

# DUAL ENROLLMENT COURSE REQUEST

This document must be completed and signed by LDCC before any action is taken.

Submit request to Lyndsey Best at [Lyndseybest@ladelta.edu](mailto:Lyndseybest@ladelta.edu) or by fax - 318-345-9002



\_\_\_\_\_

Date Semester High School Name

\_\_\_\_\_

Name/Title Phone Email address

**Course Request:** *(Use separate sheet if needed)*

Place check in column if applicable

Course Name	HS Instructor Name*	Day & Time of Class	Number of Students	Instructor to be provided by LDCC (minimum of 15 students)	Online Course Delivery

**\*All instructors must be approved by LA Delta Community College (LDCC) prior to the beginning of the semester.**

**Prospective instructors will:**

- Submit unofficial transcripts AND contact information form immediately
- Complete an online application for employment at [Delta Community College Employment Application](#)
- Provide official transcripts to support Master’s Degree + 18 in subject; Request e-script delivery to [lyndseybest@ladelta.edu](mailto:lyndseybest@ladelta.edu) or the appropriate division dean or by mail to Human Resources at 7500 Millhaven Rd., Monroe, LA 71203 (graduate degree not required for remedial and some technical courses)
- Provide proof of credential or certification for technical courses.
- Submit and obtain approval of instructor’s syllabus or revise the syllabus to meet Delta’s requirements
- Provide additional information requested by LDCC, including HR employment packet.

Course Requested

Course Approved

\_\_\_\_\_

High School representative Date

\_\_\_\_\_

LDCC representative Date

# CONTACT INFORMATION

Dual-Enrollment Instructors

New or Prospective

Returning/Previously credentialed

Full Legal Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone

\_\_\_\_\_

Cell

Office

Home

Email

\_\_\_\_\_

Personal

Office

Delta Email Address

\_\_\_\_\_

Employed by

\_\_\_\_\_

Kindly return this form by email or fax to:

**Lyndsey Best**

Dual Enrollment Coordinator

**Louisiana Delta Community**

**College** 7500 Millhaven Rd.

Monroe, LA 71203

Email: [lyndseybest@ladelta.edu](mailto:lyndseybest@ladelta.edu)

Office 318-345-9167

Fax 318-345-9002