

SUSLA

SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service • Diversity



DUAL ENROLLMENT *Handbook*

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MISSION STATEMENT

The Dual Enrollment (DE) program serves as a vital link to the mission of Southern University at Shreveport (SUSLA) and is committed to providing opportunities for high school students to jump-start their college education by receiving college level course credit through the university, while still in high school.

SOUTHERN UNIVERSITY AT SHREVEPORT'S MISSION STATEMENT

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

WHAT IS DUAL ENROLLMENT?

Dual Enrollment is the enrollment of a high school (HS) student in a college course for which dual credit (both college and HS credit) is attempted and recorded on both the student's secondary and postsecondary academic record. A college course offered for Dual Enrollment is: (1) an on-site or online college course taught by the postsecondary institution, or (2) a specially scheduled college course taught at the high school. Postsecondary institutions must adhere to BoR Policy and must comply with all accreditation requirements for awarding credit (BOR 2018).

PROGRAM CRITERIA

HOW IS DUAL ENROLLMENT OFFERED?

SUSLA offers two programs that fall under the term Dual Enrollment:

SUSLA DUAL ENROLLMENT PROGRAMS:

The Southern University at Shreveport's **Dual Enrollment Program** allows high school students the opportunity to dual enroll in and receive both high school and college credit during normal matriculation at their high school or online. Participation in the dual credit program enables high school students to get a "head start" on their college career, as well as prepare them for college level course work. Credits earned under these programs will be applicable toward a degree at Southern University at Shreveport, and are generally transferable to other colleges and universities. However, because each university or college has its own curriculum, Southern University at Shreveport cannot guarantee transferability.

SUSLA EARLY COLLEGE PROGRAMS:

The Southern University at **Shreveport Early College Program** allows approved high school students the opportunity to take classes at the Southern University at Shreveport campus or online to earn a college Certification or Associate degree at the time of high school graduation. This program also provides motivated, college-bound high school students the "jump start" they need before attending college on a full-time basis.

WHO IS ELIGIBLE TO TAKE DUAL ENROLLMENT COURSES?

High school students must meet the following requirements to qualify:

- SUSLA Dual Enrollment Admissions is granted to high school students, grades 9-12 through referral of the High School Counselor.
- Dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria: an overall GPA at a minimum of 2.5 (on a 4.0 scale) and permission from their High School Counselor and Parent/legal guardian with good high school standings.
- For General Education (Matrix Courses) students must demonstrate ACT (or equivalent) Composite of at least 19 with sub-scores of at least 19 (Math) and 18 (English).
- Students who have not yet taken the ACT in high school may qualify via posted Minimum Admission/Placement Score Guides, e.g., Pre-ACT (18E, 19M), Aspire (433E, 431M) or EOC (740 E-II, 760 A-1, or 750G).
- CTE Courses are exempt from the above test scores.
- In addition, students must meet the same requirements for placement into individual courses (e.g., English or Mathematics) as those required of all Universities. Each University or College has its own curriculum, Southern University at Shreveport cannot guarantee transferability.
- Dual enrollment students must also follow all other policies as stated in the SUSLA catalog.

Students who meet other readiness indicators but have <18 in ACT English may be allowed to enroll in mathematics courses for DE, if they concurrently address their reading/writing deficiencies; and Students who meet other readiness indicators but have <19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for DE, if they concurrently address their mathematics deficiencies.

Institutions engaged in recognized Early College programs will adhere to this policy except as recommended by the Management Board and endorsed by the Board of Regents. (BOR, 2019)

PROGRAM COURSE DESCRIPTION & CROSSWALK (HS TO COLLEGE COURSES)

WHAT COURSES ARE USUALLY OFFERED ?

Southern University at Shreveport offers a full range of development to 200- level general education “core” courses for dual credit and dual enrollment. Courses include but are not limited to, the following: English composition, speech, literature, fine art, history, psychology, sociology, math, and science.

In addition, Southern University at Shreveport offers Career Technical Education (CTE) coursework in fields such as business, computer science, computer web design, manufacturing process, Allied Health, Humanities, CNA, criminal justice, and child development etc.

Partnering districts or schools may arrange specific courses that align with the school’s core content and career technical tracks by contacting the Dual Enrollment Office.

WHAT ARE DUAL CREDIT COURSES?

Students enrolled in dual credit courses through Southern University at Shreveport earn college credit by successfully completing these courses, which transfer to nearly all public and private colleges and universities in Louisiana. Southern University at Shreveport dual credit courses meet all state quality guidelines and are accepted to transfer throughout the state. Southern University at Shreveport dual credit courses may also be accepted by out-of-state institutions, but this is not guaranteed by state policy and will require students to contact the institutions directly.

PROGRAM OPTIONS (WHAT WE HAVE)

A. COURSES (INDIVIDUAL)

TOPS CORE, 2019: DUAL ENROLLMENT/MATRIX OPTIONS FOR TOPS CORE (FOR INCREASED WEIGHTS WHEN CALCULATING TOPS GPA FOR INCOMING FRESHMAN BEGINNING FALL 2014)

ENGLISH = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
ENGLISH I – 1 unit						Common Course Code	Common Course Name
ENGLISH II – 1 unit							
1 Unit from the following:							
ENGLISH III – 1 unit	AP English Language and Composition	IB Literature IB Language & Literature IB Literature and Performance	English Language Part 1: Cambridge AICE – AS Level or Literature in English Part 1: Cambridge AICE – AS Level	English III	English III	CENL 1013 CENL 1023 CENL 2153 CENL 2163 CENL 2173	English Composition I English Composition II American Literature I American Literature II Major American Writers
1 Unit from the following:							
ENGLISH IV – 1 unit	AP English Literature and Composition	IB Literature IB Language & Literature IB Literature & Performance	English Language Part 2: Cambridge AICE – AS Level or Literature in English Part 2: Cambridge AICE – AS Level	English IV	English IV	CENL 1013 CENL 1023 CENL 2103 CENL 2113 CENL 2123 CENL 2203 CENL 2213 CENL 2223 CENL 2303 CENL 2323 CENL 2313	English Composition I English Composition II British Literature I British Literature II Major British Writers World Literature I World Literature II Major World Writers Introduction to Fiction Introduction to Literature Intro to Poetry and/or Drama

