

ULM Dual Enrollment Handbook



The **Dual Enrollment (DE) Program** provides students the opportunity to earn college credit during Fall and Spring semesters in classes taught by qualified high school or ULM faculty.

This DE Handbook provides information on the application, registration, payment, and grading processes and instructions for using the ULM Campus systems. ULM contact information is at the end of the handbook.

Advantages:

- Reduced tuition makes Dual Enrollment courses affordable.
- Earning college credit while in high school helps stretch financial aid, scholarships, and family budgets.
- The overall time needed to earn a college degree after high school may be reduced.
- The variety of courses offered encourages students to explore electives as well as take many required entry-level or Core Curriculum courses.
- Textbooks &/or access codes required for online courses can be purchased at the ULM Bookstore <http://ulm.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87991&catalogId=10001&langId=-1>

Current ULM Dual Enrollment Admission Requirements:

Requirements are determined by the LA Board of Regents (BOR) & are subject to change by BOR mandate. Changes will be emailed to DE contacts immediately and posted on the ULM DE web page.

Each of the following admission requirements must be met for students to be admitted to ULM for the Dual Enrollment Program:

- 1• Address the Louisiana Core 4 curriculum.
- 2• Minimum 2.5 OVERALL high school GPA
- 3• Minimum English ACT 18

or

Math ACT 19

- 4• Minimum Composite ACT 20

or

2.0 CORE GPA

Additionally, students must be fully admitted to ULM, in their sophomore, junior or senior year of high school, *and* meet any necessary course prerequisites to enroll in DE courses.

Application Process: Visit <http://www.ulm.edu/dualenrollment/> for more information

STEP 1: Signature Page

Print & Complete the [ULM Dual Enrollment Signature Page](#) -

Use **only the current-year form from the website.**

Submit to the high school Dual Enrollment Counselor

or mail to ULM Dual Enrollment, 700 University Ave, ULIB 109, Monroe, LA 71209

The ULM Dual Enrollment Signature Page with original signatures must be provided for each Dual Enrollment student once each academic year in which the student plans to enroll in classes.

STEP 2: ONLINE ULM Application

STEP 2 is required for students who:

- are NEW applicants (those who have not previously applied to ULM for the DE program)
 - previously applied but did not enroll
 - previously applied but were not admitted
- AND
- previously registered for/completed DE courses, but have not enrolled in the past two semesters

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Complete [THE ONLINE ADMISSIONS APPLICATION](#)

(1.) [CREATE AN APPLICATION ACCOUNT](#)

An account login is required to **access and/or check the status of your application.**

This username and password is ONLY FOR the ULM Application process.

Once the application is submitted, no changes or corrections can be made to the application.

(2.) [SELECT & COMPLETE YOUR APPLICATION - #8 Dual Enrollment](#)

If you need assistance, please contact ULM Admissions at 1-800-372-5127, 318-342-7777, or

Ace's Place at ulm.edu/askace

(3.) [PAY THE APPLICATION FEE -](#)

There is a \$20 NON-REFUNDABLE application fee due whether or not students are admitted.

ULM accepts MasterCard, VISA, Discover, American Express and electronic check.

Dual Enrollment students may submit a check or money order made out to ULM with the Signature Page.

The student's first and last name must be on the check or money order.

STEP 3: Additional required application documents/information

The following **items MUST be sent to ULM:**

*Official High School Transcript (from current and previous high schools, as applicable)

*Official, electronic ACT Scores – if not sent at test date, request scores at this link

<http://www.actstudent.org/scores/send/> The ACT code for ULM is 1598.

***If a student has taken Dual Enrollment courses at another college or university, an Official College Transcript must be sent to ULM Admissions AND the Dual Enrollment office.**

Paper copies submitted to ULM DE must be signed by a school representative.

There is a checklist at the bottom of the Signature Page to ensure ALL steps are completed.

Dual Enrollment - Registration, Payment, & Grading:

DE Registration Process

STEP 1. [Enrollment-Confirmation Roster](#) - This Excel workbook is sent to high school DE contacts at the beginning of each semester. DE teachers/counselors complete the rosters AND get student signatures, sign at the bottom to verify, then send to the ULM DE office.

