

TOPS QUESTIONS AND ANSWERS

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TOPS QUESTIONS AND ANSWERS

“ACT” AND “SAT” TEST

Q-1. What is the minimum ACT for 2007 high school graduates and does the score change every year?

A. The ACT qualifying scores for 2007 are:

TOPS-Tech – 17
TOPS Opportunity – 20
TOPS Performance - 23
TOPS Honors - 27

The minimum qualifying score for the **Opportunity Award** is determined annually based on the state's average composite ACT score reported for the prior year (the average for last year was 20.1). The TOPS statute provides that the required score is calculated by rounding the state's average composite ACT score reported for the prior year to the nearest whole number. The minimum score may never be less than 20 and is currently 20.

Q-2. What is the minimum ACT for 2007 high school graduates to qualify for the alternate Performance Award?

A. The Alternate Performance Award ended with 2006 high school graduates.

Q-3. What is the minimum ACT for students completing a BESE approved home study program for 2007?

A. The ACT qualifying scores for home study students for 2007 are:

TOPS Tech – 19
TOPS Opportunity – 22
TOPS Performance – 25*
TOPS Honors – 29*

* Students who complete a BESE approved home study program are not eligible for the Performance and Honors awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity on behalf of a Louisiana sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

Q-4. What is the minimum ACT for 2007 graduates of out-of state and out-of-country high schools*?

A. The ACT qualifying scores for these 2007 graduates, who must qualify under alternate eligibility criteria for 2007, are:

TOPS-Tech – 20
TOPS Opportunity – 23
TOPS Performance – 26*
TOPS Honors – 30*

Students who graduate from out-of-country high schools are not eligible for TOPS Performance and TOPS Honors awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity

on behalf of a Louisiana sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

Q-5. What is the deadline for taking the ACT/SAT?

A. A qualifying score must be achieved on or before the ACT national test date in April in the academic year a student graduates from high school. Students who have not previously achieved a qualifying score may qualify after the ACT national test date in April in the academic year a student graduates from high school, but prior to July 1, by using May and/or June test scores, including scores from a special ACT or SAT, but their period of eligibility for the award will be reduced by one semester or two quarters. Only a student who has not qualified for any TOPS Award or has qualified for the TOPS-Tech Award can qualify for a higher award using a score achieved after the national ACT test date in April and before July 1. If the qualifying award is achieved during this period, the award will be reduced by one semester or two quarters.

Q-6. Will a score from a special ACT or SAT taken after the official April test date but before July 1 be accepted?

A. Yes. Students may use a first time qualifying score achieved on a special ACT or SAT test after the official April test date and before the July 1 deadline, but the May and/or June test scores will result in their eligibility for the award being reduced by one semester or two quarters.

Q-7. Is any type of ACT or SAT test acceptable?

A. No. The student must take an official National, International, Military, Arranged, or Special ACT test or the SAT I test.

Q-8. How does the new ACT essay component impact TOPS eligibility?

A. The essay portion of the ACT test does not impact the ACT composite score, and therefore will not affect TOPS eligibility. However, some colleges and universities require the essay. Check with your admission's office.

Q-9. Is the SAT Essay test considered in the conversion of the SAT score to an ACT score for TOPS eligibility?

A. No. The essay portion of the SAT is not considered for TOPS eligibility.

Q-10. How is the ACT score reported to LOSFA?

A. LOSFA has an agreement with ACT, Inc. that requires ACT, Inc. to electronically report to LOSFA all ACT test scores for students who included the TOPS report code of "1595" in the list of institutions to receive the test scores when registering for the ACT.

Out-of-state students must either include the TOPS report code of "1595" in the list of institutions to receive the test scores or mail a copy of their ACT scores to LOSFA.

We do not recommend that the student pay to send a MAILGRAM. We can verify the student's ACT score and test date without a fee or delay to the student.

Q-11. Will LOSFA waive ACT scores for a child with ADD or ADHD?

A. No. The minimum ACT score is established by the TOPS statute and cannot be waived. The student may apply to ACT, Inc. for special testing conditions, but must take the test no later than the deadline.

Q-12. A student who took the ACT listed the incorrect ACT high school code or the incorrect year of

graduation, or graduated from a different high school than the one attended when they took the ACT test that resulted in the highest score. What does the student do to correct this?

- A. High school codes for in-state high school graduates will be provided through the State Department of Education's Student Transcript System (STS), and therefore, do not have to be corrected on the ACT report. LOSFA will send a letter to the out-of-state/country, military and home study students requesting that they update incorrect codes by either contacting LOSFA or by returning the requested information to LOSFA.

Q-13. Can an SAT score be used in place of an ACT score, and if so, what is the minimum qualifying score?

- A. Yes. The minimum SAT scores to qualify for the TOPS awards are:
Tech Award – 810
Opportunity Award – 940
Performance Award – 1060
Honors Award – 1210

Q-14. What are the SAT test deadlines?

- A. The SAT test deadlines are the same as the test deadlines for the ACT, which is April in the academic year the student graduates from high school, or May and June with a one semester (or two quarters) reduction in eligibility for the award.

Q-15. How do students substitute a SAT score?

- A. To substitute a SAT score, the student must take the test no later than the ACT test deadline (April in the year of high school graduation or achieve a qualifying score for the first time from a May and/or June test, which reduces the student's eligibility for the award by one semester or two quarters) and must direct the College Board to electronically report the score to LOSFA within 45 days of the date the test is taken or send a copy of the student's SAT test report to LOSFA. LOSFA will use a conversion table to determine the ACT equivalent of the SAT score. See Question 13 above.

When registering for the SAT, students must indicate the Louisiana Tuition Opportunity Program for Students as a recipient of the score by entering code "9019" as one of the institutions to receive a score report.

Q-16. If a student that has qualified for a TOPS-Tech Award takes the June ACT or SAT, can he or she increase the level of the TOPS award?

- A. Yes. A student who earlier qualified for a TOPS-Tech Award may qualify for a higher award based on the ACT or SAT score achieved. Because the test is taken after the April national ACT test date, the student's eligibility for the award will be reduced by one semester or two quarters.

Q-17. If a student has an ACT score that will qualify him for a TOPS Opportunity or Performance Award and takes the ACT or the SAT after the official April ACT test date, can his award be upgraded?

- A. No. A student who has already qualified for a TOPS Opportunity or Performance Award cannot upgrade the award based on a score achieved after the national April ACT test date. Only a student who has not qualified for any TOPS Award or who has qualified for the TOPS-Tech Award can qualify for a higher award using a score achieved after the national ACT test date in April and before July 1 and the student's eligibility for the award will be reduced by one semester or two quarters.

APPLICATION PROCESS

Q-18. What is the application for TOPS?

- A. Beginning with 2004 high school graduates, to apply for a TOPS scholarship, students must submit one of the following:
1. Students must complete the Free Application for Federal Student Aid (FAFSA) unless they can demonstrate that they do not qualify for federal grant aid (Pell Grant). We recommend that all students submit the FAFSA.
 2. Students who can demonstrate that they do not qualify for federal grant aid may submit the TOPS On-Line Application on the LOSFA website (<https://osfantweb.osfa.state.la.us/TOPSPort.nsf/>). The On-Line Application will require students to certify that they do not qualify for federal grant aid, and to certify their citizenship, residency and criminal conviction status.

Those students who apply for TOPS by submitting the On-Line Application will be the **first to lose** their award in the event of a budget shortfall.

Q-19. What is the deadline for applying for TOPS?

- A. Applications must be received by July 1, 2007 for 2007 high school graduates who wish to receive TOPS funding for the 2007-2008 college academic year.

2007 high school graduates whose application is received from July 2, 2007 through July 1, 2008 will be eligible to receive a full eight semesters (or 12 quarters) of TOPS funding beginning with the 2008-2009 academic year.

2007 high school graduates whose application is received from July 2, 2008 to August 30, 2008 will be eligible to receive seven semesters of TOPS funding beginning with the 2008-2009 academic year.

2007 high school graduates whose application is received from August 31, 2008 to October 29, 2008 will be eligible to receive six semesters of TOPS funding beginning the 2008-2009 academic year.

2007 high school graduates whose application is received after October 29, 2008 will not be considered.

2006 high school graduates who were enrolled as full-time students in an eligible institution during the 2006-2007 academic year and whose initial application for TOPS was received between October 31, 2006, and July 1, 2007, are eligible to receive a full eight semesters of TOPS beginning with the 2007-2008 academic year if they met the TOPS continuation requirements.

2006 high school graduates who were enrolled as full-time students in an eligible institution during the 2006-2007 academic year and whose initial application for TOPS was received between July 2, 2007 and August 31, 2007, will be eligible to receive seven semesters of TOPS funding beginning the 2007-2008 academic year, if they met the TOPS continuation requirements.

2006 high school graduates who were enrolled as full-time students in an eligible institution during the 2006-2007 academic year and whose initial application for TOPS was received between July 2, 2007 and October 30, 2007, will be eligible to receive six semesters of TOPS funding beginning the 2007-2008 academic year, if they met the TOPS continuation requirements.