MATHEMATICS = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
ALGEBRA I – 1 unit	* Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III, including the Cambridge Integrated Mathematics sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.					Common Course Code	Common Course Name
GEOMETRY – 1 unit							
ALGEBRA II – 1 unit							
1 Unit from the following:							
ALGEBRA III						CMAT 1213	College Algebra
ADV MATH- PRE CALC		IB Math Studies (Math Methods)				CMAT 1223	Trigonometry
PRE-CALCULUS		IB Math Studies (Math Methods)	Math 1 (Pure Math): Cambridge AICE – AS Level	Pre-Calculus	Pre-Calculus	CMAT 1233 or CMAT 1213 & 1223	Algebra & Trigonometry
ADV MATH - FUNCTIONS & STATISTICS						CMAT 1303	Introductory Statistics
PROB & STATISTICS	AP Statistics		Math 1 (Probability and Statistics): Cambridge AICE		Probability & Statistics	CMAT 1303	Introductory Statistics
CALCULUS	AP Calculus AB AP Calculus BC	IB Mathematics SL IB Mathematics HL	Math 2 (Part 1): Cambridge AICE – A Level Math 2 (Part 2): Cambridge AICE – A Level	Calculus I Calculus II	Calculus	CMAT 2103 CMAT 2113-5 CMAT 2123-5	Applied Calculus Calculus I Calculus II
AP COMPUTER SCIENCE A	AP Computer Science A						

SCIENCE = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
BIOLOGY I – 1 unit						CBIO 1013 CBIO 1033	General Biology I Gen Biology I (Sci Majors)
CHEMISTRY I – 1 unit				Chemistry I	Chemistry I	CCEM 1013 CCEM 1103 CCEM 1123	General Chemistry Survey I Chemistry I Chemistry I (Sci Majors)
2 Units from the following:							
BIOLOGY II OR HUMAN ANATOMY & PHYSIOLOGY	AP Biology	IB Biology I IB Biology II	Biology II: Cambridge AICE – AS Level	Biology II	Biology II	CBIO 1013 CBIO 1033 CBIO 1023 CBIO 1043 CBIO 2213 CBIO 2214 CBIO 2223 CBIO 2224 CBIO 2103	General Biology I Gen Biology I (Sci Majors) General Biology II Gen Biology II (Sci Majors) Human Anatomy & Physiology I Human Anatomy & Physiology I (Lec/Lab) Human Anatomy & Physiology II Human Anatomy & Physiology II (Lec/Lab) Microbiology
EARTH SCIENCE						CGEO 1103 CGEO 1113	Physical Geology Historical Geology
ENVIRONMENTAL SCIENCE	AP Environmental Science	IB Environmental Systems		Environmental Science	Environmental Science	CEVS 1103	Environmental Science
PHYSICAL SCIENCE						CPHY 1023	Physical Science
CHEMISTRY II	AP Chemistry	IB Chemistry I IB Chemistry II	Chemistry II: Cambridge AICE – AS Level	Chemistry II	Chemistry II	CCEM 1003 CCEM 1013 CCEM 1103 CCEM 1123 CCEM 1113 CCEM 113 CCEM 2213	General, Organic & Biochemistry General Chemistry Survey I Chemistry I Chemistry I (Sci Majors) Chemistry II Chemistry II (Sci Majors) Organic Chemistry
PHYSICS I	AP Physics I: Algebra Based	IB Physics I IB Physics II	Physics II: Cambridge AICE – AS Level	Physics	Physics	CPHY 2113 CPHY 2114 CPHY 2133	Physics I (Algebra/Trig Based) Physics I (Lec & Lab) Physics I (Calculus Based)
AGRISCIENCE I & II (completion of both courses is required for 1 unit of credit)							

SOCIAL STUDIES = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment		
						Common Course Code	Common Course Name	
US HISTORY – 1 unit	AP U.S. History	IB History of the Americas I			U.S. History	U.S. History	CHIS 2013/2023	American History I or II
1 Unit from the following:								
US GOVT or CIVICS	AP U.S. Government and Politics: Comparative AP U.S. Government and Politics: United States				Government	Government	CPOL 2013 CPOL 2113 CPOL 2213	Intro to American Government Intro to State & Local Government Intro to Comparative Government
ECONOMICS	AP Macroeconomics AP Microeconomics	IB Economics			Economics		ECON 2113 CECN 2213 CECN 2223	Economic Principles Macroeconomics Microeconomics
2 Units from the following:								
WESTERN CIVILIZATION							CHIS 1013/1023	Western Civilization I or II
EUROPEAN HISTORY	AP European History		History (European): Cambridge AICE – AS Level	European History				
WORLD GEOGRAPHY	AP Human Geography	IB Geography	Geography: Cambridge AICE – AS Level	World/Human Geography			CGRG 2113	World Regional Geography
WORLD HISTORY	AP World History	IB History of the Americas II	History (International): Cambridge AICE – AS Level		World History		CHIS 1113/1123	World Civilization I or II
HIST OF RELIGION (nonpublics only)							CPHL 2213	World Religions
ECONOMICS	AP Macroeconomics AP Microeconomics	IB Economics	Economics: Cambridge AICE – AS Level	Economics			ECON 2113 CECN 2213 CECN 2223	Economic Principles Macroeconomics Microeconomics
PSYCHOLOGY	AP Psychology							

