

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

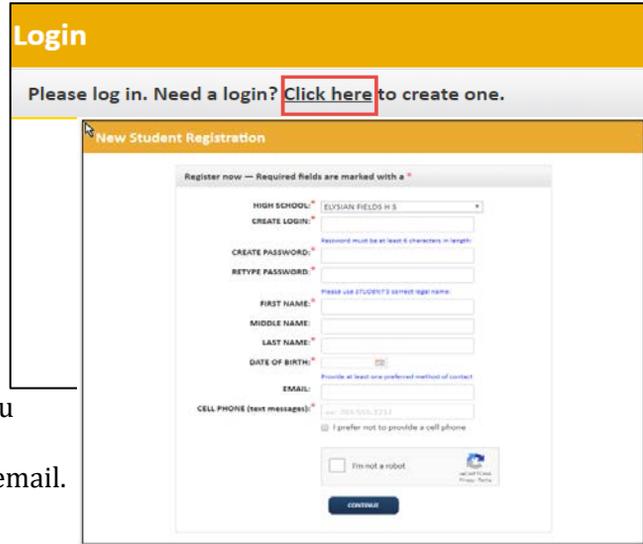
## First Time Students - Create an Account

### Returning Students Skip to the Courses Tab to Register

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. All fields marked with a red asterisk (\*) are required. You must provide an email account and/or cell phone number to create the account. If a cell phone is used, standard text message rates apply. Once you click **CONTINUE**, 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 registration. If using email, be sure to check your junk and spam folders for the "Dual Enroll" email.

**LETU has a simple pre-registration process: Each step must be completed before you can be registered.**



#### Step 1: Complete Enrollment Application

All fields with an asterisk are required. Click on **NEXT** when complete. Please note that some browsers auto generate fields, so make sure the student's name is listed on the app.

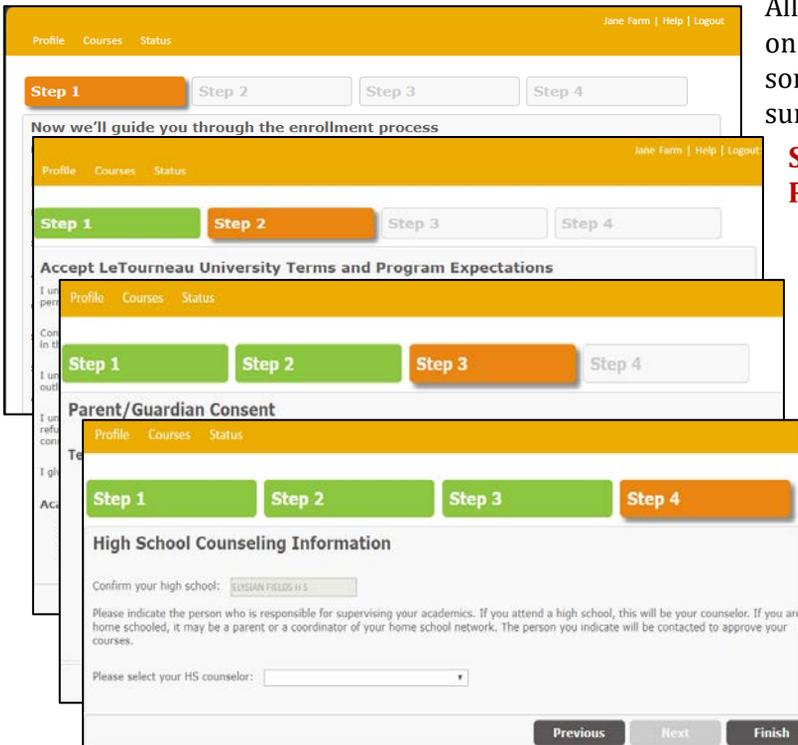
#### Step 2: Accept LETU Terms and Program Expectations

##### Step 3: Parent/Guardian Consent

Enter email address for parent consent or select to print and scan your signed consent form. **Parent/student emails must be different.**

##### Step 4: Select Guidance Counselor/Course Approver

Select your guidance counselor from the dropdown menu. If you are home schooled or attend a non-partner school, provide the info requested about the person responsible for your academics. (Usually your parent.) Make sure they know they will be receiving an approval email from DualEnroll. *This is not the same as the parent consent.*

