



**Course Choice
funded via
Supplemental Course Allocation**

Registration Procedures 2023-2024

updated 7/26/23

- ONLY school systems/schools may register students with providers.
- Laws concerning student privacy must be followed between the school system/school and the provider in the registration process. For more information on establishing a system of data governance, please see [Louisiana's Data Governance and Student Privacy Guidebook](#). For more information email ldedata@la.gov. Each school system has its own policy for student privacy and providers, and the school system should communicate those protocols before any student information is used when registering students.
- School systems/schools report final enrollment information in the LDOE system.

PROVIDER	CONTACT	PROCEDURE
Acadian Companies	Shelby Labuff shelby.labuff@acadian.com	Email Lauren Anzalone at shelby.labuff@acadian.com for registration information
Ayers Career College	Billy Hanisee 318.841.1232 billy.hanisee@ayers.edu	<ul style="list-style-type: none"> • Go to https://acc.edu20.org/ • Click on High School Students in upper right hand corner • Click on Register for courses in upper/middle left hand corner • Complete the registration form. https://coursechoice.ayers.edu
Bard Early College	Candance Colbert ccolbert@bec.bard.edu 504.434.2435 Sarah Watson swatson@bec.bard.edu 504.439.0122 Tam Lee tlee@bec.bard.edu 337.366.1029	<ul style="list-style-type: none"> • Students will select courses from Bard's available offerings. • They will receive confirmation from the Bard administration and their high schools that the course is available and fulfills their graduation requirements. • They will enroll at the college in that course for that semester. www.bard.edu/ecno
Cambridge Educational Services	Carol Ford, LA Choice Project Director 601-588-6667 CFord@CambridgeEd.com David Fickett, Vice President 847-299-2930 ext. 234 Fickett@CambridgeEd.com David Waldherr 847-774-7661 Waldherr@CambridgeEd.com	<ul style="list-style-type: none"> • Call Carrol at 601-588-6667 or email CFord@CambridgeEd.com to discuss program options for the 2023-2024 school year. • Cambridge will provide each school or district with an Excel file to populate with student enrollment data. This file can be uploaded or emailed to Cambridge for registration. Cambridge will then confirm registration data and enrollment. • Materials will be customized to all subjects, individual subject (English, math, reading, and/or science), and/or coupled with college success. www.MyCambridgeEd.com

PROVIDER	CONTACT	PROCEDURE
Career Campus	Debi Crabtree 423-521-2796 (Office) info@villagevirtual.com	<ul style="list-style-type: none"> Individual students may register at http://www.villagevirtual.com/register-here. Complete the online form and click "Submit." Someone from Village Virtual will call the person identified on the form for school approval to confirm the course request. A confirmation email will be sent to students, parents and schools once the student is enrolled in the requested course (s). Schools with multiple enrollments may find it convenient to utilize bulk enrollment as an alternate option. Please contact info@villagevirtual.com to request a bulk enrollment form. <p>www.villagevirtual.com</p>
East Baton Rouge Career and Technical Education Center	Martha Sealy 225-412-1663 msealy@ebrschools.org Daphne Hughes-Alex 225-412-1663 Dahughes-alex@ebrschools.org	<ul style="list-style-type: none"> Contact EBR CTEC at msealy@ebrschools.org or call 225-412-1663 to begin the enrollment process. Once your email or phone call is received, a representative will provide you with an enrollment form and directions for completing the form.
Edmentum, Inc.	Cara Floyd cara.floyd@edmentum.com Laura Glavin laura.glavin@edmentum.com Shane Dennison shane.dennison@edmentum.com	<ul style="list-style-type: none"> Schools should send an email to academyenrollment@edmentum.com to let us know they have students to enroll in courses. Jim Carradi, the Academy Implementation Specialist, will contact schools, set them up in our enrollment system, and provide training. Schools request enrollments via our system. Students are placed in courses. <p>www.edmentum.com</p>
Educational Bedrock	Rachel Iheanacho EducationalBedrock@gmail.com	<ul style="list-style-type: none"> Send all enrollment requests to the following email: EducationalBedrock@gmail.com. An enrollment representative will provide you a secure form to input enrollment data. Upon review and approval, enrollments will be uploaded into the state portal completing the enrollment process.
Educational Solutions	Rikki Black 318-348-6239 rikki@suddenlink.net	<ul style="list-style-type: none"> The schools will contact Rikki Black for the enrollment spreadsheet. Once the spreadsheet has been sent and received, the student will be enrolled in the course within 72 business hours. Once enrolled, the student will receive login credentials and a welcome email from the teacher and mentor.
eLearning K12 Curriculum LLC	Celeste Robichaux Phone: 985-447-5994 Cell: 985-860-8288 crobichaux@elearningk12.com	<ul style="list-style-type: none"> Visit our web site at www.elearningk12.com and click login/create account button. Choose SCA/Course Choice and it asks questions about the student and the school. You choose your course and submit. If you are registering multiple students or need assistance with registration, please contact Celeste Robichaux. <p>www.elearningk12.com</p>