FOREIGN LANGUAGE = 2 Units, same lang	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
ARABIC		IB Language ab initio: Arabic IB Language B: Arabic	Arabic: Cambridge AICE - AS (Honors)			CARB 1013/1014 CARB 1023/1024	Elem Arabic I Elem Arabic II
FRENCH	AP French Language & Culture	IB Language ab initio: French IB Language B: French IB French IV IB French V	French: Cambridge AICE - AS (Honors)	French III French IV		CFRN 1013/1014 CFRN 1023/1024 CFRN 2013/2014 CFRN 2023	Elem French I Elem French II Intermediate French I Intermediate French II
GERMAN	AP German Lang & Culture	IB Language ab initio: German IB Language B: German	German: Cambridge AICE - AS (Honors)	German III German IV		CGRM 1013/1014 CGRM 1023/1024 CGRM 2013 CGRM 2023	Elem German I Elem German II Intermediate German I Intermediate German II
LATIN	AP Latin	IB Classical Language		Latin III Latin IV		CLTN 1013/1014 CLTN 1023/1024 CLTN 2013 CLTN 2023	Elem Latin I Elem Latin II Intermediate Latin I Intermediate Latin II
SPANISH	AP Spanish Lang & Culture	IB Language ab initio: Spanish IB Language B: Spanish IB Spanish IV IB Spanish V	Spanish: Cambridge AICE - AS (Honors) or Spanish Literature: Cambridge AICE - AS (Honors)	Spanish III Spanish IV		CSPN 1013/1014 CSPN 1023/1024 CSPN 2013/2014 CSPN 2023	Elem Spanish I Elem Spanish II Intermediate Spanish I Intermediate Spanish II
CHINESE	AP Chinese Lang & Culture	IB Language ab initio: Chinese IB Language B: Chinese	Chinese: Cambridge AICE - AS (Honors)	Chinese III Chinese IV			
ITALIAN	AP Italian Lang & Culture	IB Language ab initio: Italian IB Language B: Italian		Italian III Italian IV			
JAPANESE	AP Japanese Lang & Culture	IB Language ab initio: Japanese IB Language B: Japanese	Japanese: Cambridge AICE - AS (Honors)	Japanese III Japanese IV			

ART = 1 Unit	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
MUSIC (Performance)		IB Music		Talented Music I, II, III, IV Small Voice Ensemble II Choir: Intermediate Choir: Advanced Orchestra: Intermediate Orchestra: Advanced			
FINE ARTS SURVEY	AP Music Theory					CART 1013 CART 1023 CDNC 1013 CMUS 1013	Exploring the Arts Introduction to Visual Arts Dance Appreciation Music Appreciation
ART	AP Art History AP Studio Art: 2-D Design AP Studio Art: 3-D Design AP Studio Art: Drawing	IB Visual Arts		Art History Talented Visual Arts I Talented Visual Arts II Talented Visual Arts III Talented Visual Arts IV		CART 2103/2113 CART 1113 CART 2203	Art History I or II Art Structure/2-D Design Beginning Drawing
THEATRE (Performance)		IB Film Study IB Theatre IB Dance		Introduction to Film Studies Talented Theater I, II, III, IV		CTHE 2103/2113 CTHE 1013	Acting I or II Introduction to Theatre



CTE Course Options		
Course Title	Course Subject 1	Course Subject 2
Administrative Office Procedure	OSBT	155S
African-American History	HIST	211S
Algebra for College Students	MATH	133S
American Government	SPOL	201S
American History	SHIS	202S
American History	SHIS	201S
American Literature	SENL	216S
Art of Nursing Practice	NURS	104S
Biomedical Science	SURG	114S
Introduction to Computer Concepts	CMPS	101S
Business Applications	CMPS	215S
Business Applications	CMPS	225S
Business Finance	MGMT	273S
Business Mathematics	OSBT	140S
Business Statistics	MGMT	283S
CCNA 1 Cisco Networking Basics	CNET	180S
CCNA 2 Router & Routing Basics	CNET	185S
CCNA Certification Review	CNET	220S
Child Development	EDUC	235S
Clinical Practicum	PHLE	210S
COBOL	CMPS	190S
College Success	FROR	120S
Communication and Culture	MCOM	220S
Computerized Accounting	ACCT	220S
Contemporary Math	MATH	136S
Curriculum/Plan-Early Childhood Ed	EDUC	247S
Cybersecurity Essentials	CNET	130S
Data Structures	CMPS	240S
Database Applications	CISC	240S
Design I	SFIA	111S
Desktop Publishing	OSBT	150S
Developmental Psychology	SPSY	211S
Document Formatting and Product	OSBT	115S
Drawing I	SFIA	220S
Early Diag.-Children's Disease	EDUC	265S
Elementary Algebra	MATH	089S
Elementary Spanish I	SSPN	101S

Elementary Spanish II	SSPN	102S
Engineering Graphics	ENGR	120S
English Fundamentals	ENGL	090S
English Grammar	ENGL	089S
Enjoyment of Music	MUSC	200S
Financial Accounting	ACCT	202S
Finite Mathematics	SMAT	131S
Freshman English I	SENL	101S
Freshman English II	SENL	102S
Fundamentals of Speech	SCOM	101S
General Biology	SBIO	101S
General Biology Lab	SBIO	103LS
General Biology Lab	SBIO	104LS
General Biology Lecture	SBIO	103S
General Biology Lecture	SBIO	104S
General Chemistry Lab	SCHE	110LS
General Chemistry Lab I	SCHE	132LS
General Chemistry Lecture	SCHE	110S
General Chemistry Lecture I	SCHE	132S
General Chemistry Lecture II	SCHE	113LS
General Chemistry Lecture II	SCHE	113S
General Psychology	SPSY	201S
History - Western Civilization	SHIS	101S
Human Anatomy & Physio Lecture II	SBIO	222S
Human Anatomy & Physiology I	SBIO	221S
Human Anatomy/Phys Lab II	SBIO	222LS
Human Anatomy/Physiology Lab	SBIO	221LS
Instructional Technology	EDUC	250S
Intermediate Algebra	MATH	090S
Intermediate Algebra II	MATH	095S
Internet Technology	CWEB	120S
Interpersonal Communication	SCOM	221S
Intro Probability & Statistics	SMAT	130S
Intro to Allied Health	ALLH	110S
Intro to Criminal Justice	SCJU	101S
Intro to Dental Hygiene	DHYG	101S
Intro to Early Childhood Ed.	EDUC	209S
Intro to Phlebotomy	PHLE	101S
Intro to Surg Tech Practice	SURG	103S
Intro to Surgical Technology	SURG	101S

