



2021-2022 and 2022-2023

Updated December 1, 2021

ULM Dual Enrollment Handbook

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ULM office hours:

Monday – Thursday 7:30 am to 5:00 pm

Friday 7:30 am to 11:30 am

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The Dual Enrollment (DE) Program at the University of Louisiana Monroe, in partnership with participating high schools, offers qualified high school students the opportunity to simultaneously earn college credit and meet the requirements for high school graduation.

DE Courses are taught in Fall and Spring semesters either at the high school or online by SACSCOC-qualified Instructors.

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

Advantages:

- Earning college credit while in high school may help reduce the time needed to earn a degree after high school
- The variety of courses available allows students to explore electives as well as complete introductory and/or Core Curriculum courses
- Participation in DE can help smooth the transition between high school and college
- All ULM DE courses are **reserved** for Dual Enrollment students
- DE courses are offered at reduced tuition – \$150 per course – which can help stretch financial aid, scholarships, and family budgets after high school
- Extended tuition payment period accommodates third-party verification and payment
- Students are registered manually through the ULM DE office in cooperation with the HS counselor
 - *This ensures all SACSCOC, LA BOR, ULM, & individual high school requirements are met
- Dual Enrollment course semester schedules are customized
 - F2F courses have a slightly extended semester that is adjusted to the high school's schedule
 - Online courses have a slightly compressed semester to accommodate varying school start and end dates and allow time to purchase required texts, access codes, etc.

Dual Enrollment Admission Requirements:

Board of Regents Interim Policy for Dual Enrollment

<https://regents.la.gov/wp-content/uploads/2021/04/Interim-Dual-Enrollment-Policy-Appr-28-April-2021-to-AY-2022-23-1.pdf>

PROSPECTIVE DUAL ENROLLMENT FOR 2021-2022 and 2022-2023 ACADEMIC YEARS

ULM-specific notes in blue font.

Students wishing to initiate or continue their participation in dual enrollment for the 2021-22 and 2022-23 academic years may be eligible to enroll in academic courses on the Master Articulation Matrix if they meet the following criteria:

- A minimum 2.5 cumulative high school GPA, as determined by the high school,

AND

- Subject-specific demonstration of readiness in Mathematics (for mathematics and science courses) or English (for English, foreign language, history, social science, humanities, or arts survey courses) through either:

1.) Subject-specific minimum scores on any assessment listed in Academic Affairs Policy 2.22 ([see table below](#))

[ULM will continue to accept the same subject-specific assessment eligibility scores as previous academic years.](#)

OR

2.) Counselor recommendation based on overall student performance and grade trends in the subject ([see below](#))

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	ENGLISH	MATHEMATICS*
ACCUPLACER	86 Sent Structure	65 (Elem Alg.) 40 (Col-Level Math)*
ACCUPLACER NG	250 Writing	250 QRAS
<i>*For College Algebra: ≥ 70 Accuplacer College-Level Math; ≥ 263 Accuplacer NG (QRAS) or ≥ 250 (AAF) are recommended.</i>		
ASPIRE	433	431
MAP	245	265
Pre-ACT	18	19
Pre-SAT	25WL	500
EOC	English II: 740	Algebra I: 760, or Geometry: 750
LEAP 2025	English II: Mastery or above	Geometry: Mastery or above (for enrollment in non-algebraic Gen. Ed Math) Geometry: Mastery or above and completion of Algebra II w/C or better for enrollment in College Algebra
ACT	18	19
SAT	500 ERW	510 Math

Counselor recommendation based on overall student performance and grade trends in the subject.

ULM requires an email from the high school DE Contact; attachments should include both

- 1) the Counselor recommendation
- 2) a copy of the high school transcript with relevant courses/grades highlighted to demonstrate overall student performance and grade trends in the subject.

While the Board of Regents encourages all institutions to follow this policy, we recognize that minimum requirements may be increased for particular courses.

