Course Choice
funded via
Supplemental Course Allocation

Registration Procedures 2019-2020
updated 8/9/19
**Louisiana Believes**

- **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](mailto: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.**

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>CONTACT</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Up Test Prep, LLC</td>
<td>Becky Barrish 318-464-2452</td>
<td>Schools will contact ACT Up Test Prep regarding registration of students. ACT Up will subsequently send an Excel spreadsheet for each school to complete and return to company for final registration of classes. Classes will need a minimum of 22 students. Students will need to have completed or be enrolled in Algebra II concurrently with the course.</td>
</tr>
<tr>
<td></td>
<td>Morgan Grantham 318-272-6847</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:actuptestprepllc@gmail.com">actuptestprepllc@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
| Ayers Career College      | Torris Ferguson 318-868-3000 Ext 232 torris.ferguson@ayers.edu | Go to [www.acc.edu20.org](http://www.acc.edu20.org)  
1. Click on Register  
2. Complete the requested information  
3. A confirmation email will be sent upon receipt of registration information with further instructions. [https://coursechoice.ayers.edu](https://coursechoice.ayers.edu) |
<p>| Bard Early College        | Nicole Young <a href="mailto:nyoung@bard.edu">nyoung@bard.edu</a>      | 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. <a href="http://www.bard.edu/ecn">www.bard.edu/ecn</a> |
|                           | Justina George 504-439-0122       |                                                                           |
|                           | <a href="mailto:jgeorge@bhsec.bard.edu">jgeorge@bhsec.bard.edu</a>           |                                                                           |
| Cambridge Educational Services | David Fickett 847-299-2930 ext. 234 <a href="mailto:Fickett@CambridgeEd.com">Fickett@CambridgeEd.com</a> | Call or email <a href="mailto:LACourseChoice@CambridgeEd.com">LACourseChoice@CambridgeEd.com</a> to discuss which program is best for the 2019-20 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. <a href="http://www.CambridgeEd.com">www.CambridgeEd.com</a> |
|                           | Ivan Zdero 847-299-2930 ext. 235 |                                                                           |
|                           | <a href="mailto:Zdero@CambridgeEd.com">Zdero@CambridgeEd.com</a>            |                                                                           |
|                           | Charles McShane 847-299-2930 ext. 260 <a href="mailto:McShane@CambridgeEd.com">McShane@CambridgeEd.com</a> |                                                                           |
|                           | David Waldherr 847-774-7661 <a href="mailto:Waldherr@CambridgeEd.com">Waldherr@CambridgeEd.com</a> |                                                                           |</p>
<table>
<thead>
<tr>
<th>Louisiana Believes</th>
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</table>

| Career Campus | Debi Crabtree  
423-521-2796 (Office)  
423-432-2801 (Cell)  
info@villagevirtual.com | Go to [http://www.villagevirtual.com/register-here.](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). |
| East Baton Rouge Career and Technical Education Center | Summer Dann  
225-412-1663  
[ldann@ebrschools.org](mailto:ldann@ebrschools.org)  
Daphne Hughes-Alex  
225-412-1663  
[Dahughes-alex@ebrschools.org](mailto:Dahughes-alex@ebrschools.org)  
Chad Aucoin  
225-412-1663  
[caucoin@ebrschools.org](mailto:caucoin@ebrschools.org) | Contact EBR CTEC at [caucoin@ebrschools.org](mailto:caucoin@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. |
| Edgenuity | Lance Bertola  
Director of Operations, Instructional Services  
801-631-2488  
[Lance.bertola@edgenuity.com](mailto:Lance.bertola@edgenuity.com) | Schools wishing to register students will do so using Edgenuity’s online enrollment portal.  
Go to [www.edgenuity.com/coursechoice.](http://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.  
Edgenuity will contact the identified school contact to confirm enrollment once a registration request is received and will then add students to their courses. |
| Edmentum, Inc. | Rick Perkins  
[Rick.Perkins@Edmentum.com](mailto:Rick.Perkins@Edmentum.com)  
Tennille Dain  
[Tennille.dain@edmentum.com](mailto:Tennille.dain@edmentum.com)  
Shane Dennison  
[Shane.Dennison@Edmentum.com](mailto:Shane.Dennison@Edmentum.com) | School e-mails [academyenrollment@edmentum.com](mailto:academyenrollment@edmentum.com) to let us know they have students to enroll in courses.  
Jim Carradi, the Academy Implementation Specialist, will contact school, set them up in our enrollment system, and provide training.  
School request enrollments via our system.  
Students are placed in courses. |
Educational Bedrock
Rachel Iheanacho
EducationalBedrock@gmail.com

