

# University of Louisville

Dual Credit Application Procedures

2019-2020



Welcome!

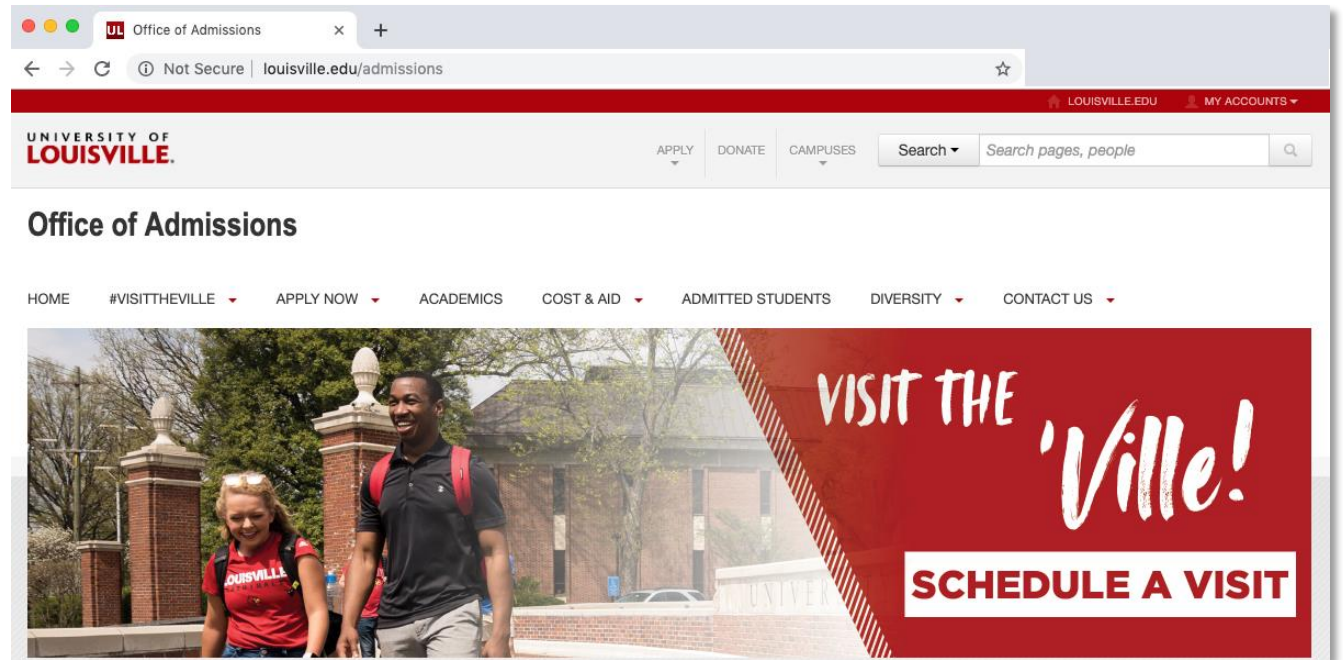
- **Dear Teaching and Learning Pathway Students:** This document will take you step by step in applying online for admission to the University of Louisville so that you can enroll as a high school visitor in the Teaching and Learning Pathway courses.
- If you have any questions along the way, please do not hesitate to contact Janet Spence: [janet@louisville.edu](mailto:janet@louisville.edu)

# Overview

- You will be applying as a high school visiting student/ dual credit student to Afoul
- If you wish to complete another dual credit course in a future semester, you will need to reapply to UofL as a high school visiting student
- You will have to reapply to UofL as an undergraduate in the future if you wish to be admitted as a freshman in the future and we certainly hope you do! We would love for you to join the Cardinal Family!
- This application is **NOT** complete until both you and your parent/guardian sign the online Student/Parent Financial Agreement. Note: the application indicates this form will be emailed to your parent; however, for Fall 2019 we will ask instructors to scan the hard copy (after signed by you and your parent) and email it to the CEHD.
- This application does **NOT** register you in the dual credit course yet; your instructor will notify you when all requirements have been met.
- This application does **NOT** automatically send application to the KHEAA Dual Credit Scholarship or KY Work Ready Scholarship. That is a separate KHEAA on-line process YOU are responsible for with the help of your high school counselor

# Step 1

Navigate to  
[www.louisville.edu/admissions](http://www.louisville.edu/admissions)



## Step 2

Click:

Apply Now



I am a high school visitor

## Office of Admissions

HOME

#VISITTHEVILLE ▾

APPLY NOW

ACADEMICS

COST & AID ▾



University Honors Program

I am a first-time freshman

I am a transfer student

I am an adult student

I am a returning student

I am a high school visitor

I am a college visitor

I am an international student

I am a post-baccalaureate student

I am a graduate student

I am an online student

I am a continuing studies student

I am a certificate student

I am a senior citizen

Guaranteed Entrance Programs

After You Apply/Check Your Status



## Step 3

Click:

**Complete the Application for  
Undergraduate Admission**

**COMPLETE UNDERGRADUATE  
APPLICATION**

## Step 4

Click:

Create an account to start a new application

## University of Louisville Application Gateway

Welcome to the **University of Louisville Application Gateway!**

Click the link below to start an application.