Enrollment-Confirmation rosters Instructions & Information:

1. Use ONE Enrollment-Confirmation Roster for EACH CLASS.

To add a tab with a new Enrollment-Confirmation Roster: RIGHT-CLICK the tab marked 1. CLICK *Move or Copy*. CLICK the box that says *Create a Copy*. CLICK *Okay*. This will create a new tab marked 1(2) with the exact same Enrollment Roster as the tab marked 1. It is best to create copies while the roster is blank.

2. DE contacts should TYPE the following information into the rosters: High School name, Course Name & Number, and CRN (if known). Type in Instructor for F2F classes ONLY.

3. DE contacts TYPE (ALPHABETICAL ORDER by last name) students' **LEGAL NAMES only.**

Legal names are required to match the online ULM application with the HS transcript, official ACT scores, and Signature Page.

When names do not match, a copy of the birth certificate &/or social security card must be provided to verify the student's name. This can delay admission to ULM and cause the student to miss the course registration deadline.

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4. DE contacts should ASK students if they have read & understand what signing this document means. *ENSURE students understand PRIOR to signing.*

Students: Your signature acknowledges you WANT TO BE REGISTERED IN THIS CLASS for college credit. You are NOT YET officially enrolled in this course. You understand once you are enrolled, payment is due for applicable course tuition and you will receive a final grade on your ULM transcript unless you withdraw. If you wish to withdraw, you must abide by university policies and deadlines.

5. SIGNED Enrollment-Confirmation rosters (signed by students, teacher if F2F, AND Principal/School Representative) should be SCANNED & EMAILED or FAXED as soon as they are ready - but NO LATER THAN the deadline marked on the roster.

ONCE rosters have been sent, all requests to ADD or DROP a class require a signed request form.

The ADD REQUEST & DROP REQUEST forms are on marked tabs in the workbook.

Use ONE REQUEST FORM per class.

6. For ENGL & MATH courses – DE contacts MUST submit proof of prerequisite with the signed rosters. Proof of qualifying ACT/SAT scores must be sent with rosters for students who wish to enroll in ENGL 1001 or MATH 1011. Proof of credit in prerequisite courses must be sent with rosters for students who earned prerequisite credit at another college or university.

This is in addition to the ACT/SAT scores &/or transcripts required for admission.

TO USE QUALIFYING CLEP SCORES as a prerequisite for a 2nd MATH or ENGL course,

1. The student MUST ALSO HAVE a MATH ACT subscore of 19 or higher for registration in a 2nd MATH
2. The student MUST ALSO HAVE an ENGL ACT subscore of 18 or higher for registration in a 2nd ENGL
3. A Candidate Score Report showing the test date and qualifying score – SIGNED by a school representative – must be sent to the ULM DE office (scanned and emailed or faxed)
4. An ACT Score Report showing qualifying scores - SIGNED by a school representative – must be sent to the ULM DE office (scanned and emailed or faxed)

<http://catalog.ulm.edu/content.php?catoid=23&navoid=2875#Credits for Distance Learning Extension Examination and Military Service>

Paper copies submitted to ULM DE must be signed by a high school representative.

Official, electronic ACT/SAT &/or CLEP scores must be sent directly from the testing company to the ULM Admissions office if students apply to ULM as First-time Freshmen (for college after high school).

7. IF Online DE classes do not meet minimum enrollment and are cancelled, DE contacts will be notified by email. Students will have AT LEAST TWO DAYS to request registration in an alternate course (with a signed, ADD REQUEST form).

Once maximum enrollment is met in all sections, no additional students will be enrolled.

This may occur in any course; however, MUSC 1091, HIST 1011 & 1012, and (especially) SOCL 1001 have a limited number of sections. Students are registered in the order in which the SIGNED Enrollment-Confirmation Rosters are received, IF they are admitted, and should have an alternate course in mind in case the first-choice class is cancelled or fills before they are registered.

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STEP 2. Official Registration in courses The ULM DE office requests official enrollment in courses through the ULM Registrar's Office.

