

SCHOLAR REGISTRATION PROCESS



- Student creates an account on the Scholar enrollment website at <https://laroche.dualenroll.com>.
- Student confirms account via email or text sent from noreply@dualenroll.com.
- Student logs in to the account, completes the application screens, chooses course(s), and selects “register” for each.
- If student already has an account, they should log in to their existing account to confirm application data remains correct, then select and register for courses. Students **should not** create a new or duplicate account.
- La Roche University receives the student application data.
- Students without existing records are assigned a La Roche student ID number.
- The LRU student ID number is sent back to the DualEnroll.com account, linking the account and registration(s) to the student’s LRU record.
- The Scholar partner high school teacher or program liaison is prompted to approve student’s course registration(s), confirm eligibility and current enrollment in the aligned high school course(s), and provide the student’s current grade point average (GPA).
- The parent/guardian is prompted via email to provide consent for the student’s enrollment in the Scholar Program and payment of tuition by e-check or credit card.
- Completed registration data is received for processing.
- The student’s La Roche University academic record is updated to reflect enrollment in the course(s).
- A status file is returned to DualEnroll.com to update the registration status to “complete,” and final confirmation of official enrollment notifications are sent to the student and parent.