Additionally, in order for students to be enrolled in courses, the following conditions apply:

1. Must be at least a Sophomore in high school
2. Admitted to ULM for the DE program prior to the posted deadline
3. High school provides proof that all specific course prerequisites are met
4. Requested courses are on the SACSCOC course list for the student's high school
5. Requested and approved courses have available space

Important Information Regarding Dual Enrollment Participation:

- Dual Enrollment courses are college courses. These courses make greater demands on students' abilities, go into greater depth, and require more time and independent (out of class) work than do high school courses. Students accept these higher-level challenges when they register for college courses through DE.
- ULM DE does not offer courses directly to individual students. DE participation can only occur via the DE Contacts at high schools with whom ULM has an agreement. All DE courses are reserved for participating students and therefore are not published in the ULM schedule of classes.
- DE students are responsible for acquiring, in a timely manner, any texts &/or access codes necessary for the courses in which they are registered. For online courses, this information is on the course Moodle page.

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- DE course grades are posted to the student's permanent college transcript.
- The student is responsible for following the ULM Dual Enrollment calendar and the specific course schedule outlined in each course. ULM school breaks and holidays may differ from those of the high school.
- Registration in a Dual Enrollment course creates a tuition balance due to ULM –*whether the student completes the course or the student withdraws from course after the ULM 14th class day.*
- The student is responsible for officially withdrawing (prior to the posted deadline) from any college course he/she chooses not to complete. **This includes when the student moves from one high school to another.**
During the drop/add period prior to the 14th class day, students who request to drop from courses have no permanent record of enrolling in those courses.
After the ULM 14th class day, there are no “drops;” official withdrawals result in a “W” grade on the ULM transcript and tuition is owed to ULM.
- The student is responsible for adhering 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>.

DE Application Process:

STEP 1: Signature Page

Submit a current academic year ULM DE Program Signature Page found at https://www.ulm.edu/dualenrollment/de_begin.html

NEW DE STUDENTS: Must have signature page and all required items in checklist at the bottom of the page.

An online application to ULM for the Dual Enrollment program is required for new DE students.

CONTINUING STUDENTS: Signature page must be provided once each academic year.

Signature Pages should be scanned and emailed to ULM DE by the high school. High schools keep originals on file.

The Signature Page is an agreement between ULM, the student, the parent(s), and the student's high school.

STEP 2: Online ULM Application

Online application to ULM for the DE program (found at www.ulm.edu/dualenrollment) required for

-NEW applicants

-previously applied but did not enroll within the academic year

-previously applied but were not admitted

-previously registered for/completed DE courses, but have not enrolled in the past two semesters

STEP 3: Additional Required Application Documents/Information

New DE Students: The following items must be received by ULM to complete admission:

1. **NON-REFUNDABLE \$20.00 application fee** [If paid by check or Money Order made out to ULM, include student's full name]

2. **Official High School Transcript** (AND submit unofficial to ULM DE office)

3. **Official, electronic ACT/SAT Scores - via official site only** (AND submit unofficial score report to ULM DE office)

ACT (<http://www.actstudent.org/scores/send/>) – ACT code for ULM: 1598

SAT (<https://collegereadiness.collegeboard.org/sat/scores/sending-scores>) - SAT code for ULM: 6482

If the student does not have official, electronic scores demonstrating eligibility, high school DE contacts must submit unofficial score reports (Accuplacer, Aspire, Pre-ACT, Pre-SAT) directly to the ULM DE office.

4. If a student has taken DE courses at another college or university, s/he must send an Official College Transcript to ULM Admissions AND an unofficial transcript to the ULM Dual Enrollment office.

Follow the checklist at the bottom of the Signature Page to ensure all requirements are met.

DE Registration Process

STEP A. Enrollment roster- An Excel file is sent to high school DE contacts prior to the beginning of each semester. DE contacts complete the rosters, get student signatures, and sign to verify. Then the DE contact sends the roster to the ULM DE office.