PROVIDER	CONTACT	PROCEDURE
Franciscan Missionaries of Our Lady University	Christy Sevier Director of Admission 225-768-1700 Christy.Sevier@FranU.edu Zoe Ramachandran 225-526-1631 zoe.ramachandran@franu.edu	<ul style="list-style-type: none"> Visit our website at www.FranU.edu and click <i>Apply</i> on the home screen. <ul style="list-style-type: none"> Create an account. Select <i>Start a new undergraduate application</i>. Academic Plans, select <i>Non-Matriculating Undergraduate</i>. Applying As, select <i>Joint Enrollment</i>. Complete application and submit. You will receive an email and letter from the Admissions Department with additional information and instructions. You will receive an email from zoe.ramachandran@franu.edu Advising Center Manager with instructions to schedule advising appointments to register classes.
Gateway EMS	Director Peter Seltzer peter@gatewayems.com 504-383-5767	<ul style="list-style-type: none"> Schools will email the provider at peter@gatewayems.com and request enrollment surveys and an enrollment template. Schools will have students complete the enrollment surveys which will help the school identify interested candidates. Upon receipt of the enrollment template, schools will be provided with further instructions for the upcoming semester.
Global Geospatial Institute	Fran Harvey, GISP fharvey@gginstitute.org 225-393-1091	<ul style="list-style-type: none"> Schools and school districts interested in partnering and individuals interested in our offerings should contact the Director at fharvey@gginstitute.org General program and service, course and industry based certification (IBC) information can be found at our website, www.gginstitute.org.
Global Trucking Academy	Wendy Marchand wendym@globaltruckingacademy.com 318-597-8806	<ul style="list-style-type: none"> Students/Schools/Districts should contact drivela@globaltruckingacademy.com or call 318-597-8806 with their interest in enrolling students. Students must meet the appropriate admission requirements set forth by the school. Students must be 18 years of age or almost 18 years of age to enroll. GTA will reply with an Enrollment Form and answer any questions. Schools/Districts will complete the Enrollment Form with student & course information and return it. GTA will email information to the school counselor and students in order to begin the course. Once the application is completed by the counselor, student, and parent if applicable the student will be enrolled in the course.
Horizon Education	Dustin Bainbridge State Representative 949-637-7350 Mobile 800-763-5780 Office dustinb@horizoneducation.com	<ul style="list-style-type: none"> Visit https://horizoneducation.com/act-readiness to schedule a meeting with a Horizon team member. Horizon Education specializes in flexible course programs and rapid implementations.

PROVIDER	CONTACT	PROCEDURE
Imagine Learning (formerly Edgenuity)	Lance Bertola Director of Operations, Instructional Services 801-631-2488 lance.bertola@imagelearning.com	<ul style="list-style-type: none"> Schools wishing to register students will do so using Imagine Learning’s online enrollment portal. <ul style="list-style-type: none"> Go to www.edgenuity.com/coursechoice Under Enrollment, select your district and follow the enrollment steps. A user guide is included which provides step by step instructions. A confirmation email will be sent. Imagine Learning will contact the identified school contact to confirm enrollment once a registration request is received and will then add students to their courses. <p>www.imaginelearning.com</p>
Louisiana Christian University	Brittany Breland brittany.breland@lacollege.edu 318-487-7212 Eileen DeBoer eileen.deboer@lacollege.edu 318-487-7931	<ul style="list-style-type: none"> To apply for admissions instructions email: Admissions@lacollege.edu Seniors must have a 2.75 GPA or a Sophomore or Junior a 3.0 GPA, and all must have a composite ACT score of at least 19. On-campus F2F dual enrollment is for Juniors and Seniors only. To take English 101, the student must earn an English ACT score of at least 18, and for Math 111, they must earn a Math ACT score of at least 19. Once an admission application is accepted the college will register the student.
LSMSA	Dr. Jason Anderson janderson@lsmsa.edu 318-357-2556	<ul style="list-style-type: none"> Schools contact Jason Anderson to explore options for potential courses. <p>www.lsmsa.edu</p>
MasteryPrep	Jim Kelly 985-9698094 jkelly@masteryprep.com Brenda Sanchez bsanchez@masteryprep.com	<ul style="list-style-type: none"> Schools/districts should reach out to a MasteryPrep contact to discuss what programs they would like for the upcoming school year The MasteryPrep will provide an enrollment request form and all other required enrollment documentation. The MasteryPrep will confirm with the school/district that all information is correct and that students are enrolled in the lacourses.net portal Support will continue throughout the school year to supplement the chosen course(s). <p>http://masteryprep.com/sca-virtual-solutions-request-a-consultation-and-quote/</p>
My Virtual Academy	Jennifer Papp 586-327-0939 jenniferp@atsedu.net	<ul style="list-style-type: none"> Districts should send an email to jenniferp@atsedu.net titled SCA Registration. <ul style="list-style-type: none"> In the body of the email please state that students are interested in registering for the SCA program. Please also list school counselor email and school counselor phone. My Virtual Academy will contact the school counselor via phone and/or email to complete the registration process. <p>www.myvirtualacademy.com</p>

