




University of Louisiana at Monroe Dual Enrollment Online Application Instruction Manual

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To access the ULM Dual Enrollment Application, go to www.ulm.edu/dualenrollment/. Scroll to the bottom of the page and click the "Apply" button.



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Welcome to
The University of Louisiana at Monroe
Online Information System

Login to Access **Your** Personal ULM Information
Apply for Admission
Class Schedule
Course Catalog
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Click "Apply for Admission".

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ULM Admissions Login

If you are a returning user, enter your Login ID and PIN and then select **Login**.

Login ID:
PIN:

Login

First time user account creation
Return to Homepage

Click "First time user account creation."

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Create a Login ID:
Create a PIN:
Verify PIN:

Login

Return to Homepage

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1. Create Login ID and pin.
(Be sure to record this information for future use.)
2. Click "Login".

Select an Application Type

Please select the application you would like to complete. If you have questions about which application to select, please [click here](#).

Application Type: 1A Undergraduate New Freshman ▼

[Continue](#)

[Return to Home](#)

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- 1A Undergraduate New Freshman
- 1B Current Dual Enrolled-ULM
- 2 Undergraduate Transfer
- 3 Undergraduate Readmit
- 4 Undergraduate Visitor
- 5 UG International Freshman
- 6 UG International Transfer
- 7 Undergraduate Online (GOLD)
- 8 Dual Enrollment Application**
- 1G Graduate New
- 2G Graduate Readmit
- 3G Graduate Transfer
- 4G Graduate International
- 5G Graduate Online (GOLD)

1. Select applicaiton # 8 from drop down menu.
2. Click "Continue".

Apply for Admissions

Select an Admission Term and enter your name.

* - indicates a required field.

Application Type: 8 Dual Enrollment Application

Admission Term:* Fall 2013 ▼

First Name:* Shelley

Middle Name:

Last Name:* Johnston

[Fill Out Application](#)

[Return to Application Menu](#)

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1. Select "Fall 2013" as Admission Term. (Your application will not be processed if any other term is selected.)
2. Enter your first and last names.
3. Click "Fill Out Application".

Application Checklist

Fill out the application. A checklist is provided. You can complete each section in any order you wish.

Select '**Application is Complete**' when you have completed the application.

Select '**Finish Later**' if you would like to complete your application at a later time.

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- [Name](#)
- [Other Contact Information](#)
- [Personal Information](#)
- [High School](#)
- [First Address and Phone](#)
- [Test Scores](#)

[Application is Complete](#) [Finish Later](#)

Click "Name" to begin application.

If you have questions about your application, [click here](#).

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Name (Checklist item 1 of 6)
 * - indicates a required field.

Last Name: *

First Name: *

Middle Name:

Is this your first time participating in the ULM Dual Enrollment Program? Yes No No Response

If "no", what is the last semester you participated? (Ex: Fall 2012)

Return to Checklist without saving changes

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1. Verify that your last and first names are correct.

2. Indicate whether or not this is your first time participating in Dual Enrollment by clicking either "Yes" or "No".

3. Click "Continue".

Personal Information (Checklist item 2 of 6)
 * - indicates a required field.

SSN (XXXXXXXX): *

Birth Date: * Month Day Year (YYYY)

Gender: * Male Female

Email: *

Verify e-mail address: *

What is your ethnicity?

Hispanic or Latino

Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be:

American Indian or Alaska Native

Asian

Black or African American

Citizenship: *

If "no", country of citizenship?

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1. Complete all information on this page.

2. Click "Continue".

*Note: If you are not a U.S. Citizen, you must submit the appropriate documentation with your signature page.

First Address and Phone (Checklist item 3 of 6)

Enter your address information. You must enter a city, zip code, and county. Also, please provide a phone number where you live.

* - indicates a required field.

Permanent

Street Line 1:*

City:*

State:*

Zip Code:*

County:*

Home Phone Number (xxxxxx)-(xxxxxx)(xxxxxxxx extension):*

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1. Complete all information on this page.
2. Click "Continue".

Checklist Continue Finish Later

Planned Course of Study (Checklist item 4 of 6)

Please select your major from the list below.

Planned Course of Study:

Undeclared major (not yet pursuing a degree)

Post Bac Certificate in Accounting

Post Bac Certificate in Computer Info Systems

Pre-Dental Hygiene

Pre-Medical Laboratory Science

Pre-Nursing

Pre-Occup Therapy

Pre-Pharmacy

Pre-Radiologic Tech

Pre-Social Work

Pre-Speech/Language Pathology

Pre-Toxicology

Psychology

Psychology/Distance Learning

Radiologic Technology/Distance Learning

Risk Management & Insurance

Secondary Education & Teaching

Sociology

Special Non-degree (SNAP)

Teacher Certification-All Levels

Undeclared major (not yet pursuing a degree)

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1. From the drop down menu select "Undeclared major". Your application will not be processed if any other major is selected.
2. Click "Continue".