Please contact 502.852.6531 or e-mail [admitme@louisville.edu](mailto:admitme@louisville.edu) for application assistance.

Returning users:

**Log in** to continue an application.

First-time users:

**Create an account** to start a new application.

- If you have created an account already (past August 1, 2019), you can instead log in to your already created account.
- To create an account use your **LEGAL NAME** and **birthdate**. Use an **email** to which you have easy access-- the system will send a special code to this email address.
- Retrieve the **code** from your email to activate your account
- Set a password: **KEEP THIS PASSWORD SAFE SOMEWHERE**



# Step 5

Click:

Start New Application



Create Application



Open Application

## University of Louisville Application Gateway

### Welcome to the **University of Louisville Application Gateway!**

Click the link below to start an application.

Please contact 502.852.6531 or e-mail [admitme@louisville.edu](mailto:admitme@louisville.edu) for application assistance.

#### Your Applications

Type	Status	Started	Submitted
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You have not yet started an application using this account.

[Start New Application](#)

#### Start New Application

graduate degree, please choose 'Graduate Application' below.

If you are applying for any other type of admission to UofL, including post-baccalaureate work prior to applying to a graduate degree program choose 'Undergraduate Application' below.

Undergraduate Application

Undergraduate Application

[Create Application](#)

[Cancel](#)

#### Application Details

Started 08/12/2019

Status In Progress

Undergraduate Application

[Open Application](#)

[Cancel](#)



## Step 6

Fill in application details

- **EU citizenship**
- **Personal Background**
  - Be sure you enter mailing address or click “Same as Permanent” if applicable
  - Don’t know social? We can do without it, but makes KHEAA confirmation easier
- **Applicant Type**
  - “Will you be a high school graduate or have completed your GED before you start taking classes at UofL?” **NO**
  - “Have you taken classes through UofL before while still a high school student?” **Answer appropriately**
- **Relationships**
  - Enter **accurate** contact information for your parent/guardian by clicking “**Add New**”
- **Educational Plans**
  - Going through my school’s program
  - Teaching and Learning Pathway: “Education and Human Development”
- **School History**
  - Enter only **ONE** high school by clicking “**Add Institution**”
  - Narrow search using city: “Name, Louisville, Ky” for example
- **Additional Information**
- **Disciplinary Information**
- **Signature**
- **Review**

## Step 7

Click:

Finalize Application and Pay

[Home](#)

[Administrative Information](#)

[Personal Background](#)

[Applicant Type](#)

[Relationships](#)

[Educational Plans](#)

[School History](#)

[Additional Information](#)

[Disciplinary Information](#)

[Signature](#)

[Review](#)

## Submission of Application

If you are satisfied with your application and are ready to submit it, click **Finalize Application and Pay**.

**Finalize Application and Pay** Save for Later

- **NOTE:** You **can** update your parent contact information after this step
- **NOTE:** There is NO application fee for Dual Credit students

## Step 8

Complete the UofL Academic and Financial Policy Student Agreement

### Forms

Please complete the following form(s).

Required

UofL Academic and Financial Policy Student Agreement

- You will be prompted to read several statements for which you will select “Yes I understand”
- **Note: PLEASE ACTUALLY READ EVERY STATEMENT ON THIS AGREEMENT**
- Sign with your legal name and click **SUBMIT**
- Your parent/guardian will receive an email prompting them to complete this form also. Your application is **NOT** complete until they do so. **NOTE:** For Fall 2019, the Financial Policy Student Agreement form will be scanned and emailed to the CEHD by your instructor.

## Update your Parent/Guardian Contact Information

- Sign into the application system using the same steps as before, but clicking “**Log In**” instead of “**Create an Account**”
- Click and open your previously submitted application
- On the right side of the screen, select “**Yes**” under “**Update Your Information If It Has Changed**”
- Change your parent contact information
- Click **Submit**

### Update Your Information If It Has Changed

Would you like to update your personal information (such as preferred name, email address(es), address, etc.?)

Yes

No

**Don't forget to hit the submit button at the bottom of the form! Otherwise your changes will not be saved!**

Preferred Name - Is there another name by which you prefer to be called?

Email Address - **Please note that this will become your New Cards Gateway login.**

Parent Email

Do you give your permission for us to send you text messages?

Yes

No

Don't forget to hit the Submit button to update your information!

**Submit**

## After Applying

- Apply for KHEAA Dual Credit Scholarship or KY Work Ready Scholarship by going to the KHEAA webpage
- Once admitted, you will receive an email with instructions to **ACTIVATE YOUR UOFL ACCOUNT!**
  - Check UofL email weekly
  - Change password when prompted by the system
  - Locked out? Help Desk: 502-852-7997

Welcom to the  
Cardinal Family!



UNIVERSITY OF  
**LOUISVILLE**<sup>®</sup>

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COLLEGE OF EDUCATION  
& HUMAN DEVELOPMENT