



COLLEGE OF ARTS & SCIENCES  
**LAMAR UNIVERSITY**™

## ***Process for Enrollment***

### *Apply/Reapply*

- *New students must apply through [applytexas.org](http://applytexas.org)*
- *Students who sat out one long semester (Spring or Fall) must reapply through [applytexas.org](http://applytexas.org)*
- *NO application fee for dual credit students*

### *Admissions Documents*

- *All admissions documents must be official (signed, stamped, sealed) and be sent to the University via mail or the TReX system (for high school use).*
  - o *Admissions mailing address*  
*Lamar University Admission*  
*Attn: Dual Credit*  
*P.O. Box 10017*  
*Beaumont, TX 77710*
- *Test scores not included on a student's high school transcript must come directly from the testing center which administers the test (e.g. SAT – College Board transcript).*

### *Course Registration Request Form*

- *I must have a new course registration request form each semester for every student planning to take courses with us. This form must be complete and should be faxed or emailed to me as soon as possible. (Incomplete forms will be returned for completion and may delay enrollment).*

### *Billing*

- *Once a student is enrolled in a course, their bill will be available for payment online or through our campus Cashier's office. **Students** will be emailed with reminders about their account, and I will also contact counselors asking them to pass information along to parents if necessary.*
- *Students who are dropped for non-payment will have to undergo a re-enrollment process and will have to pay full tuition immediately upon re-enrollment.*
- *Schools that cover their students' tuition can contact me, and I will direct them to the appropriate Lamar representative for an invoice.*