Intro to Web Page Design-HTML	CWEB	110S
Introduction to Mass Communication	MCOM	100S
Introduction to Accounting	ACCT	160S
Introduction to Broadcasting	MCOM	205S
Introduction to Business	MGMT	200S
Introduction to Education	EDUC	210S
Introduction to Journalism	MCOM	200S
Introduction to Literature	SENL	232S
Introduction to Nutrition	BIOL	215S
Introduction to Sociology	SSOC	201S
Judicial Process	SCJU	261S
Juvenile Justice & Delinquency	SCJU	201S
Keyboard Skill-Building	OSBT	120S
Louisiana Criminal Law	SCJU	221S
Managerial Accounting	ACCT	203S
Media Writing and Editing	MCOM	210S
Medical Ethics	PHLE	110S
Medical Terminology I	ALLH	210S
Medical Terminology II	ALLH	211S
Microbiology Lab	SBIO	212LS
Microbiology Lecture	SBIO	212S
Military Science Lab	MILS	102LS
Military Science Lecture	MILS	102S
Multimedia Literacy	CWEB	130S
Nursing Assistant	NURC	100S
Parenting	EDUC	239S
Pathology I	ALLH	112S
Personal and Professional Development	OSBT	125S
Physical Science I	SPHY	102S
Physical Science II	SPHY	103S
Plane Trigonometry	SMAT	122S
Police Administration	SCJU	200S
Practicum-Early Childhood Ed.	EDUC	249S
Pre-Calculus Algebra	SMAT	121S
Principles of Health	HPRE	110S
Principles of Management	MGMT	201S
Principles of Marketing	MGMT	250S
Problems in Law Enforcement	CJUS	230S
Public Speaking	SCOM	201S
Social and Digital Media	MCOM	253S

Intro to Web Page Design-HTML	CWEB	110S
Introduction to Mass Communication	MCOM	100S
Introduction to Accounting	ACCT	160S
Introduction to Broadcasting	MCOM	205S
Introduction to Business	MGMT	200S
Introduction to Education	EDUC	210S
Introduction to Journalism	MCOM	200S
Introduction to Literature	SENL	232S
Introduction to Nutrition	BIOL	215S
Introduction to Sociology	SSOC	201S
Judicial Process	SCJU	261S
Juvenile Justice & Delinquency	SCJU	201S
Keyboard Skill-Building	OSBT	120S
Louisiana Criminal Law	SCJU	221S
Managerial Accounting	ACCT	203S
Media Writing and Editing	MCOM	210S
Medical Ethics	PHLE	110S
Medical Terminology I	ALLH	210S
Medical Terminology II	ALLH	211S
Microbiology Lab	SBIO	212LS
Microbiology Lecture	SBIO	212S
Military Science Lab	MILS	102LS
Military Science Lecture	MILS	102S
Multimedia Literacy	CWEB	130S
Nursing Assistant	NURC	100S
Parenting	EDUC	239S
Pathology I	ALLH	112S
Personal and Professional Development	OSBT	125S
Physical Science I	SPHY	102S
Physical Science II	SPHY	103S
Plane Trigonometry	SMAT	122S
Police Administration	SCJU	200S
Practicum-Early Childhood Ed.	EDUC	249S
Pre-Calculus Algebra	SMAT	121S
Principles of Health	HPRE	110S
Principles of Management	MGMT	201S
Principles of Marketing	MGMT	250S
Problems in Law Enforcement	CJUS	230S
Public Speaking	SCOM	201S
Social and Digital Media	MCOM	253S

Social Psychology	SPSY	241S
Spreadsheet Applications	CISC	150S
Standard First Aid	HPRE	130S
State/Local Govt. & Admin.	SPOL	211S
Structured Programming	CMPS	140S
Supp Micro Windows Client Operations	CNET	156S
Team Sports	HPRE	216S
Technical Mathematics	MATH	126S
Topics in Computer Science	CMPS	199S
Understanding the Arts	SFIA	101S
Urban Sociology	SOCL	241S
Web Site Construction	CWEB	160S
World Literature	SENL	220S

Additional courses are available through approval with the Dual Enrollment Coordinator.

PROGRAM OPTIONS (WHAT WE HAVE)

B. PROGRAMS (LEAD TO A CREDENTIAL)

Early College Program Track Options	
Early College Program Options	Credit Hours
Associate of General Studies (Mass Communications)	61
Certificate of Early Childhood Development	24
Certificate of Phlebotomy	16
Technical Diploma of Airframe and Powerplant Technology	19
Certificate of Health Care Associate	23
Online Options:	
Certificate of Computer Networking Technology	28
Associate of General Studies	61

PROGRAM REQUIREMENTS

Admission Application: All students must submit an online dual enrollment application for admission to become a Southern University at Shreveport student. Students that are U.S. citizens are required to provide a social security number in order to successfully submit an online application. For Dual Enrollment students the \$20 application fee is waived. Students completing applications may be required to provide additional documentation establishing lawful presence in the United States and will need to contact the Admissions Office to confirm. Southern University at Shreveport Dual Enrollment staff work directly with the Principal and/or Counselor to ensure test scores and high school transcript information is submitted for each applicant referred.

