Apply DE Louisiana Student Application User Guide

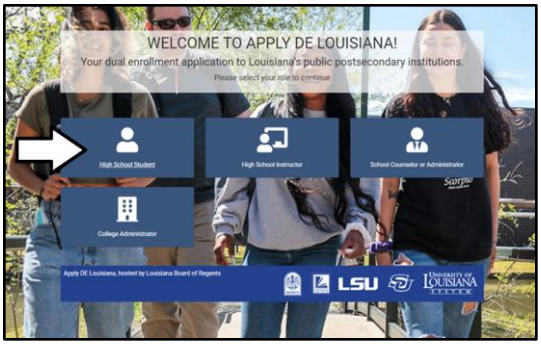
Part 1: Submitting the Application Form 1

Part 2: Completing Your Application – Applying for Classes 4

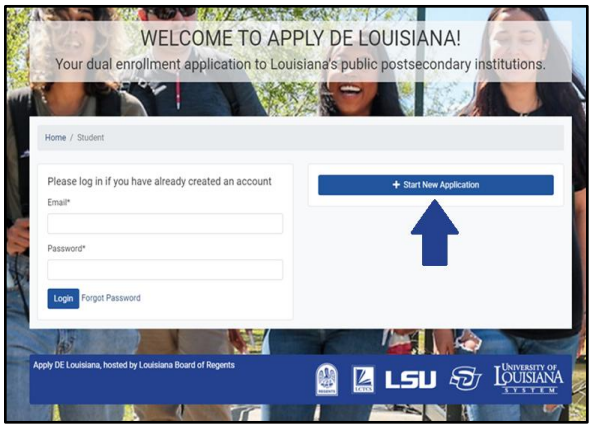
Part 3: FERPA and Parental Consent 5

Part 1: Submitting the Application Form

Welcome to Apply DE Louisiana – your dual enrollment portal to Louisiana's public postsecondary institutions. To get started with your application, navigate to https://applyde.laregents.edu and select the **"High School Student"** tile.

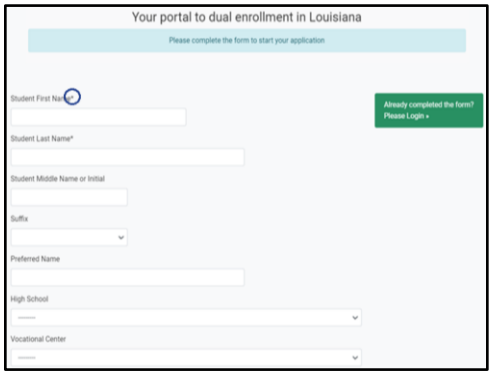


To begin, click on the **"Start New Application"** button. Once you've submitted your application and created your account, you'll be able to log in through the left side of this screen.



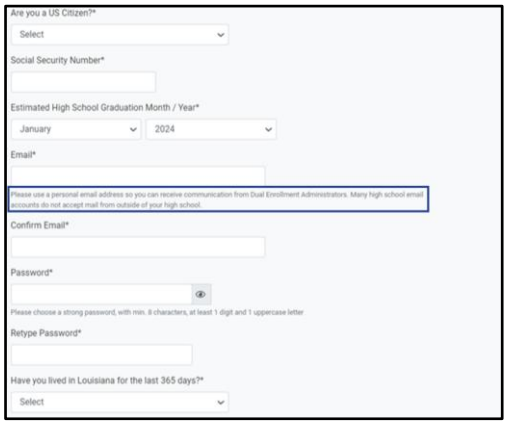
Answer the questions throughout the application. **Any required fields will be marked with an asterisk.** Be sure to have your **social security number** on hand, as you will need to enter it to submit your application. A few key components are listed below, but be sure to answer as much as possible throughout the application.

When choosing your high school type the name in for it to quickly populate.

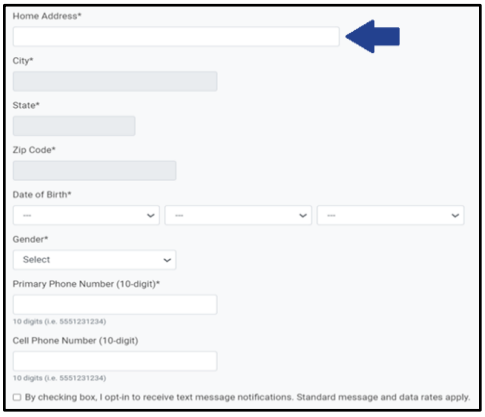


Please **use a personal email address**, like Gmail, so you can receive communications from Dual Enrollment Administrators. When creating a password, you'll need to use a minimum of 8 characters, including at least 1 digit and 1 uppercase letter.