1. One roster for each class. To add a tab with a new Enrollment 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.

2. DE contacts should type High School name, Course Name and Number, and CRN (if known).

3. DE contacts must type student's legal name in alphabetic order by last name.

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 legal records, a copy of the birth certificate and/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.**

4. DE contacts should CONFIRM that students have read and understand what signing the roster 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 by the posted deadline. If you wish to withdraw, you must abide by university policies and deadlines.

6. SIGNED Enrollment rosters – signed by students, teacher if F2F, and Principal/School Representative should be scanned and emailed to de@ulm.edu as soon as they are ready; but no later than the deadline marked on the roster.

Once the high school DE contact submits rosters for a course, all requests to ADD or DROP the class require a signed request form. The ADD request & DROP request forms are provided with the enrollment rosters for each term.

Use ONE REQUEST FORM per class; multiple students can sign the same request form for the same class.

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

1. The student MUST also have a MATH ACT sub score of 19 or higher for registration in a 2nd MATH
2. The student MUST also have an ENGL ACT sub score of 18 or higher for registration in a 2nd ENGL
3. A Candidate Score Report showing the test date and qualifying CLEP score AND an ACT Score Report showing qualifying scores must be faxed to the ULM DE office – information can be found at <http://catalog.ulm.edu/content.php?catoid=23&navoid=2875#Credits for Distance Learning Extension Examination and Military Service>

6. 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 WORKING DAYS to request registration in an alternate course by using a signed, ADD request form.

Students who are already admitted are registered in the order in which the SIGNED Enrollment Rosters are received.

STEP B. Official Registration is requested by ULM DE through the Registrar's office when the following criteria are met:

- admission to ULM for the DE program prior to the posted deadline
- signed enrollment roster
- all course prerequisites are met
- registration requested is in a course on the SACSCOC course list for student's high school
- course has spots available for registration

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

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STEP C. Notification of registration & student CWID numbers:

The ULM DE office sends Tuition rosters to DE contacts for registration verification ASAP following the close of the ULM 14th class day. Tuition rosters include students' names, CWID numbers, and course(s) in which students are enrolled.

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

DE contacts should have students check registration in Banner (steps below) and must notify the ULM DE office immediately if there is a potential error:

Go to https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Click **Login to Access Your Personal ULM Information**

Enter User ID [student CWID number] & PIN [same as the one used to log into Moodle]

Click **Student tab** (at the top)

Click **Registration**

Click **Select Term** – Choose the current term (ex: Fall 2022) from the drop-down menu

Click **SUBMIT**

Click **Concise Student Schedule**

This page lists the classes for which students are registered for the term.

All of the detailed information about the class is included.



DE Payment Process


STEP 1. Tuition Rosters:

Rosters confirm student enrollment and tuition balances. DE contacts must verify the rosters and note electronically on the spreadsheet how the tuition will be paid (SCA, school funds, student pay, etc.). Verified rosters must be returned by the posted semester deadline. If your school requires an invoice, please request one from our office.

STEP 2. Tuition Payments: DE students making individual payments for tuition may pay:

*Online via student BANNER account: https://www.ulm.edu/controller/sas_billing.html

Scroll down to

Need Help? Check out our [How-To Videos:](#) 

- [How to Check My Bill](#)
- [How to Pay My Bill](#)

Please contact Student Accounts (318) 342-5124 with any questions.

*By check or money order made out to ULM with the student's full name and CWID. Students submit check or money order to the school's DE contact who will then submit payments to the ULM DE office.

High Schools/School Systems paying for multiple students with SCA, Title I, &/or school funds pay by check made out to ULM and mailed to ULM Dual Enrollment, ULIB 109, 700 University Ave., Monroe, LA 71291 with the invoice/tuition roster enclosed to ensure the payments are credited to the correct students' accounts.

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 for each term and is posted on the ULM website.