Each student will also complete a parent consent form that details all the guidelines they are to adhere to while participating in the program.

Placement Exam: *Appropriate Placement Test or ACT* ACT results — qualifying scores include an 18 on the English portion of the ACT, a 19 on the math portion, and an 18 in the reading portion to be placed in college-level English and math courses as well as classes with a reading requirement.

Cost and Payment: Dual credit classes will be billed to the student's high school at a rate of \$20 to \$100 - per credit hour (cost sheet available). Some courses may require an additional book or lab purchase. Home school students would be billed the discount rate individually.

Schedule of Courses: The course schedule is available on the homepage of www.susla.edu. Students who wish to enroll in courses must contact their school counselor to discuss the on-site, online, or early college courses selected by your high school through our dual enrollment office.

Enrollment: An enrollment form with your classes listed on is completed by your high school counselor each semester. Having been enrolled in a previous semester class does not automatically allow you to be enrolled in the subsequent semester class. After your enrollment has been confirmed you will have access to Banner Web Services to retrieve an official schedule that provides you with your Banner Student number. You will not need (or receive) a Southern University at Shreveport ID card.

Course Terms: Students enrolling in courses at their high school that extend Fall term (August – December) Spring term (January – May) and Summer term offered 16 or 8 week sessions are considered for college purposes. Thus, enrollment periods, drop dates, refund policy and billing deadlines will correspond with the academic calendar.

Textbooks: Dual enrollment students will be issued by their high school through purchase, free online resources, or a loaned textbook via their high school instructor unless the course requires a consumable passkey or workbook. Please contact your counselor to determine if a textbook is available for your course(s). To place your order online, go to the website at www.susla.edu.

Login Information: A student technology tip sheet with instructions on how to log into Southern University at Shreveport Banner Web Services, email, and Moodle is available to the student at enrollment. Students can also locate this information on www.susla.edu at the homepage above technology link.

STUDENT REQUIREMENTS

High school students must meet the following requirements to qualify:

- Admission is granted to high school students, grades 9-12.
- Dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria: an overall GPA between a 2.5-4.0 (on a 4.0 scale) and written permission from their parent/legal guardian.
- All students must have a recommendation by their high school counselor or principal. In addition, students must meet the same requirements for placement into individual courses (e.g., English or Mathematics) as those required of all students. However, because each university or college has its own curriculum, Southern University at Shreveport cannot guarantee transferability.
- Dual enrollment students must also be in compliance with all other college policies

Students who are eligible for Dual Enrollment must meet the following enrollment requirements for both institutions.

GENERAL CRITERIA

1. Student must be currently enrolled in the 9th- 12th grade at a public Louisiana high school.
2. Student must be on track for completing the high school TOPS core or jumpstart curriculum.
3. Student must have a 2.5 GPA.
4. Student must have permission from the high school to participate.
5. Student must have successfully completed prior Dual Enrollment courses to continue enrollment in subsequent semesters/terms.

ELIGIBILITY CRITERIA TO ENROLL IN A COLLEGE-LEVEL, DEGREE CREDIT COURSE:

1. College Level English or Math, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and appears on the current Louisiana Board of Regents' Statewide General Education Course Articulation Matrix.
2. Student must have an ACT Composite score of at least 19.
3. Student must have an ACT English sub-score of at least 18 to enroll in an entry level, college level English course.
4. Student must have an ACT mathematics sub-score of at least 19 to enroll in an entry level, college level mathematics course.

ELIGIBILITY CRITERIA TO ENROLL IN AN ENRICHMENT/DEVELOPMENTAL COURSE:

- Enrichment/Developmental Course: A course in an academic subject that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.
- Student must have a documented EOC, Explore, Work Keys, or ACT/SAT, or Accuplacer score on file applicable for the course in which the student is enrolled.

TOPS TECH EARLY START AWARD REQUIREMENTS:

- Students must be in 11th - 12th grade.
- Students must have a five-year Education and Career Plan completed.
- Students must have a High School GPA of 2.5 or above on a 4.0 scale.
- Students must have scored a 15 or above on the mathematics and English portion of the ACT.
- Students must be in good standing as defined by the high school.
- Students must be enrolled in a Career Technical course.

TECHNICAL/WORK SKILLS COURSES (NOT ON THE ARTICULATION MATRIX):

Students may enroll in technical/work skills courses from 9th – 12th grade if they hold a 2.5 GPA. A technical/work skills course is a course in a skill or occupational training area that contributes to a declared Career Area of Concentration and/or leads to a recognized industry based certification, certificate, or diploma. It is not transferrable General Education course listed on the Master Course Articulation Matrix.

STUDENT ADMISSION REQUIREMENTS

Students must complete the SUSLA Admission Application, submit high school profile sheet that includes the students current high school GPA and test score cards, submit a completed DE form with consent signatures from parents and school counselor, and submit to SUSLA by the admission deadline.

ENROLLMENT PROCESS:

1. The students must be referred by their Counselor or Principal via Master list submission to SUSLA Dual Enrollment Coordinator.
2. Submit online dual credit/dual enrollment application at: www.susla.edu
3. It is recommended that students complete their application for admission in the spring prior to fall enrollment; this will give the student more time to complete testing requirements.
4. Meet the same course admission requirements as those followed on the SUSLA campus including: For college matrix level courses o Achieving Appropriate Placement Test scores or ACT scores for college placement of at least 18 on the reading component, 18 on the English component and a 19 on the math component.
 - Submit Test Scores and Transcripts (GPA 2.5 or higher)
 - Completing enrollment form listing desired course(s) in which to enroll.
 - Complete Dual Enrollment parent consent form.
 - Complete LOSFA Application (11th and 12th Graders)
 - Confirmed recommendation submitted by the Counselor
 - Students may enroll in CTE technical/work skills courses from 9th – 12th grade if they hold a 2.5 GPA.
5. Dual enrollment must be completed, with all requirements such as an application, LOSFA, parent signature from parent/legal guardian, test scores, high school transcript, and signed referral/ recommendation from principal or guidance counselor (if needed). Dual enrollment, which are classes offered on the SUSLA campus or online, must be completed by the Friday before the first week of classes.

