**Students Procedures**

Students qualify for admission to the Dual Enrollment program when they are identified by the Liaison as students with a junior or senior standing and have a 3.0 or better grade point average on a 4.0 scale. Each student must then complete a Dual Enrollment Admissions Application Form.

Students need apply online by login on to: [www.stu.edu/dualapplication](http://www.stu.edu/dualapplication)

A new window will appear. They will be asked to enter a User Name and Password, which will be provided by the High School Liaison.

Once the students apply they will receive a confirmation email explaining what their next step to follow is. The students are asked to bring a copy of the confirmation email to the liaison including their registration form and payment.

Students meeting the requirements for admission are processed accordingly by the Dual Enrollment Secretary and University Admissions. Students who are admitted to the Dual Enrollment program are given automatic admission to St. Thomas University (upon completion of Admissions paperwork).

**Registration for Dual Enrollment Courses**

Once a student is accepted into the Dual Enrollment program, the Liaison assists the student in the course registration process. The registration forms are completed and delivered by the Liaison with student tuition payments to the Dual Enrollment Coordinator. Registrations and payments must be completed by the deadline established by the Dual Enrollment Coordinator & High School Liaison. The deadline to drop a course is on or before the third class meeting of the course. Once a course is completed and grades are submitted, a student may not, under any circumstances, register or drop the course.

Dual Enrollment courses are typically offered in the fall and spring semesters. Each student will fill out a Registration Form for his or her appropriate coursework. For registration purposes, each semester is designated by the following university designation:

Fall Semester = 15/DF  
Spring Semester = 16*/DS  

Additional courses may be taken during the summer session if offered by the participating high school. Summer sessions are arranged on a case-by-case basis with the Coordinator.

Only students planning to attend St. Thomas University for their undergraduate work may take summer courses at the end of their junior or senior year at a reduced cost. These students may take courses offered during the summer semester on campus. Courses taken at the University after graduation from high school are not included in the course limitations discussed above.