dual Enrollment Canvas is only available on the Dual Enrollment website through a "button" on that page (<https://southeastern.instructure.com/login/canvas>). After being enrolled into their courses, each student, Dual Enrollment Facilitator and Dual Enrollment Coordinator will receive an email, at the email address that was used when applying through SLATE, from "Instructure." The email will have specific instructions on how to initially log into Canvas and how to create a password. Should the username or password be forgotten, instructions are included on how to reset the password on the Dual Enrollment Canvas login site. Any issues encountered while setting or resetting a Canvas password should be directed to the Office of Technology Help Desk by either calling Ms Becki Starkey at 985-549-5744 or sending an email to becki.starkey@southeastern.edu.

W Number (Students)

Each dual enrollment student will be issued a student identification number or W number. This ID is initially communicated to the student when they are approved for the Dual Enrollment Program through SLATE. Additionally, Dual Enrollment Facilitators and Coordinators have access to student W numbers through Canvas

rosters. The W number is used for any communication with campus services and transcript requests. Students should make note of and know their W number at all times.

Student Accommodations (DE Coordinator)

In accordance with applicable laws and University policy, Southeastern Louisiana University ensures equal opportunity for all qualified students with disabilities, without regard to disability, in the programs and services provided by the University. Therefore, Southeastern honors academic accommodations that are deemed necessary by the high school. Since the students are on the high school campus, high schools are to provide accommodations for dual enrollment students. So that faculty and staff are aware of the needed accommodations, Dual Enrollment Coordinators should send an email to both the Southeastern Instructor of Record and the Director of Dual Enrollment including a copy of the accommodations page of a student 504 or IEP. If the high school does not require either of these documents, a copy of the documentation used by the high school to document the accommodation should be sent to the Southeastern Instructor of Record and Jeffrey.temple@southeastern.edu.

Dropping Students from Courses (DE Coordinator)

Once students are enrolled into a course they will have 7 business days after the official Southeastern start date for the semester to determine whether or not they would like to be administratively dropped from the course. (The drop date for fall-only and year-long courses is in August and the drop date for spring-only courses is in January). There are no academic penalties for a drop and nothing is recorded on a student's permanent transcript for a course drop. It will be as if the student was never in the course. As a result of the drop, the school will not be invoiced for the course from which the student was dropped. In order to drop a student from a dual enrollment course, the Dual Enrollment Coordinator should complete the DROP request that can be found under the RESOURCES tab on the dual enrollment website (<https://www.southeastern.edu/dual-enrollment-program/resources/>). Once processed, the student's name will remain on the Canvas roster but will be listed as "Inactive".

Confirming DE Class Rosters (DE Coordinator)

On the 14th class day of each semester Southeastern is required to submit enrollment data to the Board of Regents. Therefore prior to the 14th class day there will be a call for roster confirmation. Each Dual Enrollment Facilitator and Coordinator should carefully review the roster of students available in each Canvas course to ensure that all students have been enrolled properly and that any student that was supposed to have been dropped has been. The confirmation of the accuracy of the rosters will be via an email to Jeffrey.temple@southeastern.edu. It is extremely important that this deadline is adhered to as reporting to the Board of Regents cannot be delayed for any reason. Corrections to rosters cannot be made after this report.

Dual Enrollment Invoicing and Supplemental Course Academy (SCA)

Each high school will be invoiced directly by Southeastern (October for fall classes and March for spring and year-long courses) for the number of courses that their students are enrolled in. Payment of these invoices is due 30 days from receipt of the invoice. It should be noted that the cost/course for dual enrollment is not tuition but rather is a fee. Also, since students are not invoiced directly, a 1098-T form is **NOT** sent to parents.

High schools are to collect funds from any source necessary and submit one payment to Southeastern in the amount of the invoice. For our public and charter school partners, Southeastern participates in the Louisiana Department of Education's Supplemental Course Allocation program each academic year. Class sections that are built in Southeastern's master schedule (See "**Requesting Course Sections**") will be duplicated in the SCA portal

thereby allowing each public high school to submit enrollment information directly. For schools using SCA funds, any amount owed above the state allotment of funds is the responsibility of the school and/or district.