STUDENT EXPECTATIONS

Course Rigor: The course syllabus and content are approved by the academic department at SUSLA and will be taught at the college level. Therefore, students can expect the difficulty of this course to be greater than other high school courses.

Grades: Students will be graded based on SUSLA standards. Final grades will be reflected on both the student's high school transcript and on the college's permanent record. Because dual enrollment coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses. The grades earned under dual credit are permanent and cannot be removed from the student's academic record.

Academic Record: The credits and grades you earn through the dual credit/dual enrollment program will become part of your permanent academic record (transcript) at Southern University at Shreveport.

Policies/Procedures: You will be expected to follow Southern University at Shreveport policies and procedures. To receive a copy of the catalog, call the Coordinator of Dual Enrollment (318) 670-6000, or visit our website <http://www.susla.edu/page/academic-catalog>.

Attendance: You should avoid missing classes unless it is absolutely necessary. Attendance plays an important role in the success of the class.

Withdrawal: It is the student's responsibility to contact the high school counselor so that the Dual Enrollment Coordinator can formally withdraw from a dual enrollment class. Failure to do so will result in an F on the student's transcript.

Payment: SUSLA Dual enrollment courses are sponsored by the district or LOSFA.

STUDENT ACADEMIC PERFORMANCE

Assessment: Students who wish to enroll in college coursework, whether online or in the classroom must have a qualifying assessment on the ACT or a qualifying placement score in order to be placed in college-level English, reading, and/or math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, projects, portfolios, or other performance measures. Dual enrollment students must also participate in end of course assessments, the same way assessments are implemented for all students.

Student Support: Students who wish to enroll in college coursework, whether online or in the classroom must have a qualifying assessment on the ACT or a qualifying placement score in order to be placed in college-level English, reading, and/or math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, projects, portfolios, or other performance measures. Dual enrollment students must also participate in end of course assessments, the same way assessments are implemented for all students.

Transferability of Credit: SUSLA accepts dual credit courses as equivalent to their on-campus courses. In addition, SUSLA accepts in transfer dual credit courses completed at other colleges and universities without limit from any accredited institution as adhering to its dual credit guidelines. Dual credit enrollment courses are accepted in transfer according to all applicable articulation agreements and recognized course equivalency agreements.

Dual credit courses from SUSLA transfer to all public colleges and universities in Louisiana, and to all but a very small number of private colleges and universities in the state. It is very important to check with colleges and universities that you plan to attend to determine in advance their policies for accepting dual credit courses. Many students have found that dual enrollment courses may also transfer to out-of state colleges and universities, both public and private; however, SUSLA can only guarantee dual credit transfer to Louisiana institutions under the jurisdiction of LDE.

Request a Transcript: Registrar All official academic records requested for Dual Enrollment are kept in the Office of the Registrar. The academic records in the Registrar's Office are permanent and can be reviewed by the student.

All requests for official transcripts are made through the Office of the Registrar.

Transcript Request Requests for transcripts *must* be made to the Office of the Registrar. There is a \$3.00 fee per transcript request. A complimentary transcript is available to graduating seniors of the current year. All other requests require a fee. All fees must be in the form of cash, cashier's check or money order only.

PROGRAM STRUCTURE

At Southern University at Shreveport (SUSLA), responsibility for dual enrollment courses rests with the same academic administration that is responsible for all credit courses delivered on the college campuses. Southern University at Shreveport administrators work to ensure consistency with the delivery of dual enrollment coursework across our school districts, including deadlines for approving new dual credit courses, developing common marketing and communications materials, and monitoring uniform implementation of dual credit policies and procedures.

ROLES & RESPONSIBILITIES

The Dual Enrollment Program Coordinator is responsible for:

1. Collecting and processing student enrollment and placement scores.
2. Ensuring program compliance with BOR and SUSLA guidelines on dual credit.
3. Meeting national program accreditation standards through SACS. Serving as a liaison between the high school and Southern University at Shreveport.
4. Collaborating with Division Chairs and/or designated Lead instructors.
5. Conducting annual orientation trainings for all 1st and 2nd year dual credit instructors.
6. Communicating with program participants, parents, instructors, and high school/tech center administration.
7. Updating and developing all marketing and promotional materials related to dual credit and dual enrollment.
8. Serving as primary academic advisor for all dual enrollment participants.

High School Dual Credit Counselors and Coordinators are responsible for:

1. Determining and confirming student eligibility.
2. Providing high school transcripts and placement scores for each student to meet student eligibility and course requirements.
3. Arranging placement testing as required such as Appropriate Placement Test or ACT.
4. Assisting in the registration process.
5. Serving as a liaison between the high school and SUSLA. 8 Recommending eligible students for registration.

Division Chairs and/or Lead Instructors are responsible for:

1. Aligning syllabus with institutional requirements
2. Certifying dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty to teach the same courses on campus.
3. Ensuring dual credit faculty is using the same book(s) as taught campus wide.
4. Confirming dual credit courses duplicate as closely as possible the same courses offered on the college campus.
5. Supporting orientation for discipline-specific professional development for all their respective adjuncts.
6. Submitting grades in a timely manner
7. Overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.
8. Observing and evaluating dual credit adjunct faculty.
9. Providing support and assistance in offering the dual credit course, and ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways.

