



# SCHOLAR



**LA ROCHE**  
UNIVERSITY

# What is Scholar?

## ∞ Scholar Program Mission Statement

The Scholar Program is a concurrent (dual) enrollment partnership between La Roche University and a number of western Pennsylvania high schools. Since 1995, Scholar has enabled qualified sophomore, junior, and senior students to earn credits toward a college degree. With this program, La Roche wants to provide a direct connection between a secondary and post-secondary institution and an opportunity for collegial collaboration. Scholar's goal is not only to allow high school students to earn college credits, but to earn college credits through La Roche's admirable mission.



# La Roche University's Mission

La Roche University, a Catholic Institution of higher learning, founded and sponsored by the Congregation of the Sisters of Divine Providence, fosters global citizenship and creates a community of scholars from the region, the nation, and around the world. The University integrates liberal arts and professional education in creative ways, empowering all members to become lifelong learners, achieve success in their chosen careers, and promote justice and peace in a constantly changing global society.



# How Scholar Works

Scholar allows eligible partner schools' students to experience the academic challenge of university classes, earning college credits at a fraction of the cost of standard tuition, while also fulfilling their high school graduation requirements.

Scholar partner high school teachers and their curricula are approved by our academic department heads and provost/senior vice president for academic affairs to teach on behalf of La Roche University, doing so from the comfort of their high school classrooms.

# Benefits to Students

- ☞ Challenges students to a higher level of achievement
- ☞ Aids in transition into higher education
- ☞ Shortens length of university enrollment
- ☞ Huge financial savings – current tuition is \$240 per course!
- ☞ Increases confidence in ability to succeed in higher education
- ☞ Broadens options for studies upon entering college (having completed basic core courses and general electives)

# Requirements for Participation

- ☞ Sophomore, junior, or senior status at a Scholar partnered high school, enrolled in an eligible high school course (offerings vary by high school)
- ☞ A minimum 3.0 grade point average at time of enrollment
- ☞ Recommendation and approval by a Scholar partner teacher or liaison
- ☞ Completion of registration process by deadline

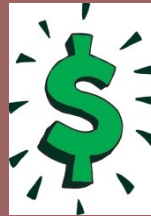


# Scholar Tuition

Current tuition is only \$240 for a three or four-credit course!

- ☞ Convenient & secure electronic payment by e-check or credit card
  - There is a small convenience fee charged by the credit payment processor, however, the tuition paid to La Roche University remains \$240 per course.
  - There is no additional cost to pay by e-check.

Save thousands on tuition!



No additional textbook expenses!

No additional time commitments outside of the normal school schedule!

# Scholar Course Catalog

We currently offer over 60 different courses through Scholar!

Offerings vary by school - requests for additions are always welcome!

- ❖ Accounting (2)
- ❖ Administration & Management (3)
- ❖ Art History (2)
- ❖ Biology (2)
- ❖ Chemistry (4)
- ❖ Computer Science (3)
- ❖ English (5)
- ❖ Graphic Design (7)
- ❖ History (7)
- ❖ Information Systems Technology (2)
- ❖ Math (8)
- ❖ Modern Languages (9)
  - French (3)
  - German (3)
  - Spanish (3)
- ❖ Music (1)
- ❖ Philosophy (1)
- ❖ Physics (2)
- ❖ Political Science (2)
- ❖ Psychology (2)
- ❖ Sociology (2)
- ❖ Speech (2)



# Main/Fall 2024 Enrollment Deadlines

(For enrollment in full-year and fall semester courses)

Application/Registration.....	September 1 <sup>st</sup> to November 1
Scholarship Application Deadline.....	November 15
Final Payment Deadline .....	December 10

## **IMPORTANT:**

Only students that complete the registration process in its entirety, with payment by e-check or credit card submitted by the deadline, will be officially registered at the close of the enrollment period.

Retroactive registration is not permitted.

# Spring 2025 Enrollment Deadlines

(For enrollment in spring semester courses only)

Application/Registration.....	January 5 to March 1
Final Payment Deadline .....	April 1

## **IMPORTANT:**

Only students that complete the registration process in its entirety, with payment by e-check or credit card submitted by the deadline, will be officially registered at the close of the enrollment period.

Retroactive registration is not permitted.

# Enrollment/Registration Process

Scholar's entire registration process is completed online on the enrollment website - <https://laroche.dualenroll.com>, requiring actions by the student, high school, and parent/guardian.