Official registration can occur ONLY IF students:

- have already been admitted to ULM
- have signed the enrollment-confirmation roster
- meet all course prerequisites

and

- the courses still have remaining spots available for registration

NOTE: The DE registration period is different from the regular ULM registration period.

STEP 3. Notification of registration & student CWID numbers The ULM DE office will send DE contacts notification of the students officially registered in classes. This list will include student CWID numbers.

DE contacts are responsible for sharing CWID numbers, information & instructions with students.

DE Payment Process

STEP 1. Tuition Rosters - sent to the DE contacts after the official registration process listing confirmed student enrollment and tuition balances. DE contacts verify the rosters, note how the tuition will be paid (SCA, school funds, individual pay, etc.) return verified rosters AND coordinate payments to ULM. Tuition Rosters also include CWID numbers.

STEP 2. Tuition Payments - Students whose courses are paid individually are encouraged to pay **ONLINE** via their BANNER accounts. http://www.ulm.edu/dualenrollment/how_to_pay_online.pdf
If a student is not paying ONLINE, a check or money order made out to ULM with the student's full name is submitted to the school's DE contact. The DE contact gathers payments and submits them to ULM.

A \$50 LATE FEE is added to tuition balances after the payment deadline for students paying individually
All student balances verified as *to be paid by SCA or school funds* will NOT have late fees assessed.

**Tuition is owed for any course in which a student is enrolled after the ULM 14th class day.
This date is on the DE Important Dates document and is posted on the ULM website.**

DE Grading Process - Students should monitor their course grades throughout the semester.

At Midterm for each semester, DE students should check their grades – either with the F2F teacher or via Moodle for online courses.

If students determine they want to withdraw from a course, the Withdrawal Request form must be completed, signed (by the student, the teacher if F2F, and the DE contact), and submitted to the ULM DE office (scan & email or fax) prior to the posted deadline. Withdrawal from a course results in a grade of "W" on the student's transcript and any tuition balance for the course is still owed to ULM.

STEP 1. Grade Rosters for F2F Classes - sent to DE contacts near the end of the semester.

Face-to-Face (F2F) courses: high school teachers/DE contacts submit verified and signed grade rosters to the DE office by the stated deadline. The DE office will post grades to the Banner system so they can be finalized and official grades are posted on the ULM transcript
The grading scale is determined by the high school.

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STEP 2. Grade Reports for ONLINE Classes

ONLINE courses: grades are submitted to the DE office by the online Instructors. The ULM DE office will compile Grade Reports and send them to the schools so grades can be posted on the high school transcript. The DE office will also post grades to the Banner system so they can be finalized and official grades are posted on the ULM transcript.

The grading scale is determined by the ULM faculty for the course.

The same letter grade is recorded on both high school and ULM transcripts.

Students do not receive ULM Dual Enrollment grades by mail.

Important information for all Dual Enrollment students:

It is important students understand that registering in ULM Dual Enrollment courses...

- * creates a permanent college transcript
- * creates a student responsibility to follow the ULM calendar and the specific course schedule outlined in each course. ULM school breaks and holidays may differ from those of the high school.
- * creates a student responsibility to officially withdraw (before the published deadline) from any course he/she chooses not to complete.
During the drop/add period, students who drop from courses have no permanent record of enrolling in those courses. After the stated ULM cancellation date, official withdrawals result in a "W" grade on the ULM transcript.
- * creates a tuition balance due to ULM – *this balance is owed whether the student completes the course(s) or the student withdraws from course(s) after the stated ULM cancellation date.*
- * creates a student responsibility to adhere to all ULM policies and procedures governing student conduct and academic honesty published in the [ULM Code of Student Conduct](#)
REGARDING CHEATING & PLAGIARISM –
Definitions and penalties outlined in the [ULM Catalog/Student Policy Manual](#)
Plagiarism: What it is, why you must avoid it, and how you can avoid it –
<http://www.ulm.edu/reference/video/plagiarism.html>. A presentation by Megan Lowe.

HOLDS:

Students with outstanding balances &/or students who have not yet provided required items to ULM (ex: application fee, Signature Page, official HS transcripts, official college transcripts for transfer courses, official ACT/SAT scores) have holds placed on their accounts.