Withdrawing Students from Courses (DE Coordinator)

After the last day of the DROP period (see “**Dropping Students from Courses**”), and before the last day to withdraw or resign from the University (see the [University Academic Calendar](#)), a student can **WITHDRAW** from a dual enrollment course following consultation with their high school Counselor or Dual Enrollment Coordinator. Upon receipt of a request from the Dual Enrollment Coordinator, a grade of “W” is assigned to each course from which the student is being withdrawn. Although “W” grades do not affect the grade point average, excessive withdrawals reflect negatively on the student’s record, interfere with the student’s progress toward graduation and affect SAP (Student Academic Progress) which can affect continuation of TOPS after entering college full time.

In order to withdraw a student from a dual enrollment course, the Dual Enrollment Coordinator should complete the WITHDRAWAL request that can be found under the **RESOURCES** tab on the dual enrollment website (<https://www.southeastern.edu/dual-enrollment-program/>).

Choice Credit Modality

Choice Credit Modality allows students the opportunity to be exposed to college level coursework and at the conclusion of the course, make the decision on whether the grade is added to the college transcript. Students apply for the course, pay for the course, participate in the course and at the end of the semester, after the final grade is received, make the decision to add it to the college transcript. At the conclusion of the semester, students will have 7 business days from the published day for faculty to submit final grades, to opt-into the Choice Credit Modality by choosing the option available to them in Canvas. **Please note that the default is for ALL courses and grades to be added to the transcript.** Students are required to opt-in for the Choice Credit option through Canvas.

Dual Enrollment Calendar

The dual enrollment website has a calendar listing all pertinent dates at the bottom of the main page. Dates included are application deadlines, DROP deadlines, WITHDRAWAL deadlines and holidays. Additionally, summer workshops are listed. Additionally, Southeastern’s academic calendar is available at <https://www.southeastern.edu/admin/registrar/dates/calendar/>.

Dual Enrollment Facilitator Stipends

Southeastern is pleased to provide our high school partners a stipend for participating in the Dual Enrollment Program. The stipend is based on the number of students enrolled in each dual enrollment course at your school and is paid to each teacher. Although differences exist between private and public partners and the process that is followed, the tiered system for the stipend amounts is the same.

- 1-10 students = \$500
- 11-19 students = \$750
- 20-30 students = \$1,000
- DE Coordinator = \$250/semester

For our public-school partners, stipends are paid out in December and May with funds being paid to the school district and the district then passing those funds to each facilitator and coordinator. For our private school

partners, a Professional Services contract will be initiated with each facilitator and coordinator with the funds being paid directly to you in December and May via direct-deposit. For stipends involving yearlong courses, half of the stipend is paid out in December with the remainder paid in May.

Textbook Distribution

Southeastern provides high schools sufficient textbooks for the students enrolled in dual enrollment courses at no cost to the student or school. However, the Dual Enrollment Facilitators at each school should make arrangements with their Southeastern Instructor of Record on the distribution (beginning of the semester) and collection (end of the semester/year) of textbooks. Textbooks are either picked up or returned to Textbook Rental:

Textbook Rental
North Campus Building F
SLU Box 10816
Hammond, LA 70402
985-549-3780
textbooks@southeastern.edu

FAQ

Q: What are the requirements for dual enrollment?

A: Please see Southeastern's Dual Enrollment website at <https://www.southeastern.edu/dual-enrollment-program/>. Eligibility requirements are under the RESOURCES tab (https://www.southeastern.edu/wp-content/uploads/dual-enrollment/2024_eligibility_requirements.pdf).

Q: How do I apply to take a dual enrollment course? Do I have to apply for dual enrollment every semester?

A: Students apply through SLATE for dual enrollment (see <https://www.southeastern.edu/dual-enrollment-program/>). Students apply the first semester they dual enroll and do not have to re-enroll each semester.

Q: Do I have to travel to Southeastern's campus to take dual enrollment courses?

A: No. Southeastern provides hybrid dual enrollment courses with all instruction taking place either online or at the student's high school.

Q: I am a homeschool student, can I enroll in Southeastern dual enrollment courses?