Q-20. Is there a different deadline to file a FAFSA for a high school graduate who first enrolls as a full time student in an out-of state college?

- A. Yes. If the student otherwise meets the TOPS requirements, the deadline for receipt of the FAFSA is July 1 immediately following the academic year the student enrolls in an eligible Louisiana college. See Questions 43, 140, 141 and 146 for eligibility requirements for students who attend out-of-state colleges.

For example, a 2007 high school graduate enrolls for the first time as a full time student at an accredited out-of-state college for the fall semester of 2007 and then enrolls as a full time student at an eligible Louisiana college for the spring semester of 2008. The student's deadline would be July 1, 2008.

Q-21. Is there a different deadline to file a FAFSA for a high school graduate who joins the U.S. Armed Forces and enters on active duty within one year of graduation?

- A. Yes. The FAFSA deadline for a high school graduate who enters on active duty with the U.S. Armed Forces within one year of graduation and before enrolling as a full-time college student is one year from the date the student is separated from active duty.
Note that a military member must enroll as a first-time, full-time student no later than the semester or term immediately following the five year anniversary of graduation from high school or within one year of the date of separation, whichever is earlier.

Q-22. What happens if a military member fails to apply by the deadline?

- A. If the federal processor receives the FAFSA or the student completes the On-Line Application within 120 days of the deadline for military members, the student will be eligible for a TOPS Award reduced by one or two semesters of eligibility. If the FAFSA or On-Line Application is late from one to 60 days, the student will lose one semester of eligibility. If the FAFSA or On-Line Application is 61 to 120 days late, the student will lose two semesters of eligibility.

If the FAFSA or On-Line Application is 121 or more days late, the student will lose all eligibility.

Q-23. Is there a certain year FAFSA that a student must file? If so, how do students know that they are completing the correct year FAFSA?

- A. Yes. Students should complete the FAFSA for the academic year they will enroll as first-time freshmen.

For example: For a 2007 graduate beginning college in the 2007-2008 academic year, he should complete the 2007-2008 FAFSA. For a 2007 graduate beginning college in the fall of the 2008-2009 academic year, he should complete the 2008-2009 FAFSA.

Q-24. Is the FAFSA the only form a student needs to fill out to apply for TOPS?

- A. Yes, in most cases. Certain applicants may be required to submit other documentation, such as high school and college transcripts, a residency affidavit, or citizenship documentation, etc.

Q-25. A student's parents have told her that they cannot complete their taxes by the state deadline for TOPS of July 1 and they are applying by completing the FAFSA. What should she do?

- A. There is a question on the FAFSA that permits the student to report whether her parents have filed or will file a federal tax return. If the student's parents indicate that they will file a return, they should complete the income questions based on their best estimate using W-2 forms, year-end accounting reports, or other income reports.

Q-26. Who is eligible to file an On-Line Application?

- A. Eligibility to file the On-Line Application is limited to students who can demonstrate that they do not qualify for federal grant aid because of their family's financial condition. Parents and students should be aware that students who file an On-Line Application will be the first eliminated from the TOPS program in the event the legislature does not appropriate sufficient funds to pay the awards to all eligible students and will not be considered for any federal financial aid program, including Pell and other federal grants, student loans and the college work study program.

Q-27. Must a student reapply for TOPS after each semester or once a year?

- A. A student must file a FAFSA or a renewal FAFSA to be received by the final deadline of July 1, or the next business day if July 1 falls on a weekend, immediately after each academic year unless the student can demonstrate that he does not qualify for federal grant aid because of his family's financial condition. Students who can demonstrate that they do not qualify for federal grant aid because of their family's financial condition are not required to submit a renewal FAFSA nor are they required to resubmit the On-Line Certification; however, in the event of a budgetary shortfall, students who do not file a complete FAFSA will be the first denied a TOPS award. There is no grace period after the July 1 deadline for a renewal student to file a FAFSA or renewal FAFSA.

Note: A correction can be made to a FAFSA at anytime. Corrections do not change the original application receipt date.

Q-28. How is LOSFA able to determine which high school a student attended if the FAFSA does not have a section for this information to be conveyed?

- A. For students graduating from a BESE approved public or non-public high school, the high school attended will be reported to LOSFA by the Louisiana Department of Education through its Student Transcript System (STS).

For students graduating from an out-of-state or out-of-country high school or completing a BESE approved home study program, this fact is reported by the student on his or her ACT or SAT registration form. These students may receive a letter requesting additional information to begin the TOPS eligibility process.

Q-29. If a student submitted his/her paper Free Application for Federal Student Aid, sent the information by UPS overnight delivery and has the receipt that it was delivered by July 1, but the federal application receipt date is July 3, what should the student do?

- A. The student should submit to LOSFA a copy of the proof of mailing along with a written explanation of the above circumstances. We encourage students to obtain and retain proof of mailing if the electronic application is not used. The TOPS rules limit proof of mailing to:
1. A certificate of mailing, registered, certified, certified/return receipt requested, priority or overnight mail receipt from the United States Postal Service, or other authorized mail carriers such as United Parcel Service and Federal Express, which is dated prior to the state's final deadline.
 2. The Student Aid Report (SAR) or the Institutional Student Information Report (ISIR), produced by the federal processor, shows that the original application was received by the state's final deadline.
 3. The federal processor provides verbal or written verification to LASFAC that the original application was received by the state's final deadline.
 4. A printed copy of the electronic receipt for a FAFSA filed on the Web shows that the original application was received by the final deadline.
 5. A printed copy of the electronic receipt for an On-Line Application shows that the original application was received by the final deadline.
 6. The LOSFA's On-Line Application submission confirmation code corresponds to a LOSFA database transaction by the final deadline.

No other form of verification, including notarized or certified statements, will be accepted as proof of compliance with the deadline requirement.

Q-30. If a student submitted a FAFSA via Internet but the federal processor has no record of the application, what documentation can the student use as proof of compliance?

- A. The student should keep the following documentation as evidence of having filed the FAFSA electronically:
1. A printed copy of the FAFSA that was transmitted showing a date of entry prior to the state's final deadline; or
 2. A printed copy of the confirmation showing the FAFSA was received, having a date of entry prior to the state's final deadline; or
 3. Confirmation from the federal processor that the application was received by the state's final deadline.
 4. Correspondence from the federal processor confirming that electronic problems/issues prevented processing.

Q-31. Is there a fee charged with or associated with filing the FAFSA?

- A. No, federal law prohibits the charging of a fee to file the FAFSA (FREE Application for Federal Student Aid). Students are encouraged to file the FAFSA directly to the federal processor through the Internet (www.fafsa.ed.gov) or submit the paper form directly to the federal processor.

The web sites that do charge fees for filing the FAFSA are not associated with the federal government and filing a FAFSA through them may result in delays processing the FAFSA and unnecessary expenses.

Check carefully to ensure that you are using the correct web site before entering your personal and family data.

AWARD AMOUNTS

Q-32. How much does TOPS pay to pursue an academic undergraduate degree?

- A. For enrollment in a Louisiana public postsecondary institution, TOPS pays an amount equal to the tuition and mandatory fees in effect on January 1, 1998, plus any additional tuition and fees after that date authorized by the legislature to be paid by TOPS. Fees that are not paid by TOPS include: the Technology Fee authorized by Act 1450 of the 1997 legislative session, the Academic Excellence Fees, various Facilities and Use Fees and the Operational Fees added by Act 788 of the 2004 legislative session, and any other fees added by the institution that are not authorized by the legislature to be paid by TOPS.

For enrollment in a regionally accredited independent college or university (non-public) in Louisiana that is a member of the Louisiana Association of Independent Colleges and Universities, the amount paid is the weighted average of the amount paid at public institutions and is calculated by dividing the total dollar value of awards (excluding award stipends) made under TOPS in the prior academic year to students attending public colleges and universities that offer baccalaureate degrees by the total number of students that received the awards.

Q-33. What is the value of a TOPS award?

- A. It depends on the college attended and the award made to the student. The total value of a TOPS Honors Award for attendance at LSU in Baton Rouge for four years, based on the tuition for the 2006-2007 academic year, would be \$16,512. Current year tuition amounts are listed by institution on the student's award letter.

Q-34. Will TOPS pay for summer school?

- A. TOPS will pay for college summer school for students pursuing academic degrees only under the following circumstances:
- the summer session is required in the student's degree program for graduation and the student enrolled for at least the minimum number of hours required for the degree program, or
 - the student can complete his or her program's graduation requirements in the summer session, or
 - the course(s) taken during the summer session is required for graduation in the program in which the student is enrolled and is only offered during the summer session, or
 - the summer session is conducted for a nonacademic program in which the student is enrolled.

Students pursuing nonacademic (technical) certificates or diplomas or degrees should read the TOPS Tech Section.

Note: An award made for summer school expends one semester of eligibility.

Q-35. How many semesters does a TOPS award cover?

- A. Unless the TOPS award is reduced by one or two semesters because the student's application was submitted after the deadline, students may receive TOPS Awards for no more than eight (8) semesters or twelve (12) quarters. In exceptional circumstances, such as permanent disability or active duty service in the U.S. Armed Forces or during the 2005-06 Academic Year student who cannot enroll full time due to the effects of Katrina or Rita, TOPS students may be granted authority to attend part time, but the total award may not exceed the equivalent of eight (8) semesters or twelve (12) quarters.