Dual Credit Adjunct Faculty are responsible for:

1. Collaborating with division chairs and/or designated lead instructor in the design and delivery of dual credit courses.
2. Attending dual credit and divisional orientation meetings/trainings annually.
3. Providing an institutional syllabus, assignments, assessments, and evaluations to ensure that the course is equivalent.
4. Confirming accurate class rosters each semester.
5. Submitting grades in a timely manner.
6. Using the approved SUSLA textbooks and resources.
7. Coordinating with SUSLA Bookstore Personnel in regards to ordering, receiving, tracking, and shipping of textbooks.
8. Keeping good course records should SUSLA need them in the event of a grade appeal.
9. Conducting prescribed experiments and labs as required by the SUSLA science division.
10. Ensuring that at least 70 percent of the students in the class are registered for the dual credit class.
11. Using the SUSLA webmail system and checking it regularly.
12. Utilizing Moodle and Banner as tools for faculty resources and professional development.
13. Adhering to contract outlining expectations and compliance.
14. Assisting in the enrollment process.
15. Posting “Dual Credit Fact Sheets” that outline policies and procedures in your classroom each semester.

DUAL ENROLLMENT INSTRUCTORS & FACULTY

Faculty Qualifications: In order to ensure that dual credit faculty meet the same qualifications required of adjunct faculty to teach the same courses on campus, the following guidelines are maintained:

Instructor: There is no difference in expected qualifications for a dual enrollment instructor from those of any other on-campus instructor. Likewise, there is an expectation of appropriate oversight of dual credit instructors if adjunct instructors are used, just as would be expected for any other college program. Whether or not the instructor of record is actually engaged in teaching students in the classroom or online or is overseeing the teaching process, the individual listed as the instructor of record is responsible for content/instruction delivered in the classroom.

1) To ensure the quality and integrity of the academic content and delivery of the course, the person delivering the instruction as a representative of the institution should be a qualified, effective faculty member. That individual must, at a minimum, meet the institution's policy on faculty qualifications, within SACSCOC (or COE) credential guidelines.

2) Especially if the person delivering or facilitating the instruction is not a regular member of the postsecondary institution's on-campus faculty, s/he must receive appropriate formal training by the postsecondary institution/department on delivery of the particular college course: syllabus; campus and departmental expectations for delivery, grading, and student performance. The teacher/facilitator must meet with a postsecondary departmental representative (or participate in a workshop offered by the institution) within 12 months preceding the start of class to review the curriculum, course content, measurement, and student outcomes.

High school instructors must meet the following educational requirements as established by the Louisiana Board of Regents and the Louisiana Department of Education Louisiana Believes as directed from their website:

<https://www.louisianabelieves.com/courses/dual-enrollment>.

Faculty Support: Dual credit faculty are provided the same professional development opportunities provided to adjunct faculty. This includes access to SUSLA professional development activities and selected professional development activities designated by the academic administration of the college. Dual credit faculty are also provided the same support provided to adjunct faculty, and are subject to the same evaluation systems and procedures.

Each dual credit instructor has the Dean or on-campus faculty member to provide support and assistance in offering the college course at their high school, and in ensuring that each college course offered is equivalent to the same courses offered on the college campus. Dual enrollment faculty are also evaluated by students according to the same schedule and procedures used for all faculty.

Class Rolls and Submission of Grades: High school instructors who serve as adjuncts for Early Start/Dual Enrollment are to verify banner class rolls with students attending class at the beginning of each semester. Any errors should be identified and reported to the Office of Dual Enrollment immediately for correction.

Dual Enrollment instructors must utilize the electronic roll book system in Banner to secure all recorded grades. In addition, instructors are to provide grade distribution (roll book) for each course taught and a class summary to the respective Dean. Instructors are to submit final student grades via banner (web) and provide a copy to the Dean of the respective area with an original copy delivered or emailed to the Coordinator of Dual Enrollment.

TEXTBOOKS AND RESOURCES

Textbook Policy and Procedure: Dual Enrollment Faculty are required to use SUSLA textbooks and resources. The following processes are necessary to manage inventory:

MOODLE: All online courses can be accessed by logging onto Moodle: **MOODLE E-Learning System** MOODLE is the official learning platform of choice at SUSLA. It provides online learning content, engages learners, and measures their performances. It features activity modules (forums, databases and wikis) that are used to build richly collaborative communities of learning around subject matters, deliver content to students, and assess learning.

Dual Enrollment Course Delivery: Delivery Methods (Online, Face-to-Face, At the High School (*with HS teacher or with College faculty*), or On College Campus)

HIGH SCHOOL LIAISON/COUNSELOR PROCESS

The High School Liaison or Counselor will work closely with the Coordinator of Dual Enrollment to select course options and submit approved students.

1. Select Course options for your high school
2. Select approved Teachers to serve as Proctors or Adjunct Instructors
3. Assist Teacher with the submission of DE teacher application, transcripts, and resumes for certification.
4. Submit a MASTER LIST(s) of students and course indications
5. Assist Students with completing the SUSLA Applications
6. Parent Consent form or LOSFA Applications are needed for each student and must be submitted with the Master List(s)
7. Student Test Scores
8. Transcripts can be emailed or mailed to the Dual Enrollment Office.

Adding and Dropping Courses: A Dual Enrollment student who finds it necessary to **add** or **drop** a course from the university should begin the process by notifying their high school counselor/liaison of their intent. The school counselor should forward an email stating the request to the Office of Dual Enrollment. Email should include the student name, course name, CRN and reason for dropping course. The Office of Dual Enrollment will complete the necessary forms then forward them to the university registrar for completion. Counselors and Students will be held responsible for all courses appearing on their schedules. Please note the following:

1. Requested changes are in accordance with university regulations prior to published deadlines.
2. A student may not add courses for credit after the date specified in the official academic calendar.
3. If a course is dropped after the add/drop period but before the deadline for withdrawing from the university, a “W” (withdraw) is recorded.
4. A student enrolled in only one (1) class will have to withdraw from the university and a “W” is recorded.
5. A student may not drop/withdraw from the university after the semester has closed per the date specified in the official academic calendar (unless approved by the Vice Chancellor of Student Affairs and Enrollment Management and the Vice Chancellor for Academic Affairs with appropriate justification).