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New Orleans Career Center (NOCC)	Eric Aufderhar (504) 390-6584 carlin@nolacc.org	<ul style="list-style-type: none"> Contact NOCC by emailing eric@nolacc.org or call (504) 390-6584 to begin the enrollment process.
NOVAC	Julia Berghammer-Villarreal Born Digital Youth Programs Manager julia@novacvideo.org 504-308-1420	<ul style="list-style-type: none"> Schools interested in partnering on programming in New Orleans and Baton Rouge should contact Julia Berghammer-Villarreal at julia@novacvideo.org. NOVAC programs are currently in partnership with specific schools, and students outside of those schools will be considered on a case-by-case basis. <p>www.novacvideo.org/borndigital</p>
OneGoal	Alexander Hahn alexander.hahn@onegoalgraduation.org	<ul style="list-style-type: none"> School or School System Leaders that are interested in offering the OneGoal course should contact Chantelle George at alexander.hahn@onegoalgraduation.org OneGoal completes a series of meetings with interested school/school system leaders prior to students being able to register for the course.
Operation Spark	Mayukh Raychaudhuri 985-803-8895 mayukh@operationspark.org	<ul style="list-style-type: none"> Schools interested in partnering and individuals interested in our offerings should contact the Director of High School Programs at mayukh@operationspark.org. General program and course information can be found at our website, www.operationspark.org.
New Beginnings Beauty College	Christy Smith newbeginningsbeautycollege@yahoo.com	<ul style="list-style-type: none"> Email Christy Smith at newbeginningsbeautycollege@yahoo.com
Pelican Chapter, ABC	Kacie Blanchard 225-448-3345 kblanchard@abcpelican.com Kelly Carpenter 225-448-3336 kcarpenter@abcpelican.com Danielle Labbe' 225-448-3338 dlabbe@abcpelican.com Blaise Theard 504-417-0133 btheard@abcpelican.com	<ul style="list-style-type: none"> School representatives in charge of Course Choice must send us a completed application once registration begins and before the first day of class. Applications can be found on our website under the Education and Training tab. <p>www.abcpelican.org</p>
Pinnacle Learning Solutions, LLC	Grant Gerald 985-515-6271 PinnLearn@gmail.com	<ul style="list-style-type: none"> Schools/Districts should contact PinnLearn@gmail.com with their interest in enrolling students. Grant will reply with an Enrollment Form and answer any questions. Schools/Districts will complete the Enrollment Form with student & course information and return it. Grant will email information to the school facilitator and students in order to begin the course. <p>www.pinnlearn.com</p>

PROVIDER	CONTACT	PROCEDURE
Princeton Review	Shaun Cricks Direct: 404-574-0276 shaun.cricks@review.com	<ul style="list-style-type: none"> ● Contact The Princeton Review account manager to schedule courses for your school. ● Before courses can be scheduled, schools must designate a specific person to be the point-of-contact for the duration of the course. ● Point-of-contact will be required to pre-schedule preliminary, mid-term, and end-of-course meetings with Princeton Review account manager. ● Once the course details are confirmed, the point-of-contact will submit the student roster to The Princeton Review via a secure link. This is for verification purposes and DOES NOT complete registration for the students. ● Point-of-contact will need to submit a student roster BEFORE Princeton Review can open a course section for the school on the SCA website. ● The Princeton Review will confirm with the school's point-of-contact once enrollments are received and open a course section on the SCA website for registration. A specific section ID will be assigned to each school. Once the course section opens for registration, point of contact MUST batch upload students (the same students submitted to Princeton Review account manager) into the appropriate section number on the SCA website. This completes the registration process for the students. <p>***Students enrolled in Princeton Review courses MUST exactly match the students reported to SCA via the SCA online registration system.</p> <p>www.princetonreview.com</p>
SLT Technology	Calvin Mills Jr. cmills@slttechla.com 225-361-5032 Chief Executive Officer Garland Tillman gtillman@slttechla.com 225-288-4813 Chief Financial Officer	<ul style="list-style-type: none"> ● Schools can contact SLT Technology via email at info@slttechla.com or phone 225.215.1017 to get the process started.
South Arkansas Community College	Tim Johnson 870-864-8416 TRJohnson@southark.edu Ray Winiecki 870-864-7110 Rwiniecki@southark.edu Dean Inman 870-864-7142 Dinman@southark.edu	<ul style="list-style-type: none"> ● To enroll in college-level courses at South Arkansas Community College, students must meet the appropriate admission (and if appropriate) placement guidelines set forth by the college. ● SouthArk will work with its partnered charter/secondary school's liaison to meet with students, fill out and submit proper paperwork, and enroll students. <p>www.southark.edu</p>
St. Agatha Career Center	Aleshia Butler 504-245-7227 sacsneworleans@yahoo.com www.sacsla.com	<ul style="list-style-type: none"> ● Prospective students/school districts may go online to apply or call to schedule an appointment. ● In person inquiries are also acceptable.