A: Unfortunately, no. Because Southeastern uses the facilitator model, all of our dual enrollment courses take place in the high school and require the presence of an approved teacher (Facilitator). However, homeschool student may still take Southeastern courses, either Face-to-Face, Hybrid or Online by applying to be a Southeastern Scholar. This program allows qualified students to take up to 2 courses per semester, summer included, either on Southeastern's campus or online providing course prerequisites have been met. This program is run through the Office of Admissions. Additional information is available here https://www.southeastern.edu/apply/high_school/scholars/.

Q: Is there a fee associated with Dual Enrollment?

A: Yes. Southeastern charges a flat \$275 fee for each 3-hour dual enrollment course. There is no application or textbook rental fee.

Q: Will I receive an invoice from Southeastern for my dual enrollment courses?

A: No. You will need to pay your high school, if they do not pay for the courses for you. Southeastern will invoice the high school and the high school pays Southeastern.

Q: How do I get the required textbook for my Southeastern dual enrollment course?

A: Please check with your high school teacher or Dual Enrollment Coordinator. Physical textbooks are provided to the schools for student use. If your course uses an e-book, it can be accessed through your Southeastern Canvas account.

Q: I meet the eligibility for Math but not English. Can I still participate?

A: Yes. Students may enroll in courses for which they meet the eligibility requirements. The requirements for English (Humanities courses) and Math (STEM courses) are independent of each other except for Biology 1510 which requires both. For additional information please see the eligibility requirements at https://www.southeastern.edu/wp-content/uploads/dual-enrollment/2024_eligibility_requirements.pdf

Q: My parents paid for my dual enrollment courses. When will they receive a 1098-T?

A: Parents do not receive a 1098-T for dual enrollment courses as the course cost is not tuition but rather a fee and dual enrollment course fees are charged to the high school and not the parent.

Q: Can I receive Federal Financial Aid for my dual enrollment courses?

A: No. Dual enrollment coursework is not eligible for Federal Financial Aid.

- Q: Will Louisiana Department of Education Supplemental Course Allocation (SCA) dollars cover my dual enrollment course fees?
- A: If you are enrolled at a public or charter high school in Louisiana, most likely, yes. However, you will need to check with your high school Dual Enrollment Coordinator to see how your school uses those dollars.
- Q: I previously enrolled in a dual enrollment course and made a “D”? Can I retake the course as dual enrollment?
A “C”?
- A: Yes, to both.
- Q: I previously enrolled in a dual enrollment course and withdrew. Can I enroll in the course again?
- A: Yes.
- Q: I would like to DROP my dual enrollment course. What do I do?
- A: Please talk with your high school’s Dual Enrollment Coordinator. They will send the necessary information to Southeastern.
- Q: Is there a difference between a DROP and a WITHDRAWAL?
- A: Yes. A DROP carries no academic penalty and does not appear on your permanent transcript. There is no charge for a course that is dropped. A WITHDRAWAL results in a W on your permanent transcript and the dual enrollment course fee will have to be paid.
- Q: I would like to WITHDRAW from my dual enrollment course. What do I do?
- A: Please talk with your high school’s Dual Enrollment Coordinator. They will send the necessary information to Southeastern.
- Q: I am planning to attend an institution other than Southeastern. How do I send my official transcript to that institution?
- A: Please go the dual enrollment website (<https://www.southeastern.edu/dual-enrollment-program/>). You will need to make an official request using our Parchment link: <https://www.southeastern.edu/admin/registrar/transc-verify/>.
- Q: Will the grades that I earn in dual enrollment courses affect my initial eligibility for TOPS?
- A: No. Grades in college courses taken while still in high school do not affect initial TOPS eligibility. They will, however, affect your continued eligibility after your first semester in college (see Renewal Requirements at <https://mylosfa.la.gov/students-parents/scholarships-grants/tops/the-tops-opportunity-award/>).
- Q: Where do I find my final grade for my dual enrollment course?
- A: Your final grades are posted in Canvas at the end of each semester. If you have any questions you should speak with your Southeastern instructor immediately.

Dual Enrollment Course Catalog (2025-2026)

ART 1060 - SURVEY OF WORLD ART HISTORY II

3 Credit Hour(s)

Louisiana Common Course Number: CART 2113, Art History II

One semester chronological survey of the world art and architecture from the Late Gothic to the present era. Emphasis varies with instructor. Three hours of lecture per week.