Q-36. Will TOPS pay to pursue a second undergraduate degree?

- A. No. Students who successfully complete an undergraduate degree and who have remaining TOPS eligibility cannot use the remaining eligibility to pursue a second undergraduate degree.

Q-37. Will TOPS pay for graduate or professional school?

- A. Yes. TOPS eligible students, who have successfully completed an undergraduate degree without having exhausted all 8 semesters or 12 quarters of eligibility, may receive the period of eligibility remaining if they enroll in an eligible graduate or professional school no later than the fall semester following the one year anniversary of completion of their undergraduate degrees and have met the requirements for continuation of their awards.

For students who have not yet been awarded a baccalaureate degree, but who have enrolled in a public professional school; i.e.: veterinary, pharmacy, etc., the amount is the weighted average of the amount paid at public institutions and is equal to the tuition charged by the school or by the highest cost public school for pursuit of a baccalaureate degree, whichever is less.

For students who have not yet been awarded a baccalaureate degree, but who have enrolled in a private professional school, the amount is calculated by dividing the total dollar value of awards (excluding award stipends) made under TOPS in the prior academic year to students attending public colleges and universities, by the total number of students that received the awards (weighted average).

Q-38. How does the college get the money for a TOPS award?

- A. By statute, TOPS awards are paid directly to the college or university. Institutions submit payment requests to LOSFA for students who are enrolled full time on the 15th class day. Funds are sent

directly to the institutions either electronically or with a paper check.

Q-39. When are TOPS funds disbursed to the institutions?

- A. Institutions are not allowed to invoice for tuition until after the 14th class day (semester schools) or the 9th class day (term or quarter schools). Payment is made after receipt and processing of the invoice, normally within 10 days.

Q-40. How does the university get the TOPS money to the student (both tuition and stipend)?

- A. This varies from institution to institution. Students should contact the bursar or the financial aid officer at his or her school. Normally, the award is applied to charges owed the institution and the balance, if any, will be remitted to the student.

Q-41. Can TOPS be used in conjunction with other types of scholarships?

- A. Yes. A student can be awarded scholarships, other financial aid and TOPS up to the cost of attendance for the college or university attended. Cost of attendance is determined by each college and university based on federal guidelines and can include tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students) and allowances for books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses. After amounts owed to the college or university are deducted, the remainder is remitted to the student.

If the total of the scholarships, federal aid and TOPS Award exceed the cost of attendance, loans (if applicable) will be reduced first followed by the TOPS Award, by that amount over the cost of attendance. If the TOPS Award is reduced or eliminated, the semester or term will be counted toward the maximum semesters or terms allowed.

Q-42. Can a student with TOPS Opportunity, Performance or Honors Award use his award to enroll in an occupational, skill or technical (nonacademic) program?

- A. Yes. See the Section entitled TOPS-Tech Award for additional information.

Q-43. Can a student who attended an out-of-state postsecondary institution be eligible for TOPS?

- A. Yes. A high school graduate of 2002 and thereafter, who enrolled for the first-time as a full-time student no later than the semester immediately following the first anniversary of his graduation from high school in an out-of-state postsecondary institution accredited by a regional accrediting organization recognized by the USDE and thereafter returns to Louisiana and enrolls as a full-time student in an eligible college or university, may be eligible for TOPS. The student must have met all the requirements for an award at the time of graduation from high school and while enrolled in an out-of-state college or university, met the requirements for continuation of the award. If the student failed to enroll full-time, maintain continuous enrollment, or earn 24 hours during the academic year due to circumstances beyond the immediate control of the student, he may apply for an exception to the requirement. A form to request an exception with instructions describing the various circumstances that qualify for an exception and the documentation required can be found on the LOSFA website (www.osfa.state.la.us) or obtained directly from LOSFA.

To apply for a TOPS Award, the student must:

1. Submit a FAFSA or, if the student can demonstrate that he or she does not qualify for federal grant aid (Pell Grant) and does not want any other federal aid such as student loans, an On-Line Application no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution; and

2. Submit TOPS form TOPS0006 - TOPS Supplemental Data Form (for use by students returning from out of state institutions) no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution with copies of the out-of-state transcript(s). The form is available on the LOSFA Website.

The student must enroll no later than the next semester or term, excluding summer sessions and intersessions, immediately following the last semester that he was enrolled in the out-of-state college or university, unless granted an exception for cause.

The TOPS period of eligibility will be reduced by each semester that the student was enrolled in the out-of-state college or university.

AWARD LETTERS

Q-44. Is there a schedule set up for the mail out of award letters?

- A. A student cannot be determined eligible until LOSFA has evaluated and confirmed the student's graduation date, ACT/SAT score, residency, citizenship, high school academic credentials transmitted by the State Department of Education's Student Transcript System (STS) and the application for federal grant aid (FAFSA) or On-Line Application.

Eligibility programs are run weekly (Thursday nights) beginning in May. Award letters are sent out immediately. For graduates of 2006, the first awards were made on May 19, 2006. The eligibility programs will continue to run through the year, but the majority of the students receive their notice of award by August.

Award letters for home study completers, non-graduates, and graduates of out-of-state and out-of-country high schools will be mailed as soon as the information required for processing has been received and a determination of eligibility is made. Timing of these award letters will also be dependent on receipt of certifications from the Louisiana Department of Education, out-of-state and out-of-country high schools and/or the education departments of other states.

Q-45. What do I have to do to receive my TOPS award?

- A. Enclosed with the Award Letter is a statement of the "*Award Recipient's Rights and Responsibilities.*" The statement explains that the student has been determined eligible for a TOPS award, and provides instructions regarding the TOPS enrollment requirements, which the student must meet, before the award is paid. Students are personally responsible for complying with these requirements.

AWARD PAYMENT AND RENEWAL

Q-46. Do I need to apply for TOPS every year?

- A. Students are strongly encouraged to reapply annually for TOPS by completing the FAFSA or renewal FAFSA. Students must complete the FAFSA annually if they qualify for federal grant aid. In the event of a budget shortfall, students who do not reapply by submitting a FAFSA or Renewal FAFSA will be the first to lose their TOPS award. Students who are receiving other forms of financial aid must submit the FAFSA or Renewal FAFSA each year to continue receiving aid.

Q-47. When do I need to reapply for TOPS?

- A. The deadline for TOPS renewal is July 1.

Q-48. What happens if I miss the July 1 renewal deadline?

A. Your TOPS award will be eligible for renewal if you met the continuation requirements. However, if there is a budget shortfall, your award will not be funded.

Q-49. I just received my fee bill. Why is my TOPS Opportunity award not paying for all of my tuition?

A. A TOPS Opportunity award provides an amount equal to tuition at a Louisiana public institution. This amount includes the basic tuition and fees, which were in effect in January 1998. The amount does not include technology fees, academic excellence fees, energy surcharges, parking fees, room and board, or any other fee imposed by the school after January 1998, which has not been approved by the Legislature. Some schools include these fees in the tuition amount on their fee bill.

Students who are attending a private institution, which is a member of the Louisiana Association of Independent Colleges and Universities will receive an amount equal to the weighted average of public school tuition paid for the previous academic year.

Q-50. How many hours must I earn to renew my scholarship?

A. TOPS recipients must earn (pass) 24 hours each academic year to retain their TOPS award. Failure to earn 24 hours will result in permanent cancellation of the award unless the student is granted an exception for cause.

Q-51. Do my Advanced Placement hours count toward the 24 hours required for the academic year for TOPS renewal?

A. No. Advanced Placement hours were earned in high school so they do not count toward the 24 hours required for TOPS renewal.

Q-52. Do hours earned in summer school or intersession count toward the 24 hours required for the academic year for TOPS renewal?

A. No. The college academic year for TOPS includes the fall and spring semesters or the fall, winter and spring quarters only. Summer school and intersession hours do not count toward the hours required for the academic year unless the student is enrolled in a technical program.

Q-53. My college does not give credit for remedial hours. Do remedial hours count toward the 24 hours required for the academic year for TOPS renewal?

A. Yes. Remedial hours taken during the academic year do count toward the 24 hours required.

Q-54. What GPA do I need to renew my Opportunity Award?