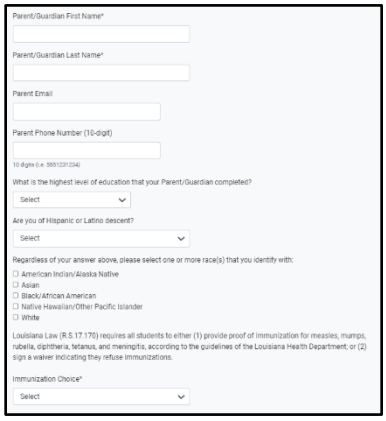
****Don't use your school email address! Make note of your password as you may need it again later on.**



Start typing your home address into the home address field. When the correct address appears from the drop-down options, select it and it will auto-populate the remaining address fields for you. If your address does not display, continue typing it in manually. When entering your phone number, make sure to include the area code.



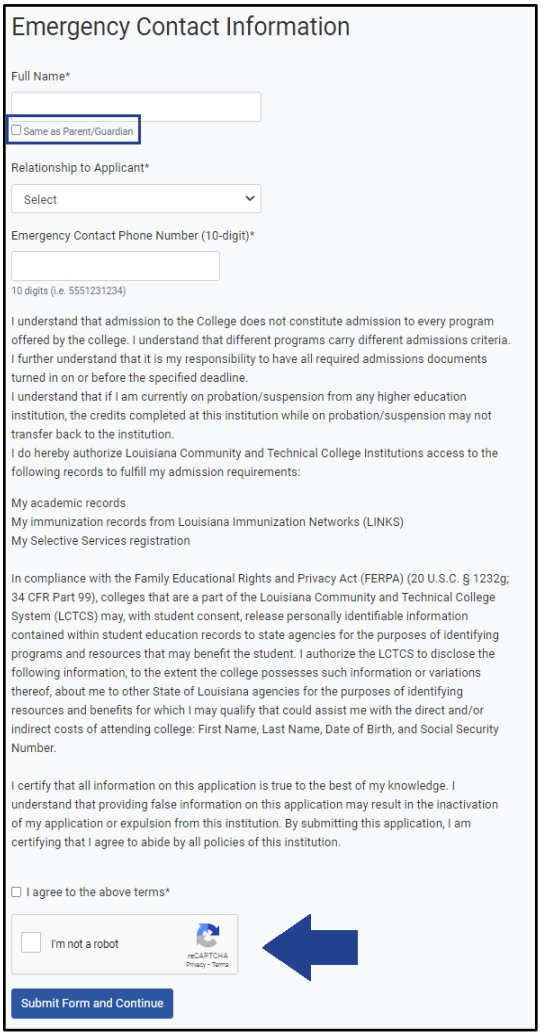
Select whether you will complete the immunization waiver or submit your immunization records.



It is advised to mark Immunization Waiver

If you check the **“Same as Parent/Guardian”** box in the Emergency Contact Information section, the parent or guardian’s name you entered above will auto-populate as your Emergency Contact Information.

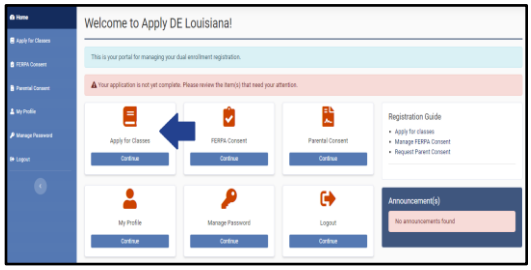
Your parent must have a DIFFERENT phone number from the student number.



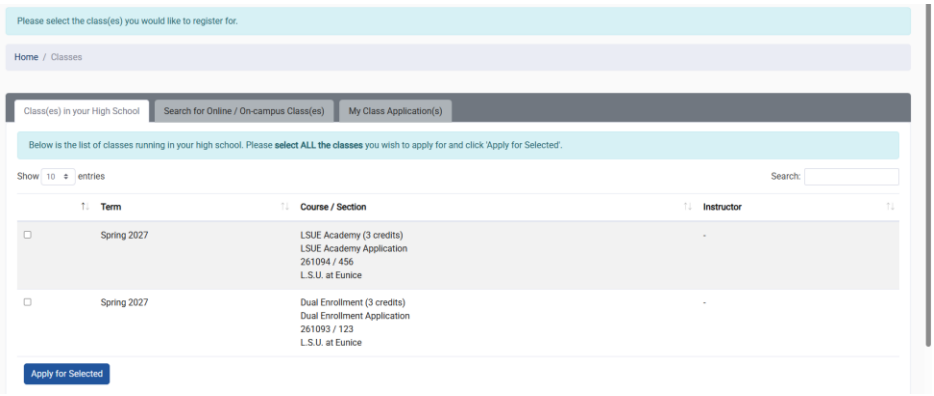
When you are finished, click that you **agree to the terms** listed, check the **“I’m not a robot”** box, and select the **“Submit Form and Continue”** button.

