

Dual Credit Enrollment Procedures

The following steps must be completed, in order, each academic year:

1. **Apply** – An application is good for one academic year – Fall/Spring/Summer. If you submitted an application in fall term and are returning for spring/summer term, skip to step #2 and then to step #5.
 - Complete the LETU dual credit application online at <http://www.letu.edu/apply>.
 - You will receive an email from admissions@letu.edu when your application has been received.
 - Once accepted, you will receive an email from IT with some basic information about your LetNet account retrieval and LETU email. Please follow these steps **PRIOR** to the start date of your class. You can also find these instructions on the Dual Credit Website under the “Technical Support” link.

2. **High School Student Enrollment Form** (To retrieve this form [click here](#).)

- This form is required on file at LETU **each semester**. Please visit with your HS counselor for approval and to pick up this form. If you wish to receive dual credit for your class, it must have **all** applicable signatures. (HS counselor, student, and parent/guardian if the student is a minor.)
- Follow your high school’s procedures regarding where to turn in the form: Directly to your counselor or email it to the Dual Credit Coordinator at LETU at admissionsinfo@letu.edu

3. **Official High School Transcript**

- Students are responsible for providing an official high school transcript to LeTourneau University. Please send an official signed copy of your transcript to admissionsinfo@letu.edu or you may fax it to 903-233-4301, Attn: Dual Credit Coordinator
- This **IS NOT** a requirement if you attend a class at a partner school. Please ask your counselor if you are at a partner school or visit our dual credit website at <http://www.letu.edu/dualcredit> for a complete listing of partner schools.

4. **Required Immunization Form**

- Please submit the immunization form to JerrieReynolds@letu.edu or fax it to 903-233-4403.
- Please note that this is only a requirement for students attending class at the Longview or McKinney LETU Campuses. It **DOES NOT** apply to global students attending online classes.

★ **Returning students (who have already submitted an application for the current academic year – as explained above) start here after turning in enrollment form (step #2) each semester.**

5. **Registration**

- You will be registered for your class once your counselor has signed your **High School Student Enrollment Form**. Please reference your high school specific course sheet for dates, deadlines, and course reference numbers. Courses are also listed online at www.letu.edu/dualcredit. Click on the **Locations & Classes** link.
- Upon registration you will receive a confirmation email from Student Accounts with payment instructions.

6. **Tuition Payment**

- You can make your payment online via **MyLETU** by clicking on the “**Make a Payment**” Quick Links menu. Please note: there will not be a balance listed since this is a general payment portal.
- To remain in your class (es), you are responsible for paying tuition by the payment deadline listed on the informational sheet given to you by your counselor and on the Dual Credit website at <http://www.letu.edu/dualcredit>.

7. **Books and Supplies**

- Visit LETU’s Dual Credit website to reference your textbook information.
- Students are responsible for purchasing their textbooks prior to the first day of class from their vendor of choice.