- A.
- You must maintain Steady Academic Progress (cumulative 2.0 GPA on a 4.0 scale) at the end of every semester, term or session for which grades are reported. If you do not maintain a 2.0, your award will be suspended for failure to maintain Steady Academic Progress.
 - In addition, your Cumulative Grade Point Average (Cum GPA) will be calculated on all coursework you have attempted, even repeated courses, at the end of each academic year (spring semester or quarter). Your Cum GPA is calculated by LOSFA based on academic reports received from all schools that you have attended, and it could differ from the Cum GPA calculated by the school you currently attend.
 - You must meet the Cum GPA requirement at the end of each spring semester or term in order to maintain your award. Depending on the hours completed, you must maintain the following Cum GPA:

TOPS OPPORTUNITY AWARD	2.30	with less than 48 completed hours
.....	2.50	after the completion of 48 hours
TOPS PERFORMANCE/HONORS AWARD.....	3.00	

- If you have been awarded the TOPS Performance or Honors award and you have less than a 3.0 Cum GPA at the end of any Academic Year, your award will be changed to Opportunity for the remaining period of eligibility and you will not receive the stipend that goes with the award. Once a stipend is lost, it cannot be regained.
- You must achieve the Cum GPA required for the Opportunity Award at the end of the Spring semester, or your TOPS Award will be suspended until you have regained academic standing and have achieved the required Cum GPA.
- If you do not achieve the required Cum GPA within two years, your award will be canceled.
- If you are enrolled in a technical program, you must have a 2.5 Cum GPA at the end of the spring semester or your award will be suspended, and if you do not achieve the required Cum GPA within one year, your award will be permanently canceled.
- Note that if you have earned hours in both an academic program and a technical program, your grades from each program remain separate for purposes of calculating your Cum GPA. For example, if you have a 3.2 on 12 hours in a technical program and a 2.8 on 12 hours an academic program, your Cum GPA will not be 3.0. It will be 3.2 in the technical program and 2.8 in the academic program.

Q-55. I had a 1.95 GPA at the end of the fall semester. Why was my award suspended for the spring semester if the GPA is only checked at the end of the spring semester?

- A. TOPS award recipients must maintain Steady Academic Progress, which is measured by achieving a minimum cumulative GPA of 2.00 at the end of each semester/quarter. Failure to maintain Steady Academic Progress results in suspension of the award.

Q-56. What does it mean when my award is suspended?

- A. Opportunity, Performance or Honors award recipients whose awards have been suspended for GPA or Steady Academic Progress have up to 2 years to achieve the appropriate minimum GPA to have their award reinstated.

Students whose awards are suspended are not eligible for TOPS payment during the period of suspension, but must meet the continuation requirements to qualify for reinstatement.

Upon reinstatement, students are eligible for semesters of remaining TOPS eligibility.

Q-57. I had a 2.29 cumulative GPA at the end of the spring semester. Why is my Opportunity award suspended?

- A. A cumulative GPA of at least 2.30 is required for renewal of an Opportunity award for a student with 24 or more earned credit hours and less than 48 credit hours. A cumulative GPA of 2.29 is less than the required GPA. There is no rounding up of a cumulative GPA for TOPS.

Q-58. What is the cumulative GPA required for continuation of my Performance or Honors Award?

- A. A cumulative GPA of at least 3.00 is required for continuation of a Performance or Honors Award.

Q-59. What happens if I do not have at least a 3.00 cumulative GPA for continuation of my Performance or Honors Award?

- A. Performance or Honors award recipients who do not maintain the minimum 3.00 cumulative GPA required for renewal but do have a cumulative GPA that is required to renew an Opportunity Award will be reduced to an Opportunity Award. Once a student's award has been reduced to the Opportunity award, the student's Performance or Honors award may not be reinstated and the student is no longer eligible to receive stipends. If the cumulative GPA is below the minimum required to renew an Opportunity Award, the student's award will be reduced to the Opportunity award and the award will be suspended. See Questions 55-57 regarding suspension of awards.

Q-60. My award was suspended for GPA, but my friend's award was cancelled for failing to earn 24 hours. What is the difference between suspension and cancellation?

- A. When a TOPS award is suspended for GPA or Steady Academic Progress, students have an opportunity to have their award reinstated once they have re-attained the minimum required cumulative GPA provided the period of ineligibility does not exceed two years (one year for the TOPS-Tech Award or a student using an Opportunity, Performance, or Honors Award to pursue a technical program).

Cancellation of an award due to hours is permanent unless a student is granted an exception. Students must apply for an exception within 6 months of the award cancellation date. If the exception is approved, it is still possible for the student to be placed on suspension for GPA or Steady Academic Progress.

Q-61. How will I know if my TOPS award has been renewed?

- A. Students should check their renewal status by creating an account on the TOPS Portal at www.osfa.state.la.us. LOSFA will not send TOPS award renewal letters.

Q-62. Will TOPS pay for me to attend summer school?

- A. TOPS will only pay for summer school for students enrolled in a **Qualified Summer Session**. A Qualified Summer Session is one which the student's institution certifies that:
- The summer session is required by the student's degree program for graduation, or
 - The student will graduate in the summer session, or
 - The courses taken during the summer session are required by the student's degree program and are only offered during the summer session, or
 - The student is enrolled in a technical program.

TOPS payment for a Qualified Summer Session will expend one semester of TOPS eligibility. Performance and Honors award recipients will receive their stipends during a Qualified Summer Session.

Credit hours earned during a Qualified Summer Session are not counted toward the 24 hours required for TOPS retention unless the student is enrolled in a technical program.

Q-63. I enrolled for the first-time as a full-time student at an out-of-state school. Can I come back to Louisiana and receive a TOPS award?

- A. Yes. Students who enroll as a first-time full-time freshman at an out-of-state institution may return to Louisiana and be eligible for a TOPS award if they have met the all following conditions:
- Must meet all the eligibility requirements for a TOPS award, and
 - Must have first enrolled in the out-of-state institution no later than the first fall following the first anniversary of high school graduation, and
 - Must have met all program continuation requirements that would have applied had the student been enrolled in an eligible in-state institution, and
 - Must submit the TOPS Supplemental Data form with required documentation so that it is received no later than July 1 following the academic year in which the student returns to Louisiana, and
 - If the student has not previously submitted a FAFSA, must submit a FAFSA so that it is received no later than July 1 following the academic year in which the student returns to Louisiana.

The TOPS Supplemental Data form can be downloaded from www.osfa.state.la.us.

If the student fails to enroll for the first-time as a full-time student by the deadline, or to continue to

enroll full-time, or to maintain continuous enrollment, or if the student fails to earn at least 24 hours each academic year, and if the reason for such failure was beyond the student's immediate control, he/she may apply for an exception. The Request for Exception form can be downloaded from www.osfa.state.la.us.

TOPS eligibility will be reduced by the number of semesters the student was enrolled full-time out-of-state.

Q-64. If I enroll at an out-of-state college AFTER my first year of receiving TOPS, can I return to Louisiana and still receive my TOPS award in the future?

A. No. Once a student voluntarily breaks continuous enrollment at an eligible Louisiana institution, he/she forfeits any remaining TOPS eligibility.

Q-65. I just completed my 4 year enlistment in the Army. Can I receive a TOPS award?

A. Yes, if you:

1. Joined the Armed Forces and were on active duty within one year of high school graduation. You must enroll in an eligible institution by the first fall following the fifth anniversary of high school graduation. To be eligible, the student must have received an honorable discharge or a general discharge under honorable conditions and must submit the FAFSA or the TOPS online application so that it is received no later than one year of separation from active duty. OR
2. Are a 2003 or later graduate who first enrolls as a full-time student in an eligible Louisiana institution and then voluntarily enlists and enters on active duty as a member of the regular United States Armed Forces during a National Emergency declared by the President of the United States or when the United States is engaged in armed conflict. You must request an exception no later than six months from the date of the letter notifying you of the cancellation of your TOPS award.

Q-66. I was just notified that I am being called to active duty during the current semester. What happens to my TOPS award?

A. Students who are called to active duty must request an exception as soon as possible, but no later than six months from the date of the letter of the cancellation of their TOPS award. If TOPS has already paid for the semester during which the student is called to active duty, the student will not be charged as a semester used of TOPS.

If the student is on suspension for grades at the time he/she is called to active duty, the period of suspension will be extended by the length of time he/she is on active duty.

Q-67. I have been offered an opportunity to go on a CO-OP/Internship for the upcoming academic year. What happens to my TOPS award?

A. A CO-OP may be considered an exceptional educational opportunity, if so certified by the student's academic dean. An exception for an exceptional educational opportunity may be granted for up to two semesters or the required program length

Q-68. I am a nursing student and I will be in clinicals next semester. Do I still have to take 12 hours for the semester to be full-time?

A- For students who are in a program such as clinicals for which the college considers less than 12 hours to be full-time status, the student may enroll in the number of hours required by the program. These students are considered program full-time and will not be required to earn 24 hours for the academic year.

Q-69. How many semesters will my TOPS award pay?

- A. Unless the TOPS award is reduced by one or two semesters because the student's application was submitted after the deadline, the Opportunity, Performance and Honors awards are paid for up to 8 semesters or 12 quarters. Tech awards are paid for up to two years.

With the exception of students ordered to active duty during a semester, once a semester of the TOPS award is paid, it counts toward the student's total award, even if the student is not able to complete the semester. This is true even if the student receives an exception for the semester.

Q-70. Are there any exceptions to the maximum number of semesters allowed for TOPS?

- A. Yes. Students who are granted an exception based on a permanent disability and students on active duty in the U.S. Armed Forces may enroll on a part time basis. The total TOPS payments may not exceed the equivalent of eight semesters of payments of the full TOPS award. See the Permanent Disability Section below.

Q-71. I completed my bachelor's degree in less than 8 semesters. Do I lose the remaining semesters of my TOPS award?