BIOL 1510 - GENERAL BIOLOGY I

3 Credit Hour(s)

Louisiana Common Course Number: CBIO 1033, General Biology I (Science Majors)

Principles of biology from the cellular level including biochemistry, cell biology, metabolism, photosynthesis, molecular biology, and genetics. This course is designed for students planning to major in biology or related disciplines. Three hours lecture per week.

BIOL 1530 - GENERAL BIOLOGY II

3 Credit Hour(s)

Louisiana Common Course Number: CBIO 1043, General Biology II (Science Majors)

[GBIO]. A systematic study of the structure, function, evolution, ecology and relationships of organisms including viruses, bacteria, protists, fungi, plants, and animals. This course is designed for students planning to major in biology or related discipline. Three hours lecture per week.

Prerequisite(s): Completion of BIOL 1510 with a "C" or better

BIOL 2500 - HUMAN ANATOMY AND PHYSIOLOGY LECTURE I

3 Credit Hour(s)

Louisiana Common Course Number: CBIO 2213, Human Anatomy and Physiology I

Topics covered include: anatomical terminology and the structure and function of molecules, cells, tissues, and the integumentary, skeletal, muscular, and nervous systems. Three hours of lecture per week. Biology majors may use this course as a general elective.

Prerequisite(s): Completion of BIOL 1510 with a grade of "C" or better

CHEM 1010 - GENERAL CHEMISTRY I

3 Credit Hour(s)

Louisiana Common Course Number: CCEM 1103, Chemistry I (Non-Science Majors)

The first of a two semester sequence covering the following general topics: metric and temperature conversions, density, calorimetry, mixtures/compounds/elements, chemical and physical properties, structure of the atom and electron configuration, periodic table, bonding, chemical formulas and nomenclature, moles, stoichiometry, chemical reactions, gas laws, and properties of gases, liquids and solids.

Prerequisite(s): An ACT score in Mathematics of 19 or greater

CHEM 1020 - GENERAL CHEMISTRY II**3 Credit Hour(s)**

Louisiana Common Course Number: CCEM 1113, Chemistry II (Non-Science Majors)

A continuation of CHEM 1010 covering topics such as: solutions, concentrations (% composition and molarity), acids/bases, pH, buffers, kinetics, equilibrium, solubility, oxidation/reduction, nuclear chemistry, and an introduction into organic chemistry and biochemistry.

Prerequisite(s): Completion of CHEM 1010

COMM 2110 - INTRODUCTION TO PUBLIC SPEAKING**3 Credit Hour(s)**

Louisiana Common Course Number: COMM 2013, Public Speaking

Training in the organization of materials and the oral and physical aspects of delivery in various speaking situations. Intended to give the beginning student an understanding of and practice in communicative speaking.

COMM 2570 - INTRODUCTION TO TELEVISION PRODUCTION**3 Credit Hour(s)**

A study of the techniques used in basic studio and remote productions including film-style productions. The course will concentrate on the use of equipment, providing actual hands-on experience in television production. Students will study all areas of production skills dealing with the major formats in programming.

EDCI 1010 - INTRODUCTION TO EDUCATION: SCHOOL AND SOCIETY**3 Credit Hour(s)**

A survey of factors influencing development of the modern education system. This includes major social, political, religious, and intellectual movements, as well as connections between seminal theorists whose philosophies still shape education. The course covers education's major stakeholders, organizational structures, and determining the purpose and goals of public education. Some experiential learning occurs outside of regularly scheduled class times but students schedule at their convenience.

EDES 1500 - MEETING THE NEEDS OF THE MODERN MULTICULTURAL COMMUNITY**3 Credit Hour(s)**

An introduction to working with children and young adults with exceptional learning attributes, including characteristics that qualify a person to receive special education services, English Language Learners, and other internal and external factors that influence learning and social development. The course will address understanding community resources and their organization and legal aspects such as special education, inclusion classrooms, accommodations/modifications, and advocacy will be included.