1. Student creates and confirms account (or logs in to existing account for returning students), completes the application and registers for their course(s)
2. La Roche receives application data & assigns LRU student ID number
3. High school liaison confirms student eligibility, current GPA, and that any pre-requisite requirements have been completed (if applicable)
4. Parent/Guardian receives email with link to student's registration to provide parental consent for participation & payment (e-check or credit card) - confirmation & receipt at time of payment
5. Registration is complete and moves on to La Roche University for official enrollment to the student's record

# Scholar Registration Process

**Student**

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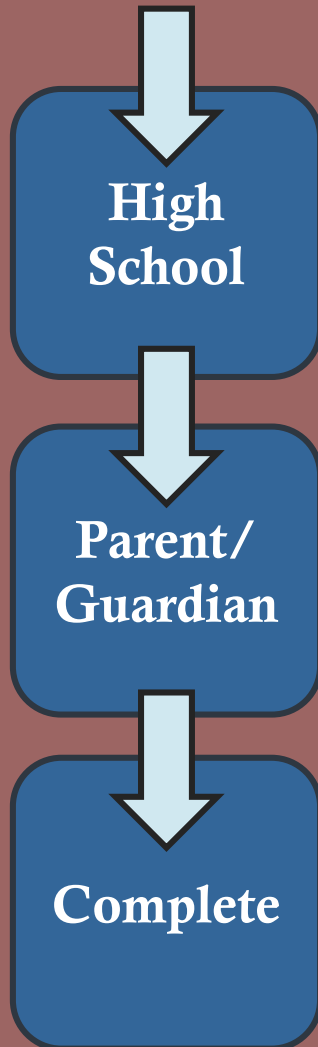
- Student creates a DualEnroll.com account on the enrollment website <https://laroche.dualenroll.com>
- Student confirms account via email/text sent from DualEnroll.com
- Student logs in to the account, completes the application process, chooses course(s), and selects "register" for each
- If student already has a DualEnroll.com account, steps 1-3 are bypassed and student logs in to existing account to select and register for course(s)

**La Roche**

- Student application data is received by La Roche University
- Students without existing records are assigned a La Roche student ID number
- ID number is linked to student's DualEnroll.com account

# Scholar Registration Process

(continued)



- Scholar partner high school teacher/liaison is prompted to provide approval of student's course registration(s), confirm eligibility, and provide student's grade point average
- Parent/guardian is prompted via email to provide consent to student's enrollment in the Scholar Program and make payment of tuition by e-check or credit card
- Completed registration data is received by La Roche University
- Student's academic record is updated to reflect course(s)

# Student Application Process

- ☞ Student creates an account by completing the application. Accuracy is critical! The following information is required:
  1. Student's email address
  2. Student demographic info (age/birthdate, sophomore/junior/senior, high school, home address, phone number, etc.)
  3. Student's social security number (for student ID verification & assignment and federal reporting - 1098T)
  4. A contact and email address for the student's parent/guardian for consent & payment steps
  5. Course number(s) & name(s) of Scholar offerings in which student is enrolled at the partner high school
- ☞ Student accesses the account upon receiving confirmation email, selects each course from a listing of active offerings at their school, agrees to the terms & conditions, and clicks “register” for each.

# High School Approval Process

High school liaisons use their administrative login to access students' registrations.

1. Verify student's eligibility: status, provide current grade point average, and any confirm any pre-requisite requirements have been completed
2. Verify correct course(s) have been selected by student
3. If a current financial hardship is evident to their liaison that would prevent a student from participating, they may nominate them for any available need-based scholarship funds (funding is not guaranteed).
  - The student is then sent a prompt to download & complete their section of the scholarship application (also found on [www.laroche.edu/scholar](http://www.laroche.edu/scholar)).
  - The liaison must complete their section of the application, and submit it for consideration by the November 15<sup>th</sup> deadline.
  - If funds are awarded, the parent is still sent a prompt to provide consent via the link provided.
  - If funds are declined, the email is sent to the parent to provide both consent and payment, or choose to abandon the registration.

# Parent/Guardian Approval Process

- ∞ Once the high school approval process is completed, an email will be sent to the student's parent/guardian to access their son's/daughter's registrations (separate email per course).
  1. Verify student's information
  2. Review course selection(s) and terms & conditions
  3. Provide consent for your student's participation
  4. Provide secure payment by e-check or credit card (charge will appear as from Course Maven – La Roche on statement), a confirmation & receipt will be sent and will also be accessible in the student's DualEnroll.com account.
  