Educational Bedrock, Inc. will be using an electronic course registration system. The system is secure and easily personalized. Districts will be able to register for courses through our online registration system. If needed, Districts can send student enrollment information to our Registration Contact to register students into our electronic system. Once the registration process is complete, each student will be sent a certificate of enrollment. Administrators of Educational Bedrock, Inc. will generate a list of students enrolled at each school for the District.

https://docs.google.com/forms/d/1ILw200GnQkhFL6zeN2fMz9cTrbv0WwdePC7OLGPXrAE/viewform?c=0&w=1&usp=email_form_link

Educational Solutions Corp.
Power by K-12
Rikki Black
318-348-6239
rikki@edsolcorp.com
Jessica Gardner-Testerman
443-415-6658
jegardner@fueleducation.com
Lauren Bone
410-299-0519
lbone@getfuled.com

The schools will contact Rikki Black, Jessica Gardner-Testerman or Lauren Bone 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
985-447-5994
cell 985-860-8288
crobichaux@elearningk12.com

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.

www.elearningk12.com

FLVS Global School
Eric Crabbendam
407-513-3510
globalschool@flvs.net

- Enter student enrollment information on provided Client Enrollment Form. https://www.flvsglobal.net/educators-districts/enrollment-information/
- Save form and send to globalschool@flvs.net.
- Enrollment will be completed by FLVS Global School representative.
- A confirmation email will be sent when students have been enrolled.

www.flvsglobal.net
### Franciscan Missionaries of Our Lady University

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Christy Sevier</td>
<td>Director of Admission</td>
<td>225-768-1700, <a href="mailto:Christy.Sevier@FranU.edu">Christy.Sevier@FranU.edu</a></td>
</tr>
<tr>
<td>Kimberly Abadie</td>
<td>Manager of Advising Center</td>
<td>225-768-1700, <a href="mailto:Kimberly.Abadie@FranU.edu">Kimberly.Abadie@FranU.edu</a></td>
</tr>
</tbody>
</table>

Visit our website at [www.FranU.edu](http://www.FranU.edu) and click Apply on the home screen. Create an account. Select *Start a new undergraduate application*. Academic Plans, select *Non-Matriculating Undergraduate*. Applying As, select *Joint Enrollment*. 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 Kimberly.Abadie@FranU.edu, Advising Center Manager with instructions to schedule advising appoint to register classes.

### Gateway EMS

<table>
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<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Peter Seltzer</td>
<td><a href="mailto:peter@gatewayems.com">peter@gatewayems.com</a>, 504-383-5767</td>
</tr>
</tbody>
</table>

- 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.

### LSMSA

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Melissa Hardaway</td>
<td>800-256-2854, <a href="mailto:virtualschool@lsmsa.edu">virtualschool@lsmsa.edu</a>, <a href="mailto:mhardaway@lsmsa.edu">mhardaway@lsmsa.edu</a></td>
</tr>
</tbody>
</table>

From the LSMSA Virtual School website, schools/districts will click on the “Register” button and complete a registration form for each student. Upon request, an EXCEL file will be provided for registration of multiple students. [www.online.lsmsa.edu](http://www.online.lsmsa.edu)

### MasteryPrep

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Jillian Musso</td>
<td>225-612-2143, <a href="mailto:jillian@masteryprep.com">jillian@masteryprep.com</a></td>
</tr>
<tr>
<td>David Odom</td>
<td>225-214-9745, <a href="mailto:dodom@masteryprep.com">dodom@masteryprep.com</a></td>
</tr>
<tr>
<td>Dustin Oubre</td>
<td>225-215-0093, <a href="mailto:dustin@masteryprep.com">dustin@masteryprep.com</a></td>
</tr>
<tr>
<td>Kyle Bailey</td>
<td>225-612-2141, <a href="mailto:kyle@masteryprep.com">kyle@masteryprep.com</a></td>
</tr>
</tbody>
</table>

- 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 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 chose course(s).

### My Virtual Academy

Jennifer Krautner  
800-297-2119 ext. 257  
[mailto:jenniferk@atsedu.net](mailto:jenniferk@atsedu.net)

Districts should send an email to [jennerk@myvirtualacademy.com](mailto:jennerk@myvirtualacademy.com) titled SCA Registration. 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.

