



Louisiana Believes

Course Choice
funded via
Supplemental Course Allocation

Registration Procedures 2020-2021

updated 8/17/20

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. 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	Lauren Anzalone lauren.anzalone@acadian.com	Email Lauren Anzalone at lauren.anzalone@acadian.com for registration information
Ayers Career College	Torris Ferguson 318-868-3000 Ext 232 torris.ferguson@ayers.edu Donnita Davis 318-868-3000 ext 226 ddavis@ayers.edu	Go to https://acc.edu20.org/ <ol style="list-style-type: none"> 1. Click on High School Students in upper right hand corner 2. Click on Register for courses in upper/middle left hand corner 3. Complete the registration form. https://coursechoice.ayers.edu
Bard Early College	Ana Maria Caldwell acaldwell@bec.bard.edu 504-439-0122 Jessie Morgan-Owens jmorgano@bard.edu 504-439-0122	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

Louisiana Believes

<p>Cambridge Educational Services</p>	<p>Carol Ford, LA Choice Project Director 601-588-6667 Cford@CambridgeEd.com</p> <p>David Fickett, Vice President 847-299-2930 ext. 234 Fickett@CambridgeEd.com</p> <p>David Waldherr 847-774-7661 Waldherr@CambridgeEd.com</p>	<p>Call Carrol at 601-588-6667 or email CFord@CambridgeEd.com to discuss program options for the 2020-2021 school year.</p> <p>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.</p> <p>www.MyCambridgeEd.com</p> <p>Materials will be customized to all subjects, individual subject (English, math, reading, and/or science), and/or coupled with college success.</p>
<p>Career Campus</p>	<p>Debi Crabtree 423-521-2796 (Office) info@villagevirtual.com</p>	<ul style="list-style-type: none"> • Go to 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>
<p>East Baton Rouge Career and Technical Education Center</p>	<p>Summer Dann 225-412-1663 ldann@ebschools.org</p> <p>Daphne Hughes-Alex 225-412-1663 Dahughes-alex@ebschools.org</p> <p>Chad Aucoin 225-412-1663 caucoin@ebschools.org</p>	<p>Contact EBR CTEC at caucoin@ebschools.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.</p>

Louisiana Believes

Edgenuity	<p>Lance Bertola Director of Operations, Instructional Services 801-631-2488 Lance.bertola@edgenuity.com</p>	<p>Schools wishing to register students will do so using Edgenuity's online enrollment portal.</p> <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. • Edgenuity 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.edgenuity.com</p>
Edmentum, Inc.	<p>Rick Perkins Rick.Perkins@Edmentum.com</p> <p>Tennille Dain Tennille.dain@edmentum.com</p> <p>Shane Dennison Shane.Dennison@Edmentum.com</p>	<ul style="list-style-type: none"> • School e-mails 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. <p>www.edmentum.com</p>
Educational Bedrock	<p>Rachel Iheanacho EducationalBedrock@gmail.com</p>	<p>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 enrollment process."</p>
Educational Solutions Corp. Power by K-12	<p>Rikki Black 318-348-6239 rikki@edsolcorp.com</p> <p>Lauren Bone 410-299-0519 lbone@getfuled.com</p>	<p>The schools will contact Rikki Black 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.</p>
eLearning K12 Curriculum LLC	<p>Celeste Robichaux 985-447-5994 cell 985-860-8288 crobichaux@elearningk12.com</p>	<p>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> <p>www.elearningk12.com</p>

Louisiana Believes

<p>Franciscan Missionaries of Our Lady University</p>	<p>Christy Sevier Director of Admission 225-768-1700 Christy.Sevier@FranU.edu</p> <p>Kimberly Abadie Manager of Advising Center 225-768-1700 Kimberly.Abadie@FranU.edu</p>	<p>Visit our website at www.FranU.edu and click <i>Apply</i> on the home screen. 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 Kimberly.Abadie@FranU.edu, Advising Center Manager with instructions to schedule advising appoint to register classes.</p>
<p>Gateway EMS</p>	<p>Director Peter Seltzer peter@gatewayems.com 504-383-5767</p>	<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.
<p>Global Geospatial Institute</p>	<p>Fran Harvey, GISP fharvey@gginstitute.org 225-393-1091</p>	<p>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.</p>
<p>Louisiana College</p>	<p>Rene Medler, Admissions Office Rene.Medler@lacollege.edu 318-487-7259</p> <p>Jennifer Parish, Admissions Jennifer.Parish@lacollege.edu 318-487-7259</p>	<p>To apply for admissions instructions email: Admissions@lacollege.edu</p> <p>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.</p>

Louisiana Believes

LSMSA	<p>Melissa Hardaway 318-357-2523 virtualschool@lsmsa.edu mhardaway@lsmsa.edu</p>	<p>Schools contact Melissa Hardaway to obtain an enrollment form at mhardaway@lsmsa.edu. Once the form is completed and returned, students will be enrolled within 48 hours.</p> <p>www.online.lsmsa.edu</p>
MasteryPrep	<p>Jillian Musso 225-612-2143 jillian@masteryprep.com</p> <p>David Odom 225-214-9745 dodom@masteryprep.com</p> <p>Dustin Oubre 225-215-0093 dustin@masteryprep.com</p> <p>Kyle Bailey 225-612-2141 kyle@masteryprep.com</p> <p>Trey Truitt 225-214-9756 trey@masterprep.com</p>	<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	<p>Jennifer Krautner 800-297-2119 ext. 257 jenniferk@atsedu.net</p>	<p>Districts should send an email to jenniferk@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.</p> <p>www.myvirtualacademy.com</p>
New Orleans Career Center (NOCC)	<p>Carlin Jacobs (225) 302-0553 carlin@nolacc.org</p>	<p>Contact NOCC by emailing carlin@nolacc.org or call (225) 302-0553 to begin the enrollment process.</p>