- A. An Opportunity, Performance or Honors award recipient who successfully completes an academic undergraduate degree in less than 8 semesters or 12 quarters of award benefits, may receive their award for any remaining semesters or quarters of eligibility for graduate or professional study.

Q-72. How much will my TOPS award pay for graduate school?

- A. TOPS will pay the amount of tuition charged for the graduate study OR the amount charged for undergraduate full-time enrollment at the highest cost public institution (LSU-BR), whichever is less. Performance and Honors award recipients will receive their stipends while in graduate school.

BOARD OF REGENTS SCHOLAR CERTIFICATE OF RECOGNITION

Q-73. Some of our students have received notice that they will receive the Board of Regents Certificate of Recognition. Since the requirements for eligibility for the certificate include completion of the TOPS core curriculum, does this mean that these students are qualified for a TOPS Award?

- A. No. Eligibility for a TOPS Award can only be determined by LOSFA using the certification procedures and standards established in the TOPS statute and rules.

CITIZENSHIP REQUIREMENT

Q-74. When a person is not a U.S. citizen, are they eligible for TOPS?

- A. Students graduating in 2003 and thereafter must either be US citizens or permanent residents as defined by the United States Citizenship and Immigration Services.

Q-75. What documentation can an applicant provide to LOSFA for verification of permanent residency status or citizenship?

- A. Students who are permanent residents may provide one of the following:
1. A copy of the Permanent Resident Card - Form I-551, or

2. Application for Naturalization and/or Certificate of Naturalization, or
4. A foreign passport page indicating initial admission as a permanent resident, or
5. A re-entry permit indicating permanent residency.

Students who have obtained United States citizenship may provide one of the following:

1. A Certificate of Citizenship, or
2. A U.S. passport.

Students who believe they are permanent residents or citizens and who do not have one of the listed documents should contact LOSFA.

Q-76. Are there any exceptions or circumstances that would allow a waiver of the citizenship or permanent resident status requirement?

- A. While there are no exceptions, the Commission recognizes that the process for applying for permanent resident status is often delayed and can very be very time consuming. For these reasons, the Commission has authorized LOSFA to consider the circumstances of students who are eligible to apply for permanent residency and who do so well before they graduate from high school. These students should contact LOSFA.

Q-77. We have a foreign student who has an H-4 visa. Will this student be eligible for a TOPS award?

- A. No. This is a visa for a spouse or child of a nonimmigrant temporary worker who has a H-1, H-2 or H-3 visa. This student is not a permanent resident.

Q-78. We have a foreign student who has an F-1 visa. Will this student be eligible for a TOPS award?

- A. No. This is a visa for a student who seeks to study in the United States. To qualify for this visa, a student must maintain a permanent residence abroad, which the student has no intention of giving up.

CORE CURRICULUM

Q-79. If a high school does not offer a core course, can it be waived?

- A. No, the ability to waive a core curriculum course expired with the graduating class of 2003.

Starting with the 2003-04 high school academic year, students are required to complete all core curriculum requirements. If the school does not offer a course, other arrangements such as correspondence, tele-learning, or college credit, must be made to acquire the course before graduation if the student wants to qualify for a TOPS award. These classes must be listed on the student's official high school transcript at the time of graduation to be considered for TOPS. Beginning with 2003 graduates, all Louisiana high school academic data is submitted using the Louisiana Department of Education's (LDE) Student Transcript System. See –the Student Transcript System Section below.

Q-80. Is a student who graduates from an out-of-state or an out-of-country high school required to meet the TOPS core curriculum requirements to be eligible for a TOPS Award?

- A. Students who graduate from out-of-state or out-of country high schools* are NOT required to meet the core curriculum requirements to qualify for a TOPS Award. However, the student must have an ACT (SAT) score of at least 20 for TOPS Tech and at least a 23 for Opportunity, 26 for Performance and 30 for Honors.

* Students who graduate from out-of-country high schools are not eligible for the TOPS Performance and Honors Awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity on behalf of a Louisiana sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

Q-81. A student did not take French I, but took French II and French III. Can these two classes be used to meet the Foreign Language requirement?

A. Yes. The TOPS statute only requires two (2) units in the same language.

Q-82. We have students taking American Sign Language. Can these courses be counted as core curriculum foreign language courses?

A. Yes, beginning with 2005 graduates. The LDE did add American Sign Language to the Secondary Programs of Study in the Louisiana Handbook for School Administrators (Louisiana Department of Education Bulletin 741) and has added course listings for American Sign Language I (123456) and American Sign Language II (123457). The only approved course is American Sign Language.

Note that LDE does not consider courses currently designated as “Signing” or “Sign Language” to include all the necessary components of American Sign Language so these courses are not acceptable as substitutes.

Q-83. Can a student be eligible for TOPS if she graduated early and could only take Business English instead of English IV?

A. No. The student would not be eligible for TOPS Opportunity, Performance or Honors because the TOPS statute requires English IV. However, the student may be eligible for the TOPS Tech Award.

Q-84. Some of the TOPS core curriculum courses permit the substitution of an elective from among the other subjects listed in the core curriculum. What courses does this include for 2007 graduates?

A. See TOPS Core Curriculum Tables (Supplement A) for a complete list of courses that may be substituted for Fine Arts Survey or the one-half unit of Computer Science, Computer Literacy, or Business Computer Applications.

Q-85. If a student has passed a proficiency test for a foreign language, can the unit be used for completion of the core curriculum foreign language requirement?

A. Yes. If the high school credits the foreign language unit obtained through proficiency testing on the official transcript, it may be used for the core curriculum.

Q-86. Can an extra foreign language be used to substitute for either the required unit of Fine Arts Survey or one half unit of Computer Science?

A. Yes. An extra foreign language (third in the same language or in a second foreign language) may substitute for either the required unit of Fine Arts Survey or the one half unit of Computer Science.

Q-87. If a student completes one unit of civics and ½ unit of free enterprise in high school, can the student use the extra half unit of civics as a substitute for the ½ unit of computer literacy?

A. Yes.

Q-88. A student earned a half unit of Fine Arts Survey and a half unit of Environmental Science that

is not needed to meet his other core curriculum requirements. Can he use the half credit of Environmental Science to complete his Fine Arts Survey requirement?

- A. No. The student must earn a whole unit of Environmental Science to substitute for the Fine Arts Survey requirement.

Q-89. A student in my high school has taken college courses for credit. May these be considered as part of the core curriculum for TOPS purposes?

- A. Yes. College level courses taken in the classroom, on-line, or by correspondence may be used to qualify for TOPS provided that they are determined by the high school to be equivalent courses and are credited on the student's official high school transcript, using the correct Department of Education course code and transmitted to LOSFA by the Student Transcript System.

College level courses taken in an early admissions program must be reported on the forms required by the Louisiana Department of Education. See the section on "Early College Admission Programs" for additional information.

Q-90. We have a student who grew up in China and speaks fluent Chinese, but is just now learning English. Can the English courses count as the foreign language, and if not, can the fact that he speaks Chinese count?

- A. No. English is not considered a foreign language. The English courses are part of the core curriculum. The foreign language courses must be taken and passed during high school. By itself, the fact that he speaks Chinese does not count toward the core curriculum foreign language requirement; however, if the student passes a proficiency test in Chinese and it is credited on the official transcript as entered in STS, it may be used to satisfy the foreign language requirement.

Q-91. Who should be contacted to get approval for courses taught at a high school that may be equivalent to courses in the TOPS core?

- A. The school's local governing school board (or equivalent authority for private schools) must submit a request to LOSFA. The course must be listed in the Secondary Programs of Study in the Louisiana Handbook for School Administrators (LDE Bulletin 741). The request should include the course syllabus and sufficient information to support the request. BESE and the Board of Regents will determine if the course is equivalent. If BESE and the Board of Regents concur that the course is equivalent to a course in the core curriculum, a proposed rule will be submitted to the Louisiana Student Financial Assistance Commission for initiation of rulemaking to authorize the course as an equivalent.

Q-92. Can Integrated Mathematics I, II and III substitute for TOPS core curriculum courses?

- A. All three courses, Integrated Mathematics I, II and III substitute for Algebra I, Algebra II and Geometry. Separately, the courses substitute as Integrated Mathematics I for Algebra I, Integrated Mathematics II for Algebra II and Integrated Mathematics III for Geometry.

Q-93. What are the BESE approved statewide computer related courses for TOPS?

- A. The BESE approved statewide computer related courses for students graduating in 2006 or later, are as follows:
- Advanced Technical Drafting (½ or 1 credit)
 - Business Computer Applications (½ or 1 credit)
 - Computer Applications or Computer/Technology Applications (½ or 1 credit)
 - Computer Architecture (½ or 1 credit)

Computer Electronics I (½ or 1 credit)
 Computer Electronics II (1/2 or 1 credit)
 Computer/Technology Literacy (½ or 1 credit)
 Computer Science I (½ or 1 credit)
 Computer Science II (½ or 1 credit)
 Computer Systems and Networking I (½ or 1 credit)
 Computer Systems and Networking II (½ or 1 credit)
 Desktop Publishing (½ or 1 credit)
 Digital Graphics & Animation (½ credit)
 Multimedia Productions or Multimedia Presentations (½ or 1 credit)
 Technology Education Computer Applications (½ or 1 credit)
 Telecommunications (½ credit)
 Web Mastering or Web Design (½ credit)
 Word Processing (½ or 1 credit)
 Independent Study in Technology Applications (½ or 1 credit)
 Introduction to Business Computer Applications (1/2 or 1 credit)

Q-94. Can a student earn ½ unit in four different performance courses in music, dance or theater to complete the 2 full units of performance courses required as a substitute for Fine Arts Survey?