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, Title I, or school funds" will NOT have late fees assessed.

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

At Midterm for each semester, DE students should check their grades, either with the F2F Instructor or via Moodle for online courses. If students want to withdraw from a course, the Withdrawal Request form must be completed. It must be signed by the student, the Instructor if F2F, and the DE contact, and a scan submitted to the ULM DE office by email (de@ulm.edu) 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.

Grade Rosters for face-to-face (F2F) Classes are sent to DE contacts near the end of the semester. High school Instructors/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 and official grades are posted on the ULM transcript. The grading scale is determined by the high school. Online grades are submitted to the DE office by the online Instructors. The DE office will compile Online Course 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 and official grades are posted on the ULM transcript. The grading scale for the grade posted on the ULM transcript is determined by the ULM faculty for the course.

Grades for Fall semester courses are posted to the Banner system in January.

Grades for Full-year (Aug-May) and Spring semester courses are posted to the Banner system in June.

Students do not receive ULM Dual Enrollment grades by mail.

DE students are responsible for checking their ULM transcript immediately following any semester in which they enrolled in DE courses. Students must report potential errors to the high school DE Contact as soon as possible.

See *page 11* for Instructions **To check the unofficial transcript in the Banner system.**

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.*

To download a pdf document on FERPA or to view the complete FERPA section go to:

<https://www.ulm.edu/registrar/ferpa.html>

ULM faculty and staff cannot discuss detailed student information, course activity, grades, etc. with anyone (including parents) other than the student, HS DE contact, DE Instructors and Facilitators, and ULM DE staff without a signed waiver.

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Dual Enrollment Course Information: Online

Online courses must meet minimum enrollment and are subject to maximum size limits.

Some courses are offered either Fall or Spring semester and some are offered both Fall and Spring semesters.

A list of available online courses is posted for each Semester on the Dual Enrollment website.

Students enrolled in Online DE courses are required to purchase textbooks and/or access codes. Students are expected to have purchased these within the first week of online course start dates. This is the student's responsibility regardless of who is paying.

Online DE courses taught by full-time or part-time ULM Faculty include, but are not limited to:

Course*	CR	Dual Enrollment Pre-Requisite**	Format
AHSC 2000: Medical Terminology	3	MATH ACT 19 (or equivalent)	ONLINE
ART 1009: Art Appreciation	3	ENGL ACT 18 (or equivalent)	ONLINE
BIOL 1001: The Living World	3	MATH ACT 19 (or equivalent)	ONLINE – Fall only
CHEM 1001: Introductory Chemistry I	3	MATH ACT 19 (or equivalent)	ONLINE – Fall only
CHEM 1002: Introductory Chemistry II	3	Grade of "C" or better in CHEM 1001	ONLINE – Spring only
COMM 2001: Public Speaking	3	ENGL ACT 18 (or equivalent)	ONLINE
ENGL 1001: Composition I	3	ENGL ACT 18 (or equivalent) AND Completion of ENGL III	ONLINE
ENGL 1002: Composition II	3	Grade of "C" or better in ENGL 1001	ONLINE – Spring only
HIST 1011: World Civilization I	3	ENGL ACT 18 (or equivalent)	ONLINE – Fall only
HIST 1012: World Civilization II	3	ENGL ACT 18 (or equivalent)	ONLINE – Spring only
HLST 2007: Nutrition	3	MATH ACT 19 (or equivalent)	ONLINE – Spring only
MATH 1011: College Algebra	3	MATH ACT 19 (or equivalent) or a "C" or better in prerequisite MATH AND Completion of Algebra II.	ONLINE
MATH 1012: Trigonometry	3	Grade of "C" or better in MATH 1011	ONLINE – Spring only
MATH 1016: Elementary Statistics	3	Grade of "C" or better in MATH 1011, 1013, <u>or</u> 1014.	ONLINE
MUSC 1091: Enjoyment of Music	3	ENGL ACT 18 (or equivalent)	ONLINE
PSYC 2001: Introduction to Psychology	3	ENGL ACT 18 (or equivalent)	ONLINE
PSYC 2078: Developmental Psychology	3	Grade of "C" or better in PSYC 2001	ONLINE – Spring only
SOCL 1001: Introduction to Sociology	3	ENGL ACT 18 (or equivalent)	ONLINE

*Courses must be on the SACSCOC course list for the high school

Dual Enrollment Course Information: Face-to-Face (F2F)

F2F courses are ONLY available to students who attend the specific high school at which they are taught.