Part 2: Completing Your Application – Applying for Classes

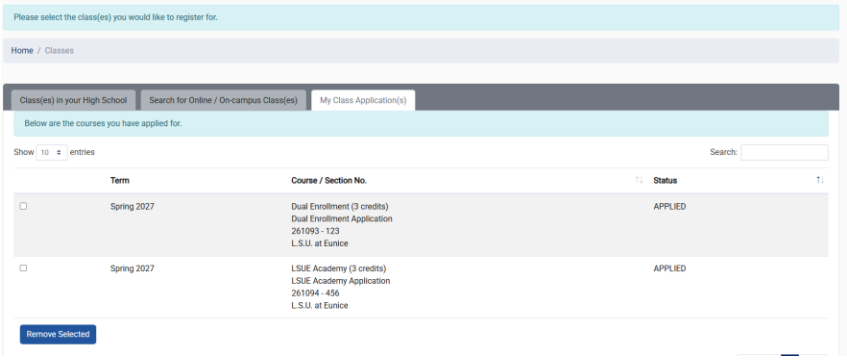
Now that you have submitted the first part of your application, it's time to select classes to apply for. Click on the **"Apply for Classes"** tile on your home screen or tab in the left sidebar.



You'll find some tabs to help you apply for classes. Choose **"Class(es) in your High School"**. To apply select the application you would like to complete – **LSUE Academy or Dual Enrollment** - and click the **"Apply for Selected"** button. **Please note that you will be unable to apply for classes until you have signed the Student Agreement. To sign the Student Agreement go to the Student Agreement tab on the left-hand side of the page and digitally sign. **Only choose ONE application!**

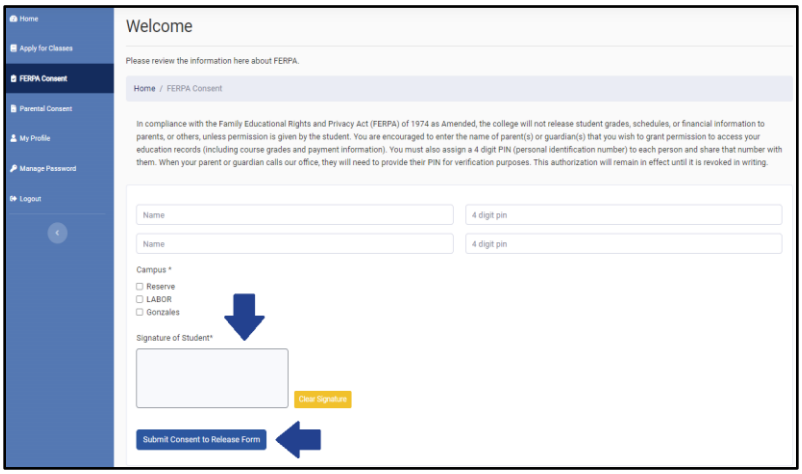


The **"My Class Application(s)"** tab lists the classes that you have applied for and their status. If you no longer wish to register for a class with a status of "Applied," select the checkbox next to that course and click the **"Remove Selected"** button.



Part 3: FERPA and Parental Consent

To review the **optional** FERPA Consent form, click on the **"FERPA Consent"** tile on your home screen or tab in the left sidebar. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended, the college will not release student grades, schedules, or financial information to parents, or others, unless permission is given by the student. If you wish to provide up to 4 parents or guardians with access to your education records (including course grades and payment information), you should enter their names on this screen and assign them a 4-digit PIN for verification purposes. When you are finished, provide your signature and click the **"Submit Consent to Release Form"** button. **Remember to give your parents the PIN number you have assigned them!**



Unlike the optional FERPA Consent form, the **Parental Consent form is required** in order to complete your application. You **must** first apply for classes before you can request Parental Consent. After entering your parent or guardian's name and email, click the **"Submit Parent Consent Request"** button. **Please be sure to remind your parent or guardian to check their email, including their Spam folder, and follow the instructions to complete the Parental Consent process.**