- ∞ The Student Accounts Office will issue 1098T tax forms annually as needed, sent to the student address on file each applicable tax year higher education tuition is received.



# End-of-Course Procedures

- ☞ As the end of the school year approaches, grade rosters for all Scholar courses for the year are distributed to each partnered teacher for the collection of student grades to La Roche's Registrar (early May).
- ☞ Scholar partner teachers submit their year-end course assessment materials with any relevant course artifacts (updated syllabus, sample work, quizzes/tests/projects).
- ☞ Students, teachers and administrators are all asked to complete an annual evaluation survey to support the university's continued assessment efforts. Links to both surveys are found on the Scholar webpage: [www.laroche.edu/scholar](http://www.laroche.edu/scholar).
- ☞ Once grades have been recorded, transcripts may be ordered by going to [www.getmytranscript.com](http://www.getmytranscript.com), which will take you to the National Student Clearinghouse that La Roche University uses for the ordering, processing, & tracking of all academic transcript requests. A small fee applies.

# Ordering Transcripts / Transferring Credits

- ∞ La Roche University uses the National Student Clearinghouse for all academic transcript requests. To order transcripts, go to [www.getmytranscript.com](http://www.getmytranscript.com). A small fee applies.
- ∞ When visiting [www.getmytranscript.com](http://www.getmytranscript.com), have the address of the place your order is to be sent ready, as well as, the name of the person it is to be directed to (c/o). Personal copies may be ordered as well.
- ∞ If enrolled in current year courses, the option to hold the order from being sent until all final grades are posted should be selected.
- ∞ All colleges/universities and most employers require official transcripts to be sent to them directly with the Registrar's signature stamp left intact over the seal of the envelope to exclude the possibility of tampering or falsification of information.

# Transferring Credits (continued)

- ☞ We cannot provide a specific list of universities that will accept La Roche University Scholar credits in transfer, but have found most Scholar courses to transfer as academic core courses or general electives, depending on the program of studies associated with each major.
- ☞ It is the policy of some institutions that all major requirements within a program are to be taken at the home institution.
- ☞ If a syllabus is requested in the transfer process, please contact [scholar@laroche.edu](mailto:scholar@laroche.edu).

# Continuing with La Roche University

We are always happy when our Scholar students choose to continue their education at La Roche!

## ∞ Scholar Financial Award

- Students apply through Freshman Admissions (application fee waived) with a letter of recommendation from their Scholar teacher or liaison
- \$2,000 scholarship applied to their freshman year
- Stackable (can be combined with any additional financial aid received)
- Additional funds may be available. Inquire with Freshman Admissions at the time of application.

## ∞ Early eligibility for participation in La Roche's Study Abroad + Study USA Program!

- Innovative program in which full-time undergraduate students enjoy a short-term, faculty-led domestic or international study experience at no additional cost!
- Students usually travel junior or senior year, but depending on number of credits earned previously through Scholar, they could be eligible a semester earlier!

# Scholar Resources in One Place

Everything you need in one convenient place!

[www.laroche.edu/scholar](http://www.laroche.edu/scholar)

- Scholar Program Student Handbook - updated annually
- General information sheets & reference materials
- Scholarship Application (fall enrollment period only)
- Direct link to registration website
- Registration process information
- Direct link to transcript ordering website
- Contact information
- Direct links to annual evaluation surveys



# Contact Information

## Questions concerning the Scholar Program:

DUAL ENROLLMENT & SECONDARY SCHOOL PROGRAMS  
La Roche University • 9000 Babcock Boulevard • Pittsburgh, PA 15237  
412-536-1286 • [scholar@laroche.edu](mailto:scholar@laroche.edu)

## Questions concerning academic records and transcripts:

OFFICE OF THE REGISTRAR  
La Roche University • 9000 Babcock Boulevard • Pittsburgh, PA 15237  
412-536-1080 • [registrar@laroche.edu](mailto:registrar@laroche.edu)

## Technical Support for DualEnroll.com:

Technical support for the DualEnroll.com website is available using the red “HELP DESK” button at top-right corner of the website, which provides direct access to submitting support tickets quickly and easily.

La Roche University staff and Scholar partner high school liaisons with administrator accounts have some functionality to address common issues for students. Contact [scholar@laroche.edu](mailto:scholar@laroche.edu) with questions to identify if we are able to address your specific situation without requiring technical support from DualEnroll.com.

# Questions?

Send an email to [scholar@laroche.edu](mailto:scholar@laroche.edu)

Thank you!