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St. James Parish Schools	Temple Poche' Anne Detillier	<ul style="list-style-type: none"> You may call at 225-258-4558 to request the form to add a student/course or go to: http://www.stjames.k12.la.us/academics/virtual_academy to get the form. <ul style="list-style-type: none"> To access the online form, hover over “Academic Programs”, then hover over “Virtual Academy”, then click on “SCA Enrollment Form”. If you have several enrollments, please call us and we can provide you a spreadsheet instead. Once the form or spreadsheet is filled out, email it to tpoche@sjspsb.org or mail to: <p style="margin-left: 40px;">St. James Parish School Board Attn: Virtual Academy Post Office 338, Lutchter, LA 70071</p> Please call at 225-258-4558 to verify that form(s)/spreadsheet was received. Also please contact us after a week to verify everything is set up properly. <p>www.stjames.k12.la.us/academics/virtual_academy</p>
Test Prep Class	Cindy Wallace actprepteam@gmail.com	<ul style="list-style-type: none"> Schools and school districts interested in partnering should contact Test Prep Class via email at actprepteam@gmail.com or phone at 318-469-6349.
University of Holy Cross	Kelly Fabre 504-398-2221 kfabre@uhcno.edu	<ul style="list-style-type: none"> Submit a UHC Application for admission online. School counselors send to admissions@uhcno.edu supporting documents including: high school transcript, official ACT/SAT test scores, if you have them, or a letter of recommendation if you do not. Students will receive a confirmation of acceptance within 24-48 hours; Once admission is confirmed, contact Kelly Fabre (kfabre@uhcno.edu or 504-398-2221) to make course selections. Once registered, order textbooks through UHC’s online portal.
Upbeat Academy Foundation	Ashley Shabankareh Director of Learning and Development ashley@upbeatacademy.org 832-247-3393	<ul style="list-style-type: none"> Schools interested in partnering on programming and individuals interested in our offerings should contact the Director of Learning and Development at ashley@upbeatacademy.org. General program information can be found on our website at www.upbeatacademy.org
Upper Iowa University	Princess Redden 337-923-2331 reddenp58@uiu.edu Cynthia Bentley 225-923-2331 benthleyc@uiu.edu	<ul style="list-style-type: none"> Schools should contact Princess Redden at LADualEnrollment@uiu.edu to obtain an application. An application can also be located at https://uiu.edu/dualenrollmentform. Once the counselor and the student complete the application, the student will be enrolled in the course. The student will be enrolled within 48 hours of receiving a completed enrollment form (including students’ names, ID numbers, and course selections). Applications are accepted year-round.

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Youth Challenge Program (YCP)	1-800-CAMP-KID 318-641-5803 ycp.edcoordinator@la.gov registrar.ycp@la.gov	<ul style="list-style-type: none"> ● FREE course choice program for eligible students referred by school counselor. ● Applications are accepted year-round. ● To apply, students must attend an interview in person. ● For more information and to schedule an interview, contact the recruiting office or visit the website: www.langycp.com
Youth Education Services (YES!)	Jasmyn Dyer 225-366-9346 yesincla@gmail.com	<ul style="list-style-type: none"> ● Contact YES! Inc. at yesincla@gmail.com to begin the enrollment process. ● Once your email is received, a representative will reply with an enrollment form and directions for completing the form. ● Students will be enrolled within 48 hours of receiving a completed enrollment form (including students' names, ID numbers, and course selections) <p>www.youthedservices.org</p>