Apply DE Louisiana

High School Counselor / Administrator

User Guide

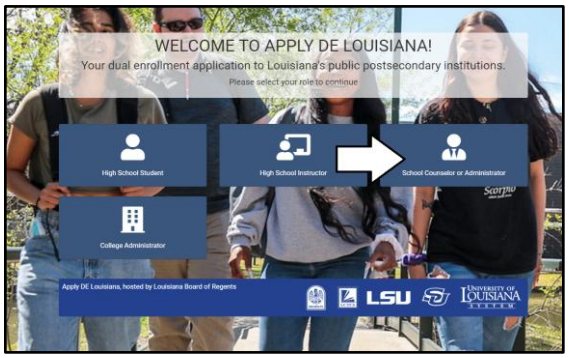
Part 1: Managing Students 1

Pending Recommendation 1

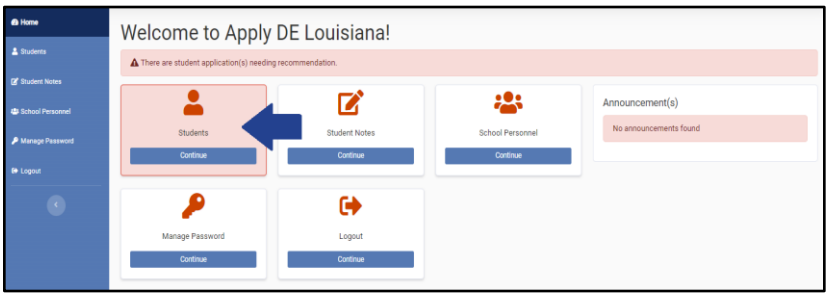
Registrations by Term 3

Part 1: Managing Students

Welcome to Apply DE Louisiana – your portal to managing students' dual enrollment within Louisiana's public postsecondary institutions. To get started, navigate to https://applyde.laregents.edu and select the **"School Counselor or Administrator"** tile.

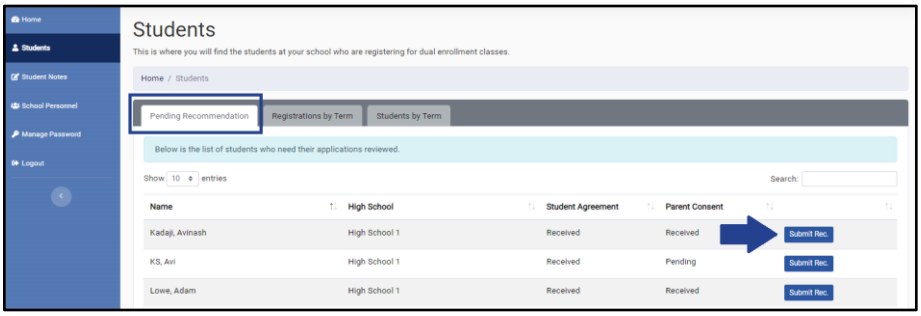


If there are pending applications, there will be a message along the top of the screen indicating recommendations are needed and the "Students" tile will be highlighted on the main Home screen. Click on the **"Students"** tile or tab in the left sidebar to get started.



Pending Recommendation

You'll find multiple tabs to help you manage your dual enrollment students. The **"Pending Recommendation"** tab displays a list of students who have a pending application for dual enrollment. There are two columns displaying per application showing the status of the student agreement and parental consent form. To submit a recommendation, click on the **"Submit Rec."** button for a student.



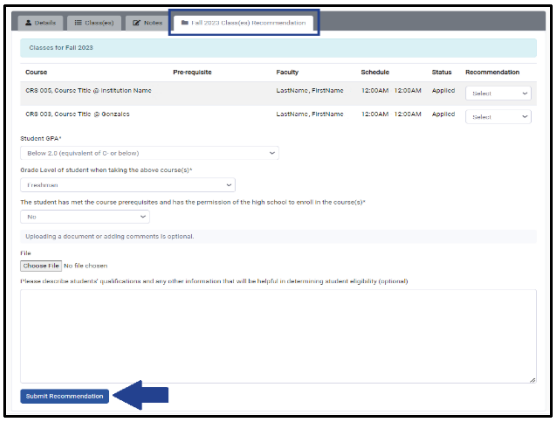
A pop-up window will appear displaying multiple tabs, the default being the recommendation form for the classes the student has applied for. On this tab, you will need to **(1)** approve or not approve each course selected, **(2)** choose the student's GPA, **(3)** select the grade level they will be when taking the listed courses, and **(4)** answer whether the student has met the course prerequisites (if any) and has the permission of the high school to enroll in the listed courses.

***Courses for LSU Eunice will be DE Application and Academy Application Only**

You also have the option of uploading a file and/or providing a description of the student's qualifications or any other information that may be helpful in determining their eligibility. When you are finished, click the **"Submit Recommendation"** button.

***Records can be uploaded here or if it is easier, you are welcome to continue emailing records as a batch to de@lsue.edu**

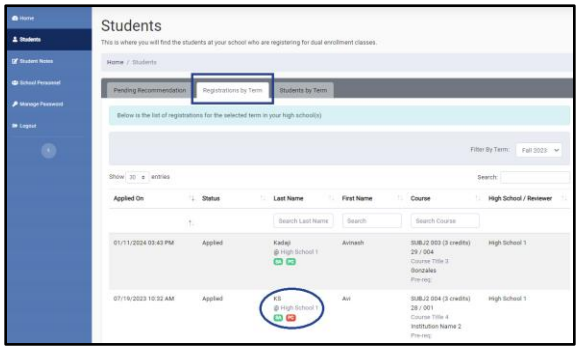
Please note that if you have not selected an "Approve" or "Not Approved" option for all of the listed courses, the recommendations will only be saved as a draft and will **not** be considered complete.



When you are finished managing a student's application, click the **"X"** in the bottom right corner of the pop-up window.

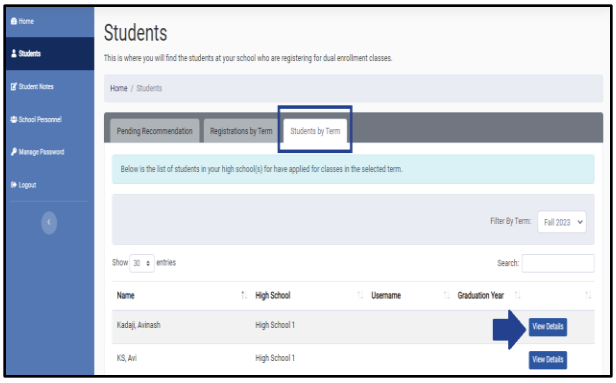
Registrations by Term

The **“Registrations by Term”** tab lists the students who have registered for classes each term by course. You can filter by the term in the right corner, or search for a specific student or course. In the Last Name column, you can also check whether the student has completed the Student Agreement and Parental Consent forms at a quick glance.



Students by Term

The **“Students by Term”** tab displays a listing of all students that have registered for classes for the selected term. To view more information about each student and their registrations, click the **“View Details”** button.



Tips:

1. Check your SPAM/JUNK folder periodically to ensure the notices from Canusia do not get sent there.

2. If a student does not have a SSN they can use 000-00-0000