These holds prevent registration for future semesters and receipt of transcripts.

Once such holds are placed on an account, it is the student's responsibility to contact the ULM Dual Enrollment office to pay the debt &/or provide the required documents to have the holds cleared.

ULM Dual Enrollment Course Information:

Some courses are offered either Fall or Spring semester; some, both Fall & Spring semesters; and, others for the full academic year.

Some courses are subject to maximum size limits. ONLINE courses must also meet minimum enrollment.
Face-to-Face (F2F) courses available at some high schools with teachers who meet ULM adjunct faculty criteria.

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Courses offered through the ULM Dual Enrollment Program include:

Course	CR	Pre-Requisite	Format
AGRB 1001: Fundamentals of Ag Business	3	None	ONLINE - FALL ONLY
AHSC 2000: Medical Terminology	3	None	ONLINE
ART 1009: Art Appreciation	3	None	ONLINE & F2F
BIOL 1001: The Living World	3	None	ONLINE & F2F
BIOL 1009: Lab Experience for Life Sciences	1	Credit or Registration in BIOL 1001 or 1010	F2F
BIOL 1010: Human Biology	3	Grade of "C" or better in BIOL 1001	F2F
BUSN 1001: Business and Society	3	None	F2F
CHEM 1001: Introductory Chemistry I	3	Minimum MATH ACT sub-score of 19	F2F
CHEM 1002: Introductory Chemistry II	3	Grade of "C" or better in CHEM 1001	F2F
CJUS 2050: Courts and Criminal Justice	3	<i>Requires Program Director Approval</i>	F2F (*full year)
COMM 2001: Public Speaking	3	None	ONLINE & F2F
CSCI 1070: Computer Literacy	3	None	F2F
CSCI 1080: Foundations of Computer Science	3	None	F2F
CSCI 2000: Intro Computer Programming	3	None	F2F
CURR 2001: Educational Foundations	3	None	F2F (*full year)
ENGL 1001: Composition I	3	Minimum ENGL ACT score of 18 AND Completion of ENGL III	ONLINE & F2F
ENGL 1002: Composition II	3	Grade of "C" or better in ENGL 1001	ONLINE & F2F
FRNH 1001: Elementary French I	3	None	F2F (*full year)
FRNH 1002: Elementary French II	3	Grade of "C" or better in FRNH 1001	F2F (*full year)
HIST 1011: World Civilization I	3	None	ONLINE & F2F
HIST 1012: World Civilization II	3	None	ONLINE & F2F
HIST 2001: U.S. History I	3	None	F2F
HIST 2002: U.S. History II	3	None	F2F
HLST 2007: Nutrition	3	None	ONLINE
LATN 1001: Elementary Latin I	3	None	F2F
LATN 1002: Elementary Latin II		Grade of "C" or better in LATN 1001	F2F
MATH 1011: College Algebra	3	Minimum MATH ACT sub-score of 19 (<i>or</i> "C" or better in prerequisite MATH) AND Completion of Algebra II.	ONLINE & F2F
MATH 1012: Trigonometry	3	Grade of "C" or better in MATH 1011	ONLINE & F2F
MATH 1014: Applied Calculus for Life Sciences	3	Grade of "C" or better in MATH 1011	F2F
MATH 1016: Elementary Statistics	3	Grade of "C" or better in MATH 1011, 1013, <i>or</i> 1014.	ONLINE & F2F
MUSC 1091: Enjoyment of Music	3	None	ONLINE & F2F
MUSC 1092: Enjoyment of Jazz	3	None	F2F
POLS 1001: Introduction to Government	3	None	F2F
PSYC 2001: Introduction to Psychology	3	None	ONLINE & F2F
PSYC 2078: Developmental Psychology	3	Grade of "C" or better in PSYC 2001	ONLINE & F2F
RMIN 2005: Risk and Insurance	3	None	F2F
SOCL 1001: Introduction to Sociology	3	None	ONLINE
SPAN 1001: Elementary Spanish I	3	Minimum Composite ACT score of 19 <i>and</i> Department Approval	F2F
SPAN 1002: Elementary Spanish II	3	Grade of "C" or better in SPAN 1001	F2F
THEA 1091: Enjoying Theatre	3	None	F2F

Students enrolled in ONLINE courses are expected to purchase any required textbook(s) &/or access code(s).