[www.myvirtualacademy.com](http://www.myvirtualacademy.com)

### New Orleans Technical Education Provider (NOTEP)

Adam Bourne  
504-7151542  
[mailto:Adam.bourne@notep.net](mailto:Adam.bourne@notep.net)

- Schools will email the provider at [Adam.Bourne@notep.net](mailto:Adam.Bourne@notep.net) and request enrollment surveys and an enrollment template.
- Schools will have students complete the enrollment surveys which will help the school identify interested candidates.
- Once students have been selected, schools will fill out and return the enrollment template to [Adam.Bourne@notep.net](mailto:Adam.Bourne@notep.net) before the end of the current semester.
- Upon receipt of the enrollment template, schools will be provided with further instructions for the upcoming semester.

### NOVAC

Julia Berghammer-Villarreal  
Born Digital Youth Programs Manager  
[mailto:julia@novacvideo.org](mailto:julia@novacvideo.org)  
504-308-1420

Schools interested in partnering on programming in New Orleans and Baton Rouge should contact Julia Berghammer-Villarreal at [julia@novacvideo.org](mailto: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.

[www.novacvideo.org/borndigital](http://www.novacvideo.org/borndigital)

### Operation Spark

Mayukh Raychaudhuri  
985-803-8895  
[mailto:mayukh@operationspark.org](mailto:mayukh@operationspark.org)

Schools interested in partnering and individuals interested in our offerings should contact the Director of High School Programs at [mayukh@operationspark.org](mailto:mayukh@operationspark.org).

General program and course information can be found at our website, [www.operationspark.org](http://www.operationspark.org).

### Pelican Chapter, ABC

Kacie Blanchard  
225-448-3345  
[mailto:kblanchard@abcpelican.com](mailto:kblanchard@abcpelican.com)

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.

[www.abcpelican.org](http://www.abcpelican.org)

Kelly Carpenter  
225-448-3336  
[mailto:kcarpenter@abcpelican.com](mailto:kcarpenter@abcpelican.com)

Danielle Labbe’  
225-448-3338  
[mailto:dlabbe@abcpelican.com](mailto:dlabbe@abcpelican.com)
# Louisiana Believes

| Pelican Virtual School | Dr. Cecchini  
225-303-3971  
ccecchini@pelicanvirtualschool.com | 1. An authorized person from the school will contact Pelican Virtual School via email or by phone.  
2. A member from Pelican Virtual School will walk the school representative through the process of registering the students.  
3. Once the students are registered, a member of Pelican Virtual School will contact the school in order to confirm the number of students enrolled in the course. At this point, the member of Pelican Virtual School will provide the school representative with more details about the course structure (important dates, login information, daily routine, etc.)  

www.pelicanvirtualschool.com |
|-----------------------------|---|---|
| Pinnacle Learning Solutions, LLC | Grant Gerald  
985-515-6271  
PinnLearn@gmail.com | - 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.  

www.pinnlearn.com |
| Prepworks | Ashley Tremblay  
305-361-2400  
atremblay@prepworks.com | - Contact Prepworks at support@prepworks.com to enroll your students  
- Upon receipt, we will send an enrollment form to the assigned school contact.  
- We will enroll students within 48 hours of receiving the enrollment file.  