Checklist Continue

Return to Checklist with

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Other Contact Information (Checklist item 5 of 6)

Please enter a contact person and their required information.

If you want to enter information about more than one relative select **Enter or View another Relative**.

* - indicates a required field.

Relationship:*

Last Name:*

First Name:*

Street Line 1:*

City:*

State/Province:*

Zip Code:*

County:*

Phone Number (xxx)-(xxxxxxx) (xxxx extension):*

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1. Select a contact person from the drop down menu.
2. Enter their contact information.
3. Click "Continue".

None

None

Aunt or Uncle

Brother or Sister

Child

Father

Grandparent

Guardian

Mother

Other

Parent

Spouse

Enter or View another Relative

Checklist Continue Finish Later

High School (Checklist Item 6 of 6)

* - indicates a required field.

High School Code: [Lookup High School Code](#)

If School not found:

High School Name:*

Graduation Date:* Month: June Year: 01 (YYYY)

Home School (check for yes):

[Return to Checklist without saving changes](#)

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Enter your high school information and anticipated graduation date. **If you do not know your high school code, click "Lookup High School Code". (See instructions below.)

High School Lookup Page

Select either the State, Province or Country where your high school is located. Then choose List Cities in Selected State. High School page will display.

Select a State or Province:

OR

Select a Country:

[Return to High School page](#)

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1. Select your state from drop down menu.
2. Click "List Cities in Selected State".

High School Lookup Page

Select the City where your high school is located. Then select **List High Schools in selected City** to move to High School page.

Select High School City:

[Return to High School page](#)

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1. Select your high school's location from the drop down menu.
2. Click "List High Schools in selected City".

High School Lookup Page

Select your High School name. Then select Copy selected High School information to Data Entry form to copy the High School page will display.

Select High School name:

- Select...
- COOMBS MCINTYRE H S
- OAK GROVE HIGH SCHOOL**
- SAM CROW ACADEMY

[Return to High School page](#)

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1. Select your High School name from drop down menu.
2. Click "Copy selected High School Information to Data Entry form".

* - indicates a required field.

High School Code: Lookup High School Code

If School not found:

High School Name:*

Graduation Date:* Month Day Year (YYYY)

Home School (check for yes):

[Return to Checklist without saving changes](#)

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1. For graduation date select "June" "01" as month and day and enter the year of your graduation.
2. Click "Continue".

Application Checklist

Fill out the application. A checklist is provided. You can complete each section in any order you wish.

Select '**Application is Complete**' when you have completed the application.

Select '**Finish Later**' if you would like to complete your application at a later time.

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- ✓ Name
 - ✓ Personal Information
 - ✓ First Address and Phone
 - ✓ Other Contact Information
 - ✓ High School
- Application is Complete Finish Later

You can go back to any section of your application to make changes or to verify that your information is correct. After doing so, click "Application is Complete".

If you have questions about your application, click here.

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Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Checklist.

I understand that withholding information requested on this application is a violation of the terms of the application. I understand that withholding information requested on this application is a violation of the terms of the application. I understand that withholding information requested on this application is a violation of the terms of the application. I understand that withholding information requested on this application is a violation of the terms of the application.

I agree to the terms

I do not agree

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After reading the above statement, click "I agree to the terms".

Signature Page

Thank you for applying to the ULM Dual Enrollment Program. This application is the only one you need to complete for your Dual Enrollment experience at ULM. High school seniors are NOT required to submit an additional application for admission as a first-time college freshman. However, additional credentials may be required. To complete this application, copy the following address into your web browser and link to the ULM Dual Enrollment Program Application Signature Page.

URL:

http://www.ulm.edu/dualenrollment/DE_printout.pdf

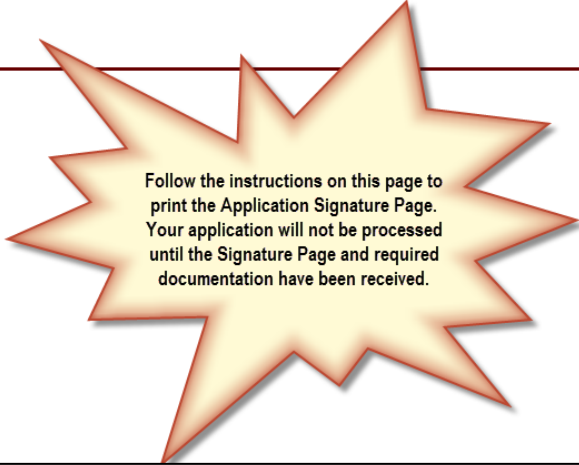
Print this page and fill out all sections, including all signatures and submit according to the instructions at the bottom of the page.

Your application is not complete until this form has been received in the ULM Dual Enrollment office.

srjohnsto/2

[Return to Application Menu](#)

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1. Print Application Signature Page and Immunization Form.
2. Complete each form and submit to your high school Dual Enrollment Coordinator.
(Instructions can be found at the bottom of the Application Signature Page.)

