

How to Enroll in Dual Credit at LeTourneau University

This guide walks you through applying, registering, and getting set up as a dual credit student at LETU.

Before You Begin — Key Requirements & Info

- Application/Registration can only be completed during the open enrollment periods. Please check the Dual Credit website for Important Dates.
- You must be a high school student with an **unweighted 3.0 GPA** minimum.
 - Usually grades 11 or 12, but open to all high school students.
- You'll need to submit your high school transcript as part of the registration process as outlined in step 6.
- The cost is **\$99 per credit hour**, plus any required books or materials.
- Dual credit courses at LETU are full 15-week semester classes.
- Dual credit online classes are asynchronous and not virtual.

Step-by-Step Enrollment Process

Step	What You Do	Notes / Important Details
1. Create a DualEnroll Account	Go to the DualEnroll site for LETU: letu.dualenroll.com/login . Click to <i>create a new account</i> if you are a first-time dual credit student. If you are a returning student, login and go straight to selecting your courses.	Make sure to use an email or phone number you can access, preferably not a parent email. You'll need to verify via email or text.
2. Complete the Enrollment (Pre-registration) Application	Fill out all required fields marked with an asterisk. Provide personal details, high school info, etc. Be sure to accurately select your high school start year and graduation year.	If you attend a partner school, you may select your counselor/course approver. If not (homeschooled or non-partner school), it is best to list a parent or guardian here.
3. Select Courses	In the drop-down menus, select the correct Term (Fall, Spring, Summer), for Course Type, if you are with a partner school you can filter by "High School" to see courses specific to your school/institution.	Online course sections end with a letter/number combo (DXX01). Classes held on our Longview Campus end in numbers only (i.e. 02, 04, etc.) Be aware of deadlines: registration closure and payment deadlines.
4. Parent/Guardian Consent	DualEnroll will send a consent form to your parent/guardian via email OR you may print, sign, scan and upload a consent form. The registration will NOT progress until this step is complete.	Emails for student and parent should be different addresses. You may get an error message if you try to use the same email twice.

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5. Counselor / Course Approver Approval	Once your account is set and the parent consent is given, your guidance counselor or course approver will need to approve your registration. During this time, your account status may say, "Pending: Completion of Per Term Steps".	An email will be sent from DualEnroll for this approval.
6. Submit Transcript	High school transcript (grades & courses to date) must be submitted. Your parent will receive an email from DualEnroll.com with a link to either upload a copy of your transcript (if you are a non-partner student) or to complete a Transcript Form (if you are a homeschool student). If you are with a Partner School that keeps transcripts, you will not need to complete this step.	Make sure your transcript submission is handled correctly via the form/link provided. This step must be complete before your registration can be processed.
7. Pay for Courses	There will be a short processing time for your registration. Check your status in DualEnroll often, when it says, "College: Review Forms" your parent will receive another email that will include a link for making payment. Payment must be received for your registration to reach "Complete" status.	The registration process can take up to 48 hours. Payment options are by credit card or Echeck and must be paid in full. No payment plan.
8. Access Course Materials & Platforms	After registration/payment, gain access to LETU systems: email, Canvas (for online courses), course materials (books, etc.). LETU provides tech support.	See additional instructions on our website for accessing these additional systems.
9. Maintain Requirements	To stay eligible, maintain required GPA and complete courses as scheduled. If you are aiming for the dual credit scholarship, there are additional conditions.	If you successfully complete one Dual Credit class (not including LETU1071, you will receive the Dual Credit Scholarship. See website for additional information.

Next Steps: [Dual Credit: Next Steps](#)