



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.)

You can register by computer or right on your smart phone by entering <https://letu.dualenroll.com/login> 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 must 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.*

LETU has a four-step pre-registration process:

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.



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.

Login

Please log in. Need a login? [Click here to create one.](#)

LOGIN:

PASSWORD:

REMEMBER ME:

LOGIN

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

Profile **Courses** Status Ed Barrs | Help | Logout

Narrow your Search

Browse all courses or narrow the selections displayed using the search criteria
Remember that using multiple search criteria may eliminate all courses

Taught at College Campus
 Taught at High School
 Online Course

Course	Type	Subject	Title	College
AVTC2003			Aircraft Systems for Pilots	LeTourneau University
CHEM-1001			Chemistry	LeTourneau University
ENGL-1001			English Composition	LeTourneau University
HLSC292			Health Science	LeTourneau University
MATH-1001			Mathematics	LeTourneau University

Course Detail: Chemistry

COURSE NUMBER: CHEM-1001

CREDITS: 3.0

COLLEGE: LeTourneau University

DESCRIPTION:

Register

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:

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.

Course	Status	Next Steps
Applies to All Courses	Parent Consent: Need	Student: Complete Ferpa 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 Scanned Consent

LeTourneau University requires the consent of your parent or legal guardian in order for to participate in Dual Enrollment. Download the hard copy of the consent form [here](#). Have your parent or guardian complete the form, then scan the form to a file on your computer. PDF or JPG format is preferred. You may also take a picture of the form with your smartphone, email the picture to yourself and save the image to your computer.

If you prefer to have your parent or guardian provide their consent by email, [click here](#) and select that option

When you have the file containing the image of the completed consent form, click "Browse" and select the file. Then click "Complete Step."

Choose File No file chosen

COMPLETE STEP

Provide Parent Consent:

You will only have the **Student: Upload Scanned Consent** step if you selected to scan the parental consent during the Pre-registration 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 **COMPLETE 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.