A. Yes. Beginning with the graduating class of 2003 a student may use four ½ unit performance or four ½ unit visual arts, or four ½ unit studio arts courses to substitute for Fine Arts Survey.

Note: The ½ units must be in the same program type (performance, studio or visual arts). For example, two ½ unit performance art courses may not be combined with two ½ unit studio arts courses.

Q-95. Which graduating class will be the first affected by the increase from ½ to 1½ units of Computer Science?

A. None. Act 472 of the 2004 legislative session rescinded the 2003 legislation that added an additional unit of Computer Science. Students will only be required to complete ½ unit of Computer Science.

Q-96. How many core units must a student earn to complete the core curriculum for the TOPS Opportunity, Performance or Honors awards?

A. Currently, students must earn 16.5 core units.

Beginning with graduates of 2008 and thereafter, students will be required to complete 17.5 units. The additional unit must be selected from among the following math subjects: Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Mathematics I, Advanced Mathematics II, Integrated Mathematics III or the following science subjects: Biology II, Chemistry II, Physics or Physics II.

Q-97. Can a student substitute a core curriculum elective for the Computer Science requirement?

A. Yes. Act 472 of the 2004 legislative session rescinded the 2003 legislation that deleted substitution of a core curriculum elective for the computer requirement starting with students graduating in 2008. Students will be allowed to substitute a core curriculum elective for the computer requirement.

Q-98. Can a student substitute Agriscience I & II for the advanced science requirement?

A. Yes. Beginning with the graduating class of 2008, Agriscience I & II (two units) will be added to the list of advanced science subjects (See TOPS Category: 07 in Supplement A) in the core curriculum for the Opportunity, Performance and Honors awards. These units may not be used to meet the

additional math or science requirement.

For the TOPS Tech award, the provision is retroactive to 1999 graduates.

Q-99. If a student substitutes a core course for the computer science category, can they use ½ unit of the core course or must it be a full unit?

- A. A full unit course is substituted as ½ unit. If the TOPS core requires a full unit of a course, the student must complete a full unit of the course for it to be used as a substitute for the ½ unit of computer science. If the unit course is earned at a school that grades on an annual basis, the course's annual grade will be used. If the unit course is earned at a school that grades on a semester basis, the average of the two semester grades in the course will be used.

Q-100. Is Keyboarding approved as a computer science course for TOPS?

- A. Keyboarding must be approved by BESE for use as a TOPS computer substitute on a district wide basis. Submission for approval to BESE must be made by the district office for public high schools and by the governing board for non-public high schools.

For schools that have requested and received approval of Keyboarding for previous academic years, the course must have been re-submitted and approved for use in the 2003-2004 academic year and beyond or the course is no longer a valid substitution.

CUMULATIVE HIGH SCHOOL GRADE POINT AVERAGE FOR TOPS

General

Q-101. Who is responsible for calculating the TOPS High School Cumulative Grade Point Average ?

- A. The final TOPS Cumulative High School Grade Point Average is calculated by the Louisiana Department of Education using data from the student's official transcript transmitted through the Student Transcript System (STS) by each Local Education Authority (LEA) (for public high schools) or by the high school (for non-public high schools).

Q-102. How is the TOPS Cumulative High School Grade Point Average calculated?

- A. The student's TOPS Cumulative High School Grade Point Average is calculated on a 4.00 scale using the grades for the courses that were used to satisfy the 16.5 units of required core curriculum courses (17.0 or 19.0 units for the TOPS Tech Award). For those high schools that utilize other than a 4.00 scale, all grade values will be converted to a 4.00 scale utilizing the following formula:

$$\frac{\text{Grade Points Awarded for the Course}}{\text{Maximum Grade Points Possible for the Course}} = \frac{X (\text{Converted Grade Points})}{4.00 (\text{Maximum Scale})}$$

For schools awarding a maximum of 5 points for honors courses, the formula would be used to convert the honors course grade of "C" (which assumes that a "C" would be equal to 3.00 points in the 5.00 grading system) as shown in the following example.

$$\frac{3.00}{5.00} = \frac{X}{4.00}$$

By cross multiplying, $5X = 12$; $X = 2.40$

Q-103. What happens if a student has taken more than 16.5 units of core courses?

- A. If a student has earned more than 16.5 units of courses that are included in the core curriculum, the TOPS Cumulative High School Grade Point Average will be calculated using the courses with the

highest grades that satisfy the required core curriculum.

For example, if a student has taken more than one Advanced Mathematics course, either of which would satisfy the core curriculum requirement, the TOPS Cumulative High School Grade Point Average will be calculated using only the math course in which the student has received the highest grade.

Q-104. What happens if a student has taken the same course more than once?

- A. In the event a student takes the same core course more than one time, the TOPS Cumulative High School Grade Point Average will be calculated using the highest grade earned in the course. Example: for a student who earns an “F” in Algebra I and a “B” by repeating the course, the “B” would be used in calculating the TOPS Cumulative High School Grade Point Average.

Q-105. We have students who have earned credit for core courses on a Pass/Fail basis. How do we treat these courses in the grade point average calculation?

- A. For TOPS purposes, the Pass/Fail is not assigned a value and is not included in the calculation of the TOPS Cumulative High School Grade Point Average. A core course that is completed as a “pass” is not included in the grade point calculation in any way. Failed courses cannot be used to complete the core curriculum.

A Pass/Fail core course that is passed is used in counting the number of units needed to satisfy the core curriculum requirement.

Q-106. We have students who have earned credit for core courses by taking proficiency tests. How will these courses be included in the grade point average calculation?

- A. A core course that is earned through proficiency testing will not be included in the GPA calculation. The course may be used in counting the number of units needed to satisfy the core curriculum requirement.

Q-107. Why doesn't a student's TOPS Cumulative High School Grade Point Average agree with the GPA shown on their official transcript?

- A. Starting with 2003 high school graduates, the TOPS Cumulative High School Grade Point Average must be calculated using only the grades earned for courses that are used to satisfy the 16.5 units of required core courses. The official transcript overall cumulative GPA is based on all courses attempted. In addition, high schools may include failed courses that are repeated for a passing grade on the official transcript. These differences will generally result in a grade point average that is different than the grade point average computed for TOPS. In addition, some high schools use a grade point scale higher than a 4.0 for honors and advanced placement courses. This can result in grade point averages higher than a 4.0. For purposes of determining TOPS eligibility, all grades are converted to a 4.0 grade point scale.

Q-108. A student's TOPS Cumulative High School Grade Point Average grade point average is 2.499. Can his grade be rounded up to a 2.50?

- A. No. The statute requires that the student earn at least a 2.50 grade point average. A 2.499 average is less than 2.50 and may not be rounded up.

Q-109. A student failed a core course, took the class over, then made an A, and our parish policy states that the F is not transferred to the transcript. How will LOSFA calculate the TOPS Cumulative High School GPA for the student?

- A. The TOPS Cumulative High School Grade Point Average will be computed using the grades on

courses that are used to satisfy the 16.5 units in the required core curriculum. Courses that are failed cannot be used. The highest grade achieved for a course, regardless of the number of times the course is taken, will be used for the calculation. In this case, the student's "A" would be used. Previous questions and answers in this series provide complete information about calculating the grade point average.

Q-110. If a high school graduate makes a higher ACT score than 20, do they still need a 2.50 TOPS Cumulative High School Grade Point Average?

A. Yes. The TOPS statute requires a minimum TOPS Cumulative High School Grade Point Average of 2.50. This minimum cannot be waived.

Q-111. Is there any circumstance that a student could qualify for a TOPS Award without meeting the requirement to earn at least a TOPS Cumulative High School Grade Point Average of 2.50 on the courses used to satisfy the core curriculum?

A. Yes. Students who graduate from out-of-state high schools, out-of-country high schools or who complete approved home study programs do not have to meet the TOPS Cumulative High School Grade Point Average requirement nor the core curriculum requirement. However, out-of-state and out-of-country graduates must earn ACT scores that are at least 3 points higher than students who graduate from Louisiana high schools. Students who complete an approved home study program must earn an ACT score that is 2 points higher than students who graduate from Louisiana high schools.

In addition, students who do not graduate from high school and are determined eligible by meeting certain intelligence testing criteria are not required to complete the core or achieve a minimum TOPS Cumulative High School Grade Point Average. See Question 167.

Q-112. If a student makes a 3.00 in college, can they move up to a higher award level?

A. No. Students are awarded TOPS based on their academic performance in high school. Students must meet the TOPS requirements at the time of graduation from high school and once awarded, must meet certain academic standards in college to continue their awards.

