SCHOLAR REGISTRATION PROCESS

Student

- Student creates an account on the Scholar enrollment website https://laroche.dualenroll.com.
- Student confirms account via email or text sent from DualEnroll.com.
- Student logs in to the account, completes the application process, chooses course(s), and selects "register" for each.
- If student already has a DualEnroll.com account, steps 1-3 are bypassed, and student will log in to their existing account to confirm application data remains correct, then select and register for course(s). (Please **do not** create a new/duplicate account.)

La Roche

- Student application data is received by La Roche University.
- Students without existing records are assigned a La Roche student ID number.
- LRU student ID number is sent back to DualEnroll.com account, linking the account and registration(s) to the student's LRU record.

High School

- Scholar partner high school teacher or program liaison is prompted to provide approval of student's course registration(s), confirm eligibility and current enrollment in the aligned high school course(s), and provide the student's current grade point average (GPA).

Parent/ Guardian

- Parent/guardian is prompted via email to provide consent for student's enrollment in the Scholar Program and payment of tuition by e-check or credit card.

La Roche

- Completed registration data is received for processing.
- Student's La Roche University academic record is updated to reflect enrollment in course(s).
- A status file is returned to DualEnroll.com to update registration status to "complete," and final confirmation of official enrollment notifications are sent to student and parent.