www.prepworks.com |
| Princeton Review | Shalendra Stevens  
Account Manager  
Direct 225-500-0545  
Office 225-349-7120  
[Shalendra.stevens@review.com](mailto:Shalendra.stevens@review.com)  
Stephanie Delcambre  
Office 615-788-9665  
[Stephanie.Delcambre@review.com](mailto:Stephanie.Delcambre@review.com)  
Tanya Walker  
Direct 404-434-7477  
[Tanya.walker@review.com](mailto:Tanya.walker@review.com) |
|--------------------------------------------------|
| • Contact The Princeton Review account manager to schedule courses for your school.  
• Before courses can be scheduled, school 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 student roster BEFORE Princeton Review can open a course section 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.**  
• ***Students enrolled in Princeton Review courses MUST exactly match the students reported to SCA via the SCA online registration system.*** |
| Proximity Learning, Inc. | Myken Caviness  
512-695-6861  
[mcaviness@proxlearn.com](mailto:mcaviness@proxlearn.com)  
Charlotte Ogburn  
662-816-0300  
[cogburn@proxlearn.com](mailto:cogburn@proxlearn.com) |
|--------------------------------------------------|
| • Contact Myken Caviness or Charlotte Ogburn to schedule your enrollments  
• Once you have reached out to them, they will send you an enrollment template to complete  
• Once you complete the requested information and return this, they will get the student(s) set up in the course to get started  
• All login information and login steps will be sent back to the school to give the student to begin the course |
<table>
<thead>
<tr>
<th>School</th>
<th>Contact Information</th>
<th>Enrollment Process</th>
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<tbody>
<tr>
<td>South Arkansas Community College</td>
<td>Tim Johnson 870-864-8416 <a href="mailto:TRJohnson@southark.edu">TRJohnson@southark.edu</a></td>
<td>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. <a href="http://www.southark.edu">www.southark.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ray Winiecki 870-864-7110 <a href="mailto:Rwiniecki@southark.edu">Rwiniecki@southark.edu</a></td>
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<tr>
<td></td>
<td>Dean Inman 870-864-7142 <a href="mailto:Dinman@southark.edu">Dinman@southark.edu</a></td>
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<tr>
<td>St. Agatha Career Center</td>
<td>Aleshia Butler 504-245-7227 <a href="mailto:butler_madison@yahoo.com">butler_madison@yahoo.com</a></td>
<td>Prospective students/school districts may go online to apply or call to schedule an appointment. In person inquiries are also acceptable. <a href="http://www.sacsila.com">www.sacsila.com</a></td>
</tr>
<tr>
<td>St. James Parish Schools</td>
<td>Temple Poche’ Joann Reulet Becky Louque 225-258-4558</td>
<td>You can call at 225-258-4558 to request the form to add a student/course or go to website <a href="http://www.stjames.k12.la.us/academics/virtual_academy">http://www.stjames.k12.la.us/academics/virtual_academy</a> to get 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 form is filled out, then you can email <a href="mailto:virtual@stjames.k12.la.us">virtual@stjames.k12.la.us</a> or mail to St. James Parish School Board, Attn: Virtual Academy, Post Office 338, Lutcher, LA 70071. Please call at 225-258-4558 to verify that form(s) was received. Also please contact us after a week to verify everything is set up properly. <a href="http://www.stjames.k12.la.us/academics/virtual_academy">www.stjames.k12.la.us/academics/virtual_academy</a></td>
</tr>
<tr>
<td>Sylvan Learning Center</td>
<td>Christy Sharon 337-232-7323 <a href="mailto:christysharon@sylvanacadiana.com">christysharon@sylvanacadiana.com</a></td>
<td>Schools should contact Sylvan Learning regarding registration of students. Sylvan will provide each school or district with an Excel file to populate with student enrollment data. This file can be uploaded or emailed to Sylvan for registration. Sylvan will work directly with a representative from the school to confirm registration data and enrollment.</td>
</tr>
<tr>
<td>University of Holy Cross</td>
<td>Meredith Reed 504-398-2236 <a href="mailto:mreed@uhcno.edu">mreed@uhcno.edu</a></td>
<td>1. To register students, first fill out the <a href="https://www.uhcno.edu/registration/apply">UHC Application</a> and receive confirmation of acceptance; 2. Once confirmed, contact Ms. Meredith Reed (<a href="mailto:mreed@uhcno.edu">mreed@uhcno.edu</a> or 504-398-2236) to make course selections and arrange for the student to pick up a Welcome Packet; 3. Course materials will be available for pickup on or before the first day of class in the Center for Teaching and Learning at the University of Holy Cross.</td>
</tr>
<tr>
<td>Program</td>
<td>Contact Information</td>
<td>Details</td>
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| Youth Challenge Program (YCP) | 1-800-CAMP-KID 318-641-5803 ycp.recruiting@la.gov | - 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](http://www.langycp.com) |
| Youth Education Services (YES!) | Jasmyn Dyer 225-366-9346 yesincla@gmail.com | - 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) [www.youthedservices.org](http://www.youthedservices.org) |
| Youth Empowerment Project (YEP) | Jessica Irving-Marin 504-658-9225 jirving@youthempowermentproject.org | - To enroll in Full Day Pilot Program (HiSET + Intensive Mentoring+ Career Readiness), contact Jessica Irving-Marin at jirving@youthempowermentproject.org.  
- To enroll in Career Readiness, contact Brice White at bwhite@youthempowermentproject.org. |