Q-113. If a student did not have a TOPS Cumulative High School Grade Point Average of 2.50 when he graduated high school, can he get a higher GPA in college and receive TOPS then?

A. No. Students are awarded TOPS based on their academic performance in high school. Students must meet the TOPS requirements at the time of graduation from high school.

Q-114. Is there an exception for TOPS Cumulative High School Grade Point Average if a student with a disability or exceptionality is on a 504 plan or has an IEP on file?

A. No. The statute requires a minimum TOPS Cumulative High School Grade Point Average of 2.50. This requirement cannot be waived.

Q-115. Our high school computes its grades on a semester basis. How will the Department of Education calculate the TOPS Cumulative High School Grade Point Average(GPA)?

A. The TOPS Cumulative High School Grade Point Average for your school will be computed using the two semester grades for each course. High schools may report either a single annual grade for a course or two semester grades, depending on the school's procedure.

Q-116. Our high school computes its grades on an annual basis. How will the Department of Education calculate the TOPS Cumulative High School Grade Point Average?

- A. The TOPS Cumulative High School Grade Point Average for your school will be computed using the annual grade. High schools may report either a single annual grade for a course or two semester grades, depending on the school's procedure.

Q-117. If through the use of substitutions, such as two units of music for Fine Arts Survey or Algebra I Parts 1 and 2, a student uses greater than 16.5 units to meet the TOPS core curriculum requirement, will the TOPS Cumulative High School Grade Point Average calculation be based on 16.5 units or the actual number of units used to satisfy the core curriculum?

- A. In those cases where one unit is used to substitute for a half unit, the grade on the substitute unit will be used in the calculation. If more than one unit is used to substitute, the grades must be added together and divided by the number of grades. For example, if Algebra I, Parts 1 and 2, are used to substitute for Fine Arts Survey and the units are graded on an annual basis, the grades for each year for each unit will be added together and divided by two. If the units were graded on a semester basis, the grades for each semester for each unit will be added together and divided by four. The resulting grade will be used to determine the **TOPS Cumulative High School Grade Point Average**.

For example, for schools that grade on an annual basis, a student receives an "A" for the year on Algebra I, Part 1, and receives a "C" for the year on Algebra I, Part 2. The grades for each year will be added ($4+2=6$) and the sum is divided by two (2) resulting in a grade of 3.00, or "B."

For example, for schools that grade on a semester basis, a student receives an "A" for the first semester and a "B" for the second semester of Algebra I, Part 1, and receives a "C" for the first semester and an "A" for the second semester of Algebra I, Part 2. The grades for each semester will be added ($4+3+2+4=13$) and the sum is divided by four (4) resulting in a grade of 3.25.

In those cases where one unit substitutes for one half unit, the course grade will be used, if graded on an annual basis, or the average of the two semesters, if graded on a semester basis. For example, if Precalculus is graded on an annual basis and is used to substitute for Computer Literacy, then the annual grade for Precalculus will be used to calculate the TOPS Cumulative High School Grade Point Average. If Pre-calculus is graded on a semester basis and is used to substitute for Computer Literacy, then the average of the two semester grades for Precalculus will be used to calculate the TOPS Cumulative High School Grade Point Average.

Q-118. If a student has one unit of Civics and $\frac{1}{2}$ unit of Free Enterprise, how is the TOPS Cumulative High School Grade Point Average calculated?

- A. If a student has one (1) unit of Civics and $\frac{1}{2}$ unit of Free Enterprise at a school that grades on an annual basis, the Civics annual grade will be used and the grade for the one semester of Free Enterprise will be used.

If a student has one (1) unit of Civics and $\frac{1}{2}$ unit of Free Enterprise at a school that grades on a semester basis, the average of the two semester grades in Civics will be used and the semester grade for Free Enterprise will be used.

For example, at a school that grades on a semester basis, a student receives an "A" for the first semester and a "B" for the second semester of Civics. The "A" and "B" will be averaged ($4+3/2=3.50$) and the GPA will be computed using 3.50 for the Civics grade.

Q-119. If the student in the previous question did not earn the required half unit in the computer category, can he use the extra half unit of Civics to meet the requirement? If so, how will the course be used in the TOPS Cumulative High School Grade Point Average calculation.

- A. Yes.

If a student has one (1) unit of Civics and ½ unit of Free Enterprise at a school that grades on an annual basis, the Civics annual grade will be used.

If a student has one (1) unit of Civics and ½ unit of Free Enterprise at a school that grades on a semester basis, the average of the two semester grades in Civics will be used.

Q-120. A student takes French I and fails it. She decides that she will no longer pursue French as her foreign language choice. Instead, she completes Spanish I and II to meet her foreign language requirement for TOPS. Will the French grade have any bearing on the student's GPA for calculating TOPS Cumulative High School Grade Point Average based on core curriculum courses?

A. No. A course that is failed cannot be used to complete the TOPS core curriculum requirement and only the courses used to satisfy the 16.5 units of the required curriculum will be used in the TOPS Cumulative High School Grade Point Average calculation.

Q-121. If a student completes French I, II, III and IV, will the Department of Education take the two highest grades or would the grades have to be from consecutive courses?

A. The core requirement is to complete two courses in the same foreign language. The rules require the two highest grades in a category to be used. In this case, the two French courses with the highest grades would be used.

For example at a school that grades on an annual basis, a student receives:

“A” for French I

“C” for French II

“B” for French III

“D” for French IV

The grades for French I and French III would be used for this student.

For example at a school that grades on a semester basis, a student receives:

“A” for the first semester and “B” for the second semester of French I ($4+3=7/2=3.5$),

“C” for the first semester and “A” for the second semester of French II ($2+4=6/2=3.0$),

“B” for the first semester and “B” for the second semester of French III ($3+3=6/2=3.0$),

“A” for the first semester and “A” for the second semester of French IV ($4+4=8/2=4.0$),

The grades for French I and French IV would be used for this student.

Q-122. My school requires a minimum grade of a C in a foreign language in order to enroll in the next course level. How will the core GPA be calculated if the student has a D in Spanish I, a B in Spanish 1 and a B in Spanish 2?

A. The highest two grades will be used. In this case, the B in Spanish I and the B in Spanish II will be used.

Q-123. At our school, credits earned in the 8th grade, such as Algebra I, are recorded as “P” on the high school record. How will this be treated in the TOPS Cumulative High School Grade Point Average calculation? Will a grade point value be assigned to the P grade and the total grade points divided by 16.5? Or, will the total grade points be divided by 15.5?

A. The grade points will be divided by 15.5. If a course is graded on a pass/fail basis, the half unit or unit earned will not be included to calculate the TOPS Cumulative High School Grade Point Average, but passed courses will be used to satisfy the core curriculum requirements.

Q-124. If we offer semester electives in English IV, can we use the course names for the specific electives, or must they be recorded as English IV?

A. Students must complete English IV. There are no substitutes for English IV.

Q-125. A student takes Spanish I in semester 1 and earns ½ unit. The student is so proficient that he is advanced to Spanish II for the second semester and earns ½ unit in Spanish II, excelling again. In semesters three and four the student earns one full credit in Spanish III. Will this fulfill the foreign language requirement?

A. Yes.

Q-126. If a student takes ½ unit of Probability and Statistics and ½ unit of Advanced Math II, will this be accepted for the 1 unit of advanced math requirement?

A. Yes.

Fine Arts Survey

Q-127. If a student received a D in Fine Arts Survey and has a higher grade in an extra core elective such as World Geography, can you substitute the grade from the elective for the TOPS Cumulative High School Grade Point Average?

A. Yes. The rules require use of the highest grade in a category. If the student has completed performance arts, visual arts, studio arts or an extra core elective that has a higher grade than Fine Arts Survey, the grade for the substitute will be used to calculate the TOPS Cumulative High School Grade Point Average. If Fine Arts Survey is not taken, then the highest grade earned on eligible performance arts, visual arts or studio arts or an extra core elective will be used.

Q-128. If a student received a D in Fine Arts Survey and also has 2 units of Studio Art with an A in one unit and a B in one unit, which do you use to calculate the TOPS Cumulative High School Grade Point Average

A. Since the Studio Arts courses have the higher grades they will be used to calculate the TOPS Cumulative High School Grade Point Average.

Q-129. If a student fails Fine Arts Survey and does not repeat the course, but has an eligible elective to substitute, how is the GPA calculated?

A. The Fine Arts Survey course will not be considered because a failed course cannot be used to complete the core curriculum. See the first question and answer in this section. The eligible elective will be used in the TOPS Cumulative High School Grade Point Average.

Q-130. If a student takes two band courses to substitute for one Fine Arts Survey course, do you average the two band course grades?

A. Yes. See the questions and answers in the General Section above.

Q-131. A student took one year of Beginning Chorus and earned an "A" the first semester and a "B" the second semester and then took Advanced Vocal Ensemble and earned an "A" the first semester and an "A" the second semester. Can she take the first semester "A" of Beginning Chorus and the second semester "A" of Advanced Vocal Ensemble to equal one whole unit of the required two units of a performing art for purposes of meeting the Fine Arts Survey Requirement? The student would go on to take another year of a performing art by completing Advanced Vocal Ensemble II, thus giving the student a total of two units of a performing art.