<p>New Orleans Technical Education Provider (NOTEPE)</p>	<p>Adam Bourne 504-7151542 Adam.bourne@notep.net</p>	<ul style="list-style-type: none"> • Schools will email the provider at 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 before the end of the current semester. • Upon receipt of the enrollment template, schools will be provided with further instructions for the upcoming semester.
<p>NOVAC</p>	<p>Julia Berghammer-Villarreal Born Digital Youth Programs Manager julia@novacvideo.org 504-308-1420</p>	<p>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> <p>www.novacvideo.org/borndigital</p>
<p>OneGoal</p>	<p>Chantelle George chantelle.george@onegoalgraduation.org 337-257-7576</p>	<p>School or School System Leaders that are interested in offering the OneGoal course should contact Chantelle George at chantelle.george@onegoalgraduation.org or cell at 337-257-7576.</p> <p>OneGoal completes a series of meetings with interested school/school system leaders prior to students being able to register for the course.</p>
<p>Operation Spark</p>	<p>Mayukh Raychaudhuri 985-803-8895 mayukh@operationspark.org</p>	<p>Schools interested in partnering and individuals interested in our offerings should contact the Director of High School Programs at mayukh@operationspark.org.</p> <p>General program and course information can be found at our website, www.operationspark.org.</p>

Louisiana Believes

<p>Pelican Chapter, ABC</p>	<p>Kacie Blanchard 225-448-3345 kblanchard@abcpelican.com</p> <p>Kelly Carpenter 225-448-3336 kcarpenter@abcpelican.com</p> <p>Danielle Labbe' 225-448-3338 dlabbe@abcpelican.com</p>	<p>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> <p>www.abcpelican.org</p>
<p>Pelican Virtual School</p>	<p>Dr. Cecchini 225-303-3971 ccecchini@pelicanvirtualschool.com</p>	<ol style="list-style-type: none"> 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.) <p>www.pelicanvirtualschool.com</p>
<p>Pinnacle Learning Solutions, LLC</p>	<p>Grant Gerald 985-515-6271 PinnLearn@gmail.com</p>	<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>

<p>Princeton Review</p>	<p>Shalendra Stevens Account Manager Direct 225-500-0545 Office 225-349-7120 Shalendra.stevens@review.com</p> <p>Tanya Walker Direct 404-434-7477 Tanya.walker@review.com</p>	<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. ● ***Students enrolled in Princeton Review courses MUST exactly match the students reported to SCA via the SCA online registration system. <p>www.princetonreview.com</p>
<p>Proximity Learning, Inc.</p>	<p>Myken Caviness 512-695-6861 mcaviness@proxlearn.com</p> <p>Elizabeth Jacobsen 800-524-8570 extension 807 ejacobsen@proxlearn.com</p>	<ul style="list-style-type: none"> ● 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 <p>www.proxlearn.com</p>

Louisiana Believes

Quest Testing Services	Molly Gilliam questtestingservices@gmail.com	To register students, schools will contact Quest Testing Services via email at questtestingservices@gmail.com , Quest will then send the school's counselor or academic coach an Excel spreadsheet that will need to be completed and emailed back to Quest. Each section will need to have a minimum of 22 students. Students will need to have completed Geometry before being enrolled in the course.
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	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. www.southark.edu
Spark Mindset, Inc.	Lawrence Wagner lawrence@sparkmindset.com (720)507-8986	<ul style="list-style-type: none"> ● Go to https://www.sparkmindset.com/ ● Click on the school button ● Fill out the form ● Someone from Spark Mindset will give you a call to begin the registration process <p>There is a minimum of 10 students and a maximum of 20 students per class.</p>
St. Agatha Career Center	Aleshia Butler 504-245-7227 butler_madison@yahoo.com	Prospective students/school districts may go online to apply or call to schedule an appointment. In person inquiries are also acceptable. www.sacsla.com
St. James Parish Schools	Temple Poche' Joann Reulet Becky Louque 225-258-4558	You can call at 225-258-4558 to request the form to add a student/course or go to website http://www.stjames.k12.la.us/academics/virtual_academy 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 virtual@sjpsb.org 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. www.stjames.k12.la.us/academics/virtual_academy

Louisiana Believes

Sylvan Learning Center	Christy Sharon 337-232-7323 christysharon@sylvanacadiana.com	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.
University of Holy Cross	Meredith Reed 504-398-2236 mreed@uhcno.edu	<ol style="list-style-type: none"> 1. Submit a UHC Application for admission online. 2. 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; 3. Once admission is confirmed, contact Ms. Meredith Reed (mreed@uhcno.edu or 504-398-2236) to make course selections. 4. Once registered, order textbooks through UHC's online portal."
Upper Iowa University	Lindsay Dillon 337-537-4465 dillonl39@uiu.edu	Schools will contact Lindsay Dillon to obtain an application at dillonl39@uiu.edu or LADualEnrollment@uiu.edu . Once the application is completed by the counselor and student, the student will be enrolled in the course.
Youth Challenge Program (YCP)	1-800-CAMP-KID 318-641-5803 ycp.recruiting@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. <p>For more information and to schedule an interview, contact the recruiting office or visit the website: www.langycp.com</p>
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>