Dual Enrollment partners are advised that they are to follow university procedures as outlined in the university catalog to drop, add, or withdraw a student from a class or from the university. In the event university procedures are not followed, Dual Enrollment partners are to adhere to the following: the infraction is to be addressed in writing from the high school counselor/liaison and forwarded to the Coordinator of Dual Enrollment. The Coordinator will forward written documentation with request for resolution to the Office of Academic Affairs via the division Dean with appropriate parties copied.

Withdrawal: A Dual Enrollment student who finds it necessary to **withdraw** from the university should notify their high school counselor/liaison of their intent. The school counselor should email the student name, course name, CRN and reason for withdrawal. The Office of Dual Enrollment will complete the necessary forms then forward to the university registrar for completion. NOTE: A student is not officially withdrawn from the university until the Vice Chancellor of Student Affairs and Enrollment Management and the Vice Chancellor for Academic Affairs approves the request.

Note: Only drops and withdrawals made prior to the 14th class date are not reflected on the student transcript.

PAYMENT PROCESS

Program Costs (How much does it cost the student? How much does it cost the school system)

The academic process for dual enrollment courses, including registration, payment, and withdrawal dates, parallels that required for all students on our campus.

Tuition and Payment: The Board of Trustees of SUSLA annually sets tuition and fees for all courses and programs. SUSLA charges dual enrollment students a discounted tuition rate of \$25 to \$100 per credit hour. There are generally no fees (see DE cost sheet). Payment is typically charged to the district by the end term. Students may enroll in any classes in subsequent semesters or receive a transcript.

Southern University at Shreveport (SUSLA)
Dual Enrollment Cost Schedule
Approved – October 2018

CTE Courses:

Scenario #1 – High School Student at High School with High School Teacher (CTE Courses)	
Cost to School Board OR High School OR Student	
1 credit hour = \$20 2 credit hours = \$40 3 credit hours = \$60	4 credit hours = \$80 5 credit hours = \$100 6 credit hours = \$120
Scenario #2 – High School Student at High School with SUSLA Instructor (CTE Courses)	
Cost to School Board OR High School OR Student	
1 credit hour = \$25 2 credit hours = \$50 3 credit hours = \$75	4 credit hours = \$100 5 credit hours = \$125 6 credit hours = \$150
Scenario #3 – High School Student at SUSLA with SUSLA Instructor (CTE Courses)	
Cost to School Board OR High School OR Student	
1 credit hour = \$30 2 credit hours = \$60 3 credit hours = \$90	4 credit hours = \$120 5 credit hours = \$150 6 credit hours = \$180

Updated by SUSLA – October 2018

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Southern University at Shreveport (SUSLA)
Dual Enrollment Cost Schedule
Approved – October 2018

NON-CTE Courses:

Scenario #1 – High School Student at High School with High School Teacher (Non-CTE Courses)	
Cost to School Board OR High School OR Student	
1 credit hour = \$35 2 credit hours = \$70 3 credit hours = \$105	4 credit hours = \$140 5 credit hours = \$175 6 credit hours = \$210
Scenario #2 – High School Student at High School with SUSLA Instructor (Non-CTE Courses)	
Cost to School Board , OR High School OR Student	
1 credit hour = \$45 2 credit hours = \$90 3 credit hours = \$135	4 credit hours = \$180 5 credit hours = \$225 6 credit hours = \$270
Scenario #3 – High School Student at SUSLA with SUSLA Instructor (Non-CTE Courses)	
Cost to School Board OR High School OR Student	
1 credit hour = \$50 2 credit hours = \$100 3 credit hours = \$150	4 credit hours = \$200 5 credit hours = \$250 6 credit hours = \$300

Updated by SUSLA – October 2018

Dual Enrollment Office — Fine Arts Building C

3050 Martin Luther King Jr. Drive, Shreveport, LA 71107

Monica McEachin

Dual Enrollment Coordinator

Office: 318.670.9348 | Fax: 318.670.6301

Email: mmceachin@susla.edu

Office Hours: Monday-Thursday 8 AM-6 PM; Friday 8 AM-12 PM

Department of College Access

Student Affairs & Enrollment Management

Dr. Tuesday Mahoney

Assistant Vice Chancellor for College Access

Office: 318.670.9201

Email: twilliams@susla.edu

Office Hours: Monday-Thursday 8 AM-6 PM; Friday 8 AM-12 PM

Student Affairs & Enrollment Management — Administration Building A

Dr. Melva Williams

Vice Chancellor of Student Affairs & Enrollment Management

Office: 318.670.9302

Email: mwilliams@susla.edu

Office Hours: Monday-Thursday 8 AM-6 PM; Friday 8 AM-12 PM

Office of Admissions

Jorge Sousa

Director of Admissions

Office: 318.670.9212

Email: jsousa@susla.edu

Academic Affairs Office — Vice Chancellor of Academic Affairs

Office: 318.670.6301

Office Hours: Monday-Thursday 8 AM-6 PM; Friday 7:30 AM-4:30 PM

Registrar's Office — Administration Building A

Office: 318.670.9223

Email: registraroffice@susla.edu

Office Hours: Monday-Thursday 8 AM-6 PM; Friday 8 AM-12 PM

Bookstore — 1st Johnny Vance Student Center

Office: 318.670.9309

Office Hours: Monday-Thursday 8 AM-4 PM; Friday 8 AM-12 PM

Cashier's Office — 1st Floor Administration Building

Office: 318.670.9305

Office Hours: Monday-Thursday 8 AM-5 PM; Friday 8 AM-4:30 PM

IT Helpdesk — 1st Floor Administration Building

Office: 318.670.9900