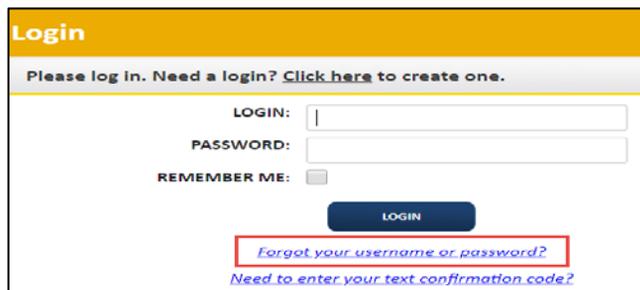
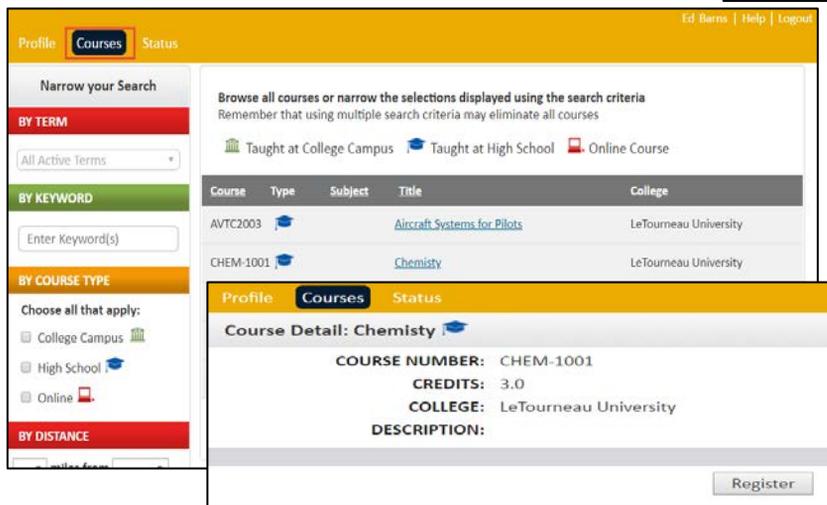


Click **Finish** when complete.

**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. Please note that your **MyLetu** login and password is not the same unless you set it up that way. Once logged in, click on the **Courses** tab to review the course list.

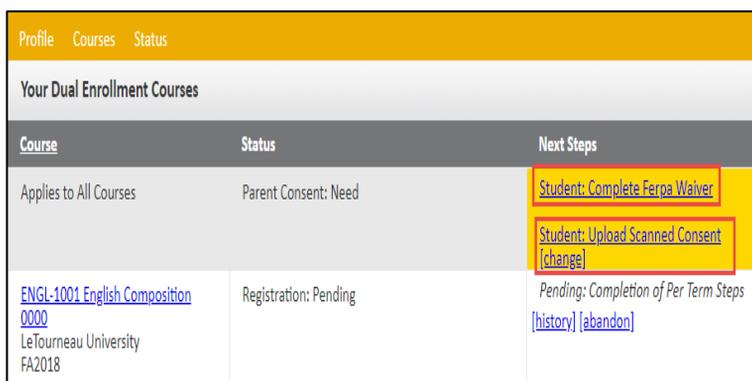
### Register for Course(s):

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. Remember, you will not see the correct courses if you do not select the right filter. Click on the course name to see the detailed description.

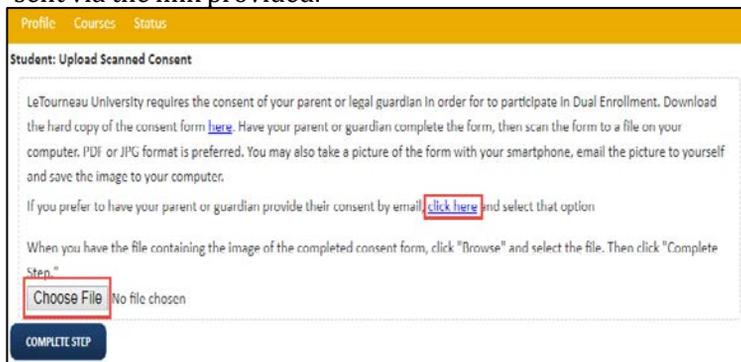
When you've made your course decision, click the **REGISTER** button to start the registration process. You can go back to the **Courses** tab and repeat the process if you want to take more than one course. Don't forget to set the filter each time.

### Confirm your course selection by clicking on the Status Tab at the top

Any task required of you will be highlighted in yellow under the **Next Steps** column. Make sure you have completed ALL tasks. If you are a homeschooled student or with a non-partner high school, you will need to provide a copy of your high school **Transcript**. Your parent/approver will receive an email with a link for uploading the document. Note: You cannot upload your own transcript. It must be sent via the link provided.



Course	Status	Next Steps
Applies to All Courses	Parent Consent: Need	<a href="#">Student: Complete FERPA Waiver</a> <a href="#">Student: Upload Scanned Consent (change)</a>
ENGL-1001 English Composition 0000 LeTourneau University FA2018	Registration: Pending	Pending: Completion of Per Term Steps <a href="#">(history)</a> <a href="#">[abandon]</a>



### Provide Parent Consent:

Click on the blue [click here](#) link to have your parent receive a consent form link via email. You will only have the *Student: Upload Scanned Consent* step if you selected to scan the parental consent during the pre-registration process. If so, click on the blue **Upload Scanned Consent** link. You can click on *Choose file*, to upload the scanned consent or Click **COMPLETE STEP**.

Your Counselor/Course Approver will take it from here. Check your **Status** screen for periodic updates.

**Welcome to LeTourneau University!**