# DualEnr Il.com



Welcome to the dual enrollment program at LeTourneau University! LETU provides a convenient online registration process using DualEnroll.com. Here's how to register for your LETU course(s).

# **Create an Account**

## (Even if you previously completed the online dual credit application.)

Logir

Pleas

You can register by computer or right on your smart phone by entering <u>https://letu.dualenroll.com/login</u> and using the link to create a new account.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (\*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You <u>must</u> confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.* 

e log i	in. Need a login? <u>Click l</u>	<u>here</u> to create one.					
	LOGIN:						
	New Student Registra	ition					
	Register now — Required field:	s are marked with a *					
	HIGH SCHOOL:*	<b>•</b>					
	CREATE LOGIN:*						
	CREATE PASSWORD:*	at least 6 characters					
	RETYPE PASSWORD:*						
	FIRST NAME:*						
	MIDDLE NAME:	optional					
	LAST NAME:*						
ge	DATE OF BIRTH:*						
ur	EMAIL:	Preferred Method of Contact (provide at least one):					
	CELL PHONE (text messages):*	ex: 703-555-1212					
an		I prefer not to provide a cell phone					
eck	Ck I'm not a robot						
		REGISTER					

## LETU has a four-step pre-registration process:

Profile	Courses	Status			Jane I	arm   Help   Logout	Step 1: C
Step 1	L	Step 2	Step	o 3	Step 4		All fields on <b>NEXT</b>
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		Confirm your high	school: ELYSIAN FIELDS H S				
			person who is responsible for may be a parent or a coordina				
		Please select your	HS counselor:		Ŧ		
					Р	revious No	ext Finish

**Step 1: Complete Enrollment Application** All fields with an asterisk are required. Click on **NEXT** when complete.

# Step 2: Accept LETU Terms and Program Expectations

#### Step 3: Parent/Guardian Consent

Enter email address for parental consent or select to scan and attach signed consent form.

#### Step 4: Select Guidance Counselor

Select your guidance counselor from the dropdown list box. If you are home schooled or attending a non-partner school, provide the information requested about the person responsible for your academics.

Click **Finish** when complete.

# Your account is now ready for use and you can begin registering for courses.

# 

# DualEnr**T**ll.com Registering for Classes

If you've forgotten your user name or password, we have you covered. You can retrieve your user name and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Once logged in, click on the **Courses** tab to review the course list.

<u>Course Type Subject Title</u>

AVTC2003 📁

CHEM-10

ENGL-10

HLSC292

MATH-10

Browse all courses or narrow the selections displayed using the search criteria

🏛 Taught at College Campus 🔎 Taught at High School 📮 Online Course

Aircraft Systems for Pilots

COURSE NUMBER: CHEM-1001

CREDITS: 3.0

DESCRIPTION:

**COLLEGE:** LeTourneau University

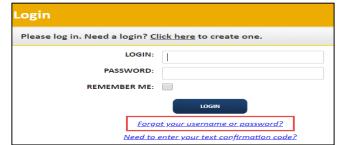
LeTourneau University

Register

Remember that using multiple search criteria may eliminate all courses

Courses

Course Detail: Chemisty 🖻



### **Register for Course(s)**:

The course finder shows you which LETU courses are being offered. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed description.

When you've made your decision on a course, click the **REGISTER** button to start the registration process. You can go back to the **Courses** tab and repeat the process if you want to take more than one course.

Any task required of you will be highlighted in yellow under the **Next Steps** column.

#### **FERPA Waiver:**

Courses

Narrow your Search

BY TERM

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

🔲 College Campus 🏛

🔲 High School 🔎

🗉 Online 💻

BY DISTANCE

All students are required to fill out a FERPA Waiver.

**Click** on the blue **Student: Complete FERPA Waiver** active link to display the terms and conditions. Enter required fields and select to accept the terms, then click the **COMPLETE STEP** button.

Profile Courses Status							
Your Dual Enrollment Courses							
<u>Course</u>	Status	Next Steps					
Applies to All Courses	Parent Consent: Need	Student: Complete Ferps Waiver Student: Upload Scanned Consent [change]					
ENGL-1001 English Composition 0000 LeTourneau University FA2018	Registration: Pending	Pending: Completion of Per Term Steps [history] [abandon]					

Profile	Courses	Status	
Student:	Upload Sca	nned Consent	
the ha compu and sa	rd copy of t iter. PDF or ve the imag	rrsity requires the consent of your parent or legal guardian in order for to participate in Dual Enrollment. Download he consent form <u>here</u> . Have your parent or guardian complete the form, then scan the form to a file on your JPG format is preferred. You may also take a picture of the form with your smartphone, email the picture to yourself ge to your computer. we your parent or guardian provide their consent by email <mark>click here and select that option</mark>	
Step."		e file containing the image of the completed consent form, click "Browse" and select the file. Then click "Complete o file chosen	

#### **Provide Parent Consent:**

You will only have the **Student: Upload Scanned Consent** step if you selected to scan the parental consent during the Preregistration process. Click on the blue **Upload Scanned Consent** link.

You can click on **Choose file**, to upload the scanned consent or click on the blue **click here** link to have your parent receive a consent form link via email. Click **COMLETE STEP**.

# Welcome to LeTourneau University!

Your High School Counselor or Academic Supervisor will take it from here. You may check the **Status** screen for periodic updates. You will receive payment information once your courses have been approved.