Some courses are offered either Fall semester or Spring semester; some are offered both Fall & Spring semesters; and some F2F courses are offered for the full academic year (August to May).

F2F courses available at specific high schools with credentialed teachers who are part-time ULM faculty include, but are not limited to:

Course*	CR	Dual Enrollment Pre-Requisite**	Format
ART 1009: Art Appreciation	3	ENGL ACT 18 (or equivalent)	F2F
BIOL 1001: The Living World	3	MATH ACT 19 (or equivalent)	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	ENGL ACT 18 (or equivalent)	F2F
CHEM 1001: Introductory Chemistry I	3	MATH ACT 19 (or equivalent)	F2F
CHEM 1002: Introductory Chemistry II	3	Grade of "C" or better in CHEM 1001	F2F
CJUS 2050: Courts and Criminal Justice	3	ENGL ACT 18 (or equivalent) <i>AND Program Approval</i>	F2F
COMM 2001: Public Speaking	3	ENGL ACT 18 (or equivalent)	F2F
CSCI 1070: Computer Literacy	3	MATH ACT 19 (or equivalent)	F2F
CSCI 1080: Foundations of Computer Science	3	MATH ACT 19 (or equivalent)	F2F
CSCI 2000: Intro Computer Programming	3	Grade of "C" or better in CSCI 1080	F2F
CURR 2001: Educational Foundations	3	ENGL ACT 18 (or equivalent)	F2F (*full year)

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ENGL 1001: Composition I	3	ENGL ACT 18 (or equivalent) AND Completion of ENGL III	F2F
ENGL 1002: Composition II	3	Grade of "C" or better in ENGL 1001	F2F
FRNH 1001: Elementary French I	3	ENGL ACT 18 (or equivalent)	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	ENGL ACT 18 (or equivalent)	F2F
HIST 1012: World Civilization II	3	ENGL ACT 18 (or equivalent)	F2F
HIST 2001: U.S. History I	3	ENGL ACT 18 (or equivalent)	F2F
HIST 2002: U.S. History II	3	ENGL ACT 18 (or equivalent)	F2F
LATN 1001: Elementary Latin I	3	ENGL ACT 18 (or equivalent)	F2F (*full year)
LATN 1002: Elementary Latin II		Grade of "C" or better in LATN 1001	F2F (*full year)
MATH 1011: College Algebra	3	MATH ACT 19 (or equivalent) or "C" or better in prerequisite MATH AND Completion of Algebra II.	F2F
MATH 1012: Trigonometry	3	Grade of "C" or better in MATH 1011	F2F
MATH 1014: Applied Calculus for Life Sciences	3	Grade of "C" or better in MATH 1011	F2F (*full year)
MATH 1016: Elementary Statistics	3	Grade of "C" or better in MATH 1011, 1013, <i>or</i> 1014.	F2F
MUSC 1091: Enjoyment of Music	3	ENGL ACT 18 (or equivalent)	F2F
MUSC 1092: Enjoyment of Jazz	3	ENGL ACT 18 (or equivalent)	F2F
POLS 1001: Introduction to Government	3	ENGL ACT 18 (or equivalent)	F2F
PSYC 2001: Introduction to Psychology	3	ENGL ACT 18 (or equivalent)	F2F
PSYC 2078: Developmental Psychology	3	Grade of "C" or better in PSYC 2001	F2F
RMIN 2005: Risk and Insurance	3	ENGL ACT 18 (or equivalent)	F2F
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	ENGL ACT 18 (or equivalent)	F2F

*Courses must be on the SACSCOC course list for the high school

Course offerings categories based on the ULM Common Core Curriculum

<http://catalog.ulm.edu/content.php?catoid=31&navoid=3899>

NOTE: Dual Enrollment sections have specific prerequisites *in addition to* those listed in this section.