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Courses offerings categories based on the LA Board of Regents Core Curriculum

http://catalog.ulm.edu/preview_program.php?catoid=23&pooid=2692&hl=Core+Curriculum&returnto=search

CORE SOCIAL SCIENCES –

PSYC 2001 (Intro Psychology)

PSYC 2078** (Developmental Psychology) – Prerequisite - a grade of “C” or better in PSYC 2001

SOCL 1001 (Intro to Sociology)

**PSYC 2078 may be a good option for students considering Health Sciences majors (ex: Nursing).

CORE HUMANITIES –

HIST 1011 (World History I) & HIST 1012 (World History II)

COMM 2001 (Public Speaking)

HIST 2001 (US History I) & HIST 2002 (US History II) – if offered F2F at a particular school

Foreign Languages (French, Latin, Spanish, etc.) – if offered F2F at a particular school

CORE FINE ARTS –

ART 1009 (Art Appreciation)

MUSC 1091 (Enjoyment of Music)

CORE ENGLISH COMPOSITION –

ENGL 1001 (Composition I)

ENGL 1002 (Composition II) - Prerequisite - a grade of “C” or better in ENGL 1001

CORE MATHEMATICS –

MATH 1011 (College Algebra)

Prerequisite - Math ACT of 19 *or higher or successful completion of developmental MATH*

MATH 1012 (Trigonometry) Prerequisite – a grade of “C” or better in MATH 1011

MATH 1016 (Elementary Statistics) Prerequisite - "C" or better in MATH 1009, 1011, 1013 or 1014.

ELECTIVES –

AHSC 2000** (Medical Terminology): Course Description: Origin of words and principles of their construction. Definitions of medical terms, diseases, syndromes, and application of terms in clinical practice are stressed. Overview of anatomy and physiology and application to each system is reviewed.

**May be a good option for students considering Health Sciences majors (ex: Nursing).

HLST 2007** (Nutrition): Course Description: Application of principles of basic nutrition throughout the life cycle. Emphasis is on the relationship to health and disease

**May be a good option for students considering Health Sciences majors (ex: Nursing).

DE students are covered under FERPA

The acronym FERPA stands for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34CFR§99), which Congress enacted in 1974. It is sometimes referred to as the Buckley Amendment.

Faculty, staff, and administrative officers at ULM are required by FERPA to treat education records in a legally specified manner. The Act specifies the institutional penalties for violation of its stipulations, as well as procedures for providing student access to and maintaining the privacy of student records. The University's more detailed response to FERPA is printed yearly in the **Student Policy Paper** under the Student Records sections entitled *Access to Records, Confidentiality of Student Records, Correction of Educational Records, Cost, Directory Information, Maintenance of Records, Notification of Rights Under FERPA, Procedures for Challenge, and Requesting a Transcript.*

Please click below to download the PDF or to view the complete FERPA section.

[FERPA \[.pdf\]](#)

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Using MyULM/Campus Systems:

To Get MyULM/EMAIL User information, Go to www.ulm.edu...

click MyULM (toward right side, under search bar)

click HELP tab (2nd tab from left)

Enter CWID into box on right side of page.

CWID numbers are listed on both the Notification of Registration AND Tuition Rosters sent to DE contacts.

click GET ACCOUNT NAME

The MyULM User ID will show Your assigned account name is ex: prestridge2

Your password is initially assigned using your (birth month, birth day & year, ex: 090381)

ULM EMAIL – Your email address is ex: prestridge2@warhawks.ulm.edu

-yourMyULMUser ID@warhawks.ulm.edu Your ULM email can be accessed via MyULM.

You can access Office365 help via: http://www.ulm.edu/computingcenter/office365_help/web_users.html

Students are required to use their ULM Warhawks email address when communicating with ULM instructors &/or coordinators.