ENGL 1010 - FRESHMAN COMPOSITION**3 Credit Hour(s)**

Louisiana Common Course Number: CENL 1013, English Composition I

Required of all students who do not qualify for ENGL 1020. Instruction and practice in the basic principles of expository writing: the paragraph and the whole composition, the methods of development, the thesis, the outline and organization, the structure and style. Instruction in functional grammar, sentence structure, diction and spelling, punctuation and mechanics, in direct relation to the student's writing. For placement in ENGL 1010, see English Placement section in this Catalog.

Prerequisite(s): English ACT score of 18 or above

ENGL 1020 - CRITICAL READING AND WRITING

3 Credit Hour(s)

Louisiana Common Course Number: CENL 1023, English Composition II

Development of skills in reading critically, analyzing models of good writing, and writing in response to a variety of texts, including imaginative literature. Writing the argumentative essay, the critical essay, the research paper, and the essay examination. For placement in ENGL 1020, see English Placement section in this Catalog.

Prerequisite(s): Completion of ENGL 1010

HIST 1010 - WESTERN CIVILIZATION TO 1500

3 Credit Hour(s)

Louisiana Common Course Number: CHIS 1013, Western Civilization I

A survey of Western Civilization from prehistoric times to 1500. Four units on the Ancient Near East; the Ancient Greeks; the Ancient Roman World; and the Middle Ages. Includes in-depth coverage of the role of women. Lectures and readings.

HIST 1020 - WESTERN CIVILIZATION SINCE 1500

3 Credit Hour(s)

Louisiana Common Course Number: CHIS 1023, Western Civilization II

A survey of Western Civilization from 1500 to the present. Four units on the Renaissance and Reformation (to 1610); Absolutism and Enlightenment (1610-1789); Revolutions and Nationalism (1789-1914); and Modern Europe (1914-present). Includes in-depth coverage of the role of women. Lectures and readings.

HIST 2010 - AMERICAN HISTORY TO 1877

3 Credit Hour(s)

Louisiana Common Course Number: CHIS 2013, American History I

A survey of American history from the age of discovery to 1877. Four units on the Colonial Period (1492-1763); the Revolution and the Early National Period (1763-1816); the Age of Compromise (1816-50); and the Civil War and Reconstruction (1850-77). Includes in-depth coverage of the role of women and minorities. Lectures and readings.

HIST 2020 - AMERICAN HISTORY SINCE 1877

3 Credit Hour(s)

Louisiana Common Course Number: CHIS 2023, American History II

A survey of American history since 1877. Four units on the Emergence of Modern America (1877-1917); World Wars and the New Deal (1917-45); the Cold War and Civil Rights (1945-76); and the New World Order (1976-present). Includes in-depth coverage of the role of women and minorities. Lectures and readings

IT 1110 - ENGINEERING DRAFTING WITH COMPUTER ASSISTED DESIGN

3 Credit Hour(s)

Study of terminology, concepts, theories, and fundamental skills necessary to understand and operate a CAD system, and specifically using the system to graphically communicate through the basic elements of drafting including orthographic projection, sectioning, dimensioning, isometric and oblique pictorial representation, standard symbols, simple auxiliary views, precision, and tolerancing. Two hours of lecture and two hours of laboratory a week.

IT 1120 - DESCRIPTIVE GEOMETRY

3 Credit Hour(s)

Industrial and engineering application of design concepts involving the uses of points, planes, and lines; spatial relationships. The application of primary, secondary, and successive auxiliaries used in the various engineering disciplines. Two hours of lecture and two hours of laboratory a week.

Prerequisite(s): Completion of IT 1110

MATH 1610 - COLLEGE ALGEBRA

3 Credit Hour(s)

Louisiana Common Course Number: CMAT 1213, College Algebra

An in-depth study of solving equations and inequalities; function properties and graphs with transformations; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications.

Prerequisite(s): Minimum mathematics ACT score of 19

MATH 1620 - TRIGONOMETRY

3 Credit Hour(s)

Louisiana Common Course Number: CMAT 1223, Trigonometry

The study of trigonometric functions. Topics include the laws of sine and cosine, the trigonometric functions and their graphs, inverse trigonometric functions, trigonometric identities and equations, complex numbers, graphs of parametric equations and graphs in polar coordinates. Trigonometry and trigonometric functions will be used to model and solve real world applications.