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)

CORE HUMANITIES –

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

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

COMM 2001 (Public Speaking)

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

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CORE MATHEMATICS –

MATH 1011 (College Algebra) - 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.

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

Using MyULM & ULM Campus Systems:

To Get MyULM and ULM email user information:

Go to www.ulm.edu

- MyULM (toward right side, under search bar)
- HELP tab (at the top, 2nd tab from left)
- Enter CWID number into box on right side of page.
Students get CWIDs (listed on all rosters) from the high school's DE contact(s).
- Get account name
- The MyULM User ID will show: Your assigned account name is **EX: lastname**
 - Your password is initially assigned using your birth month, birth day and last two digits of the birth year, followed by a dash and the last 4 digits of your CWID. Ex: 090395-1234.
- **ULM EMAIL** – Your email address is **ex: lastname@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 the ULM Warhawks email address (@warhawks.ulm.edu) 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
- MyULM (toward right side, under search bar)
- Enter your MyULM User ID and password.
- Click the Campus Systems tab (second from left)

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

To log into the Banner system

Students can either click the Banner Sign On within MyULM or go to https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Login to Access Your Personal ULM Information

Enter the **CWID number** & PIN (the PIN is initially the same 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/>

To check the unofficial transcript in the Banner system

Login to Banner (following the steps above)

- Student tab (at the top)
- Student Records
- Academic Transcript
- SUBMIT

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

If grades do not show for a course, the grades may not have officially rolled into transcript history yet. It is a detailed process that can take a while as the DE schedule runs later than the regular ULM schedule.

NOTE REGARDING TRANSCRIPTS:

colleges and universities cannot post grades from unofficial transcripts.

See the "To Transfer ULM DE Credit to other Universities" section on page 12.

HOLDS:

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

These holds prevent registration in future semesters and the receiving or sending of official transcripts.

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

To continue at ULM as a beginning freshman:

The Dual Enrollment application to ULM will be converted to a First-time Freshman application for the upcoming Fall semester for all graduating Senior students whose admission to ULM is complete (all requirements met – not on provisional admission status).

Students should ensure their application/admission for DE is complete by submitting all necessary requirements in a timely manner (follow the checklist at the bottom of the Signature Page).

To transfer ULM Dual Enrollment Credit to other Universities:

Students should refer to the current Louisiana Board of Regents Articulation Matrix at <https://regents.la.gov/master-course-articulation/>

OR

contact the institution to which credit will be transferred for detailed information.

This FlightPath link 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:

See *How to Order Transcripts* at <https://www.ulm.edu/registrar/transcripts.html>

There are processing and transcript charges.

It is in the students' best interest to order official transcripts after grades have been verified and made official.

Grades for Fall semester courses are posted to the Banner system in January.

Grades for Full-year (Aug-May) and Spring semester courses are posted to the Banner system in June.

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 or online.

For more information: <https://www.ulm.edu/collegiateprogram/>

ULM DE Handbook - Updated December 2021

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 – Office of Extended Learning:

de@ulm.edu

(318) 342-1030

Other Important Contacts:

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/>

Moodle Helpdesk:

(318) 342-5050

helpdesk@ulm.edu

ULM Bookstore:

(318) 342-1982

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>

Additional Student Information:

ULM Student Policy Manual

<https://www.ulm.edu/studenthandbook/>

ULM Academic Course Catalogs

<http://www.ulm.edu/academics/catalogs/>