**For problems with resetting a password or logging into the ULM Campus systems,
contact the ULM Help Desk at 318-342-3333.**

To log into MyULM

Go to www.ulm.edu...

click MyULM (toward right side, under search bar)

Enter **MyULM User ID** and password.

click the Campus Systems tab (second from left).

Once logged into MyULM, students are already logged into their ULM Email account (simply click Office 365 Email),

Moodle (simply click Moodle Sign On), and FlightPath (simply click FlightPath Sign On).

Important Note regarding MOODLE: The first time students log into Moodle, they will not see courses. Students must log into Moodle and immediately log out. 30-minutes to 3-hours after the initial login, courses will have loaded into their Moodle pages and students can access courses through Moodle.

To log into the Banner system

Students can **either** click the Banner Sign On within MyULM **or** go to www.banner.ulm.edu

Click Login to Access Your Personal ULM Information

Enter the **CWID number** & PIN (the PIN is initially the same date of birth information as the initial MyULM password)

User ID:	<input type="text"/>	Banner User ID is the CWID number
PIN:	<input type="text"/>	

Click

HOW TO: Your video guide to simplifying access to ULM's student resources:

<http://www.ulm.edu/howto/>

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To check the unofficial transcript in the Banner system

Login to Banner (see above)

Click Student tab

Click Student Records

Click Academic Transcript

Click Submit

The student's unofficial transcript will show all registrations and posted grades.

If grades do not show for a course, the grades have likely been submitted, but not officially rolled into transcript history yet. It is a detailed process that can take a while (particularly for DE as our schedule runs later than regular ULM classes).

To continue at ULM as a beginning freshman:

Senior Dual Enrollment students can convert their DE applications into beginning freshman applications.

Activate the beginning freshman application by submitting the form at this link:

www.ulm.edu/activate.

Senior DE students who activate the beginning freshman application do not pay an additional application fee and will also be considered for a Freshman Academic Scholarship.

If you have any questions, please contact the Admissions Office at 318.342.3028 or 318.342.5270.

ULM Dual Enrollment Contact Information:

ULM regular office hours are Mon-Thurs 7:30 am – 5:00 pm & Fri 7:30-11:30 am

ULM Dual Enrollment Coordinator: Noelle Prestridge

Prestridge@ulm.edu

(318) 342-1032 - **Alternate phone number** (318) 342-1030

ULM Admissions Office:

(318) 342-5430

ULM Registrar's Office:

(318) 342-5262

ULM Student Account Services Office:

(318) 342-5124

ULM Computing Center Help Desk & Support:

helpdesk@ulm.edu

(318) 342-3333

Website: <http://www.ulm.edu/computingcenter/helpdesk/>

Additional hours of support for Moodle/Online Classes

Mon - Thurs: 5:30 pm - 9 pm AND Fri: 11:30 am - 4:30 pm

Contact Moodle support directly at **318-342-5047**

ULM Bookstore:

Website: <http://ulm.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87991&catalogId=10001&langId=-1>

Customer Service link: <http://ulm.bncollege.com/webapp/wcs/stores/servlet/BNCBLocationAndContactView?storeId=87991&langId=-1&catalogId=10002>

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To transfer ULM Dual Enrollment Credit to other Universities:

Students should refer to [the Louisiana Board of Regents Articulation Matrix](#)
OR contact the institution to which credit will be transferred for detailed information

The FlightPath link below may also help students with questions about transferring courses:

<https://webservices.ulm.edu/flightpath/>

Under the MAIN tab –click the links to search for courses, degree plans, &/or equivalencies

To request an official ULM transcript for other institutions:

The official ULM transcript is required to transfer courses to other universities.

A transcript request form is required. <http://www.ulm.edu/registrar/>

Students interested in Summer Session courses:

The Collegiate Program - The Collegiate Admissions Program provides an opportunity for exceptional high school sophomores, juniors and seniors to earn college credit.

Applications for the Collegiate Admissions Program are available online, through high school guidance counselors or the ULM Office of Recruitment/Admissions.

Classes are taught on the ULM campus.

For more information: <http://ulm.edu/collegiateprogram/index.html>