Prerequisite(s): Completion of MATH 1610

MATH 1630 - APPLIED CALCULUS

3 Credit Hour(s)

Louisiana Common Course Number: CMAT 2103, Applied Calculus

An introduction to differential and integral calculus. Topics will include limits, the derivative, antiderivatives, and the definite integral. Polynomial, rational, radical, exponential, and logarithmic functions will be studied.

Prerequisite(s): Completion of MATH 1610

MATH 2410 - ELEMENTARY STATISTICS

3 Credit Hour(s)

Louisiana Common Course Number: CMAT 1303, Introductory Statistics

An introduction to descriptive and inferential statistics. Topics include: organizing and displaying data; measures of central tendency, position, and dispersion; correlation and linear regression; discrete and continuous probabilities; normal distribution; Student t-distribution; sampling distributions; confidence intervals; and hypothesis testing.

Prerequisite(s): Completion of MATH 1610

MGMT 2100 – MICROCOMPUTER APPLICATIONS FOR BUSINESS

3 Credit Hour(s)

Louisiana Common Course Number: CBUS 2203, Computer Applications

Emphasis is on hands-on usage of microcomputer applications needed by business, such as information/word processing, data base management, spreadsheets and graphics, and other relevant applications as developed.

Restrictions: Credit toward the degree will not be granted for both MGMT 2100 and CMPS 1100.

MUS 1510 - INTRODUCTION TO MUSIC

3 Credit Hour(s)

Louisiana Common Course Number: CMUS 1013, Music Appreciation

Designed to increase the response to music through a knowledge of the art and development of perceptive listening skills. Opportunities provided to attend concerts and recitals.

Restrictions: Credit hours earned cannot be used for graduation in a music curriculum.

PHYS 1910 - GENERAL PHYSICS

3 Credit Hour(s)

Louisiana Common Course Number: CPHY 2113, Physics I (Algebra/Trigonometry Based)

A study of the fundamentals of mechanics, heat and sound for students in the biological sciences, industrial technology, and other areas where a knowledge of calculus is not required.

Prerequisite(s): MATH 1610

PSYC 1010 - GENERAL PSYCHOLOGY I

3 Credit Hour(s)

Louisiana Common Course Number: CPSY 2013, Introduction to Psychology

A survey of the science of the mind and behavior of humans and other animals. Topics may include the scientific method, history of psychology, learning, development, personality, social psychology, and psychopathology.

SOC 1010 - INTRODUCTORY SOCIOLOGY

3 Credit Hour(s)

Louisiana Common Course Number: CSOC 2013, Introduction to Sociology

A study of culture, social organization, and social relations.

SPAN 1010 - ELEMENTARY SPANISH I

3 Credit Hour(s)

Louisiana Common Course Number: CSPN 1013, Elementary Spanish I

The beginning course for students with no knowledge of Spanish. All appropriate elements of basic language learning are utilized for the purpose of providing a foundation in the language and culture of the countries where Spanish is spoken. Classwork supplemented by aural-oral drill in the language laboratory. Offered as the first of four sequential courses (1010, 1020, 2010, 2020) designed to provide an overall desired proficiency.

SPAN 1020 - ELEMENTARY SPANISH II

3 Credit Hour(s)

Louisiana Common Course Number: CSPN 1023, Elementary Spanish II

Continuation of SPAN 1010.

Prerequisite(s): Completion of SPAN 1010 or equivalent

SPAN 2010 - INTERMEDIATE SPANISH I

3 Credit Hour(s)

Louisiana Common Course Number: CSPN 2013, Intermediate Spanish I

Completion and review of basic elements of grammar. Introduction to reading material of moderate difficulty.

Prerequisite(s): Completion of SPAN 1010, SPAN 1020 or equivalent

THEA 1310 - INTRODUCTION TO THE THEATRE

3 Credit Hour(s)

Louisiana Common Course Number: CTHE 1013, Introduction to Theatre

A course designed to impart a deepened appreciation and understanding of today's theatre by surveying both contemporary techniques and the contribution of theatre to world culture. Consideration of the interrelation of all aspects of theatre production and the contributions of various related arts.
