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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.

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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  for Dual Enrollment students

DE courses are offered at reduced tuition – \$300 per course – which can help stretch financial aid, scholarships, and family budgets after high school

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

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After the ULM 14<sup>th</sup> 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](#)

– outlined in the [ULM Catalog/Student Policy Manual](#).

– <http://www.ulm.edu/reference/video/plagiarism.html>.

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<https://ulm.elluciancrmrecruit.com/Apply/Account/Create>

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provided to verify the student's name. This can delay admission to ULM and cause the student to miss the course registration deadline.

Ensure students understand PRIOR to signing.

Your signature acknowledges you want to be registered in this class for college credit.  
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.

*if F2F* should be

scanned and emailed to [de@ulm.edu](mailto: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.  
; multiple students can sign the same request form for the same class.

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

1. The student MUST also have a MATH ACT sub score of 19 or higher for registration in a 2<sup>nd</sup> MATH
2. The student MUST also have an ENGL ACT sub score of 18 or higher for registration in a 2<sup>nd</sup> 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>

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.

- 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 students high school
- course has spots available for registration

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

Go to [https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage)

Click

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

Click

(at the top)



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Click

Click – Choose the current term (ex: Fall 2024) from the drop-down menu

Click SUBMIT

Click

This page lists the classes for which students are registered for the term. All of the detailed information about the class is included.

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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.

DE students making individual payments for tuition may pay online via student BANNER account:  
[https://www.ulm.edu/controller/sas\\_billing.html](https://www.ulm.edu/controller/sas_billing.html)

Scroll down to

Or 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, and/or school funds pay by check made out to ULM and mailed to \_\_\_\_\_ with the invoice/tuition roster enclosed to ensure the payments are credited to \_\_\_\_\_









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

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Students can either click the Banner Sign On within MyULM

Login to Access Your Personal ULM Information

Enter the \_\_\_\_\_ & PIN (the PIN is initially the student DOB EX: 11/05/06

|                      |                                   |
|----------------------|-----------------------------------|
| <input type="text"/> | Banner User ID is the CWID number |
| <input type="text"/> |                                   |

Login

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

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Login to Banner (following the steps above)

- Student tab
- Student Records
- Academic Transcript
- SUBMIT

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