A. Yes. Half units of a one unit course may be separated and matched with half units of other courses of the same program type (performance, studio or visual arts) to substitute for Fine Arts Survey. STS

cannot make this calculation. Contact LOSFA Scholarships & Grants section for recalculation.

Computer Science

Q-132. If a student DOES NOT take a computer related course for the ½ unit but has one whole unit of, say, Environmental Science, is the Department of Education going to calculate a full unit of that elective OR as a ½ unit?

A. It will count as ½ unit. If the school grades on an annual basis, the grade for the year will be used. If the school grades on a semester basis, the two grades will be averaged and used in the GPA calculation.

Q-133. If a student earns a “C” in Business Computer Applications, does he have to use that specific course or can he substitute an extra academic course (math, science, social studies or foreign language) not currently being used? For example: Advanced Math with a B.

A. Yes. The rules require use of the highest grade in a category. If the student has completed a substitute course or an extra core elective that has a higher grade than Business Computer Applications, the grade for the substitute will be used to calculate the TOPS Cumulative High School Grade Point Average. If the student has not taken Computer Science, Computer Literacy or Business Computer Applications, then the highest grade earned in an eligible substitute course or an extra core elective will be used.

EARLY COLLEGE ADMISSIONS PROGRAM

Q-134. When does a student who enters college in the early admissions program become eligible for TOPS?

A. Students who enter college under the early admissions program are not eligible for TOPS until the first semester following the date the student graduates from high school. To be eligible for TOPS, the student must follow the same application procedures as any other graduate of the same academic year. The early admissions student must enroll as a full time student in an eligible college no later than the semester or term, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school.

Q-135. Are there any special TOPS requirements for students in an early admissions program?

A. The student must enter the program prior to high school graduation and meet the following requirements:

1. The college early admissions program must meet the requirements of the Louisiana Department of Education as set forth in the latest edition of Bulletin 741.
2. The student must satisfy all core curriculum requirements not completed in high school by making passing scores on equivalent college courses.
3. The college courses taken to satisfy core curriculum requirements and the grades reported on those courses are reflected in the student's official high school records as reported by the Department of Education through the Student Transcript System.
4. The student must complete the core curriculum requirements no later than the conclusion of the first two semesters or three quarters of college attendance following entrance into the college early admissions program.
5. The high school must award the student a high school diploma and transmit the student's academic transcript to the Department of Education in the same manner as that of other high school graduates.

Q-136. Can a Home Study student qualify for the early admissions program?

- A. No. To be eligible for the early admissions program, Bulletin 741 requires a student to have earned at least a "B" average during the previous three years of high school and to be recommended for the program by his high school principal.

EARLY GRADUATION

Q-137. If a student graduates from high school in less than four years, when will he be eligible for TOPS?

- A. Students who graduate early (whether in September or at mid-year) cannot be determined eligible for a TOPS award until the schools submit grades at the end of the school year. Students who enroll in the spring semester immediately following graduation and are determined eligible for a TOPS award will receive a retroactive payment for that spring semester.

Students who graduate early in the spring (graduate in three years) and meet TOPS eligibility requirements may be awarded for the fall semester following graduation.

Students who graduate early must comply with the application and ACT deadlines applicable to the class that graduates in the spring of that high school academic year. Students who graduate early in December 2006 or graduate early in May 2007 must follow the same application procedures and meet the same deadlines as students who graduate on time in May 2007.

ELIGIBLE INSTITUTIONS

Q-138. Can a student use TOPS for any postsecondary school?

- A. No. TOPS can only be used at an "eligible institution" (Louisiana public postsecondary schools and regionally accredited independent colleges or universities in the state that are members of the Louisiana Association of Independent Colleges and Universities and beginning with 2005 graduates, accredited out-of-state private colleges that are specifically designed to accommodate deaf and hard-of-hearing students at which the majority of the students are deaf and hard of hearing).

Q-139. If a student wants to pursue a program of study that is not offered in Louisiana, can they use TOPS in another state?

- A. No. TOPS is not portable to other states.

Q-140. If a student wants to study at an out-of-state college or university, can he return to Louisiana and use his TOPS award?

- A. If the student meets all the TOPS initial eligibility requirements and first enrolls as a full-time student at an eligible out-of-state college or university, he may be eligible if he meets all the requirements to maintain eligibility for a TOPS award while enrolled out-of-state. These students will lose a semester of TOPS eligibility for every semester enrolled out-of-state. See Question 43.

Q-141. What is an eligible out-of-state college or university?

- A. The out-of-state college or university must be accredited by a regional accrediting organization recognized by the U.S. Department of Education. The organizations currently recognized are:
1. Middle States Association of Colleges and Schools
 2. New England Association of Schools and Colleges

3. North Central Association of Colleges and Schools
4. Northwest Commission on Colleges and Universities
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges

Q-142. Can TOPS ever be used at an out-of-state college?

- A. Yes. Students graduating during and after the 2004-2005 Academic Year can use the TOPS Opportunity, Performance and Honors awards at accredited out-of-state private colleges that are specifically designed to accommodate deaf and hard-of-hearing students at which the majority of the students are deaf and hard of hearing.

FIRST-TIME, FULL-TIME ENROLLMENT REQUIREMENT

Q-143. Is there a deadline for a student to enroll in college?

- A. Yes. A student must enroll for the first-time as a full-time student in an eligible postsecondary institution no later than the first college semester following the first anniversary of the date the student graduated from high school. A student who graduates in May 2007 would have until the fall semester of 2008 to enroll as a first-time, full-time student.

Once a student enrolls as a full-time student, he must continue to enroll full-time in each semester (fall and spring) or term (fall, winter and spring) thereafter, unless granted an exception for cause.

Q-144. A high school student has an accident or has an illness after graduating from high school and is unable to enroll as a full-time student by the deadline due to his injuries/illness. Is there any way this student can retain his TOPS Award?

- A. Yes. There are certain circumstances for which an exception may be granted for failure to initially enroll full-time within the allotted time period (the first semester following the first anniversary of the date of high school graduation). These include such temporary disabilities as those caused by accidents/illnesses. A form to request an exception with instructions describing the various circumstances that qualify for an exception and the documentation required can be found on the LOSFA website (www.osfa.state.la.us) or obtained directly from LOSFA.

Q-145. Is there an exception to the initial enrollment deadline for high school graduates who enter on active duty after graduation and before enrolling for the first-time as a full-time student?

- A. Yes. The TOPS statute allows a high school graduate who enters on active duty with the U.S. Armed Forces within one year after graduation to delay first-time, full time enrollment to the semester (not including summer sessions) five years after the date of high school graduation or within one year of separation from active duty, whichever is earlier.

Q-146. If a student goes to college out-of-state the first year as a full-time student, can the student return to Louisiana and be awarded TOPS?

- A. Yes. TOPS graduates of 2002 and thereafter, who enrolled for the first-time as a full-time student in an out-of-state postsecondary institution accredited by a regional accrediting organization recognized by the USDE and thereafter returns to Louisiana and enrolls as a full-time student in an eligible college or university, may be eligible for TOPS. The student must have met all the requirements for initial eligibility for a TOPS award and must have met the requirements to maintain the award while enrolled in the out-of-state college or university. If the student failed to maintain continuous or full-time enrollment or to earn at least 24 hours each academic year while out-of-state, he/she may apply

for an exception to this requirement.

To apply for a TOPS Award, the student must:

1. Submit a FAFSA or, if the student can demonstrate that he or she does not qualify for federal grant aid (Pell Grant) and does not want any other federal aid such as student loans, an On-Line Application no later than July 1 immediately following the academic year in which he or she first enrolls in an eligible Louisiana institution; and
2. Submit TOPS form TOPS0006 - TOPS Supplemental Data Form (for use by students returning from out of state institutions) no later than July 1 immediately following the academic year in which he or she first enrolls in an eligible Louisiana institution with copies of the out-of-state transcript(s). The form is available on the LOSFA Website.

A student returning to a Louisiana college or university must enroll no later than the next semester or term, excluding summer sessions and intersessions, immediately following the last semester or term that he was enrolled in the out-of-state college or university.

The TOPS period of eligibility will be reduced by one semester for each semester that the student was enrolled in the out-of-state college or university.

Q-147. Does a student lose eligibility for a TOPS Award by attending college during high school or during summer sessions before enrolling as a full-time college student?

- A. No. A high school student is allowed to enroll in college full or part-time while still attending high school and between graduation and first-time, full-time enrollment; however, the student's grades will be used to calculate the student's TOPS college cumulative grade point average after the student graduates from high school and has enrolled for the first time as a full time student.

Q-148. If a student attends college during high school or during summer sessions before enrolling as a full-time college student, will his grades or hours disqualify him from a TOPS award?

- A. No. A high school student who earns college hours under these circumstances, and who otherwise qualifies for a TOPS Award, will receive the award for the first semester of full-time enrollment. However, the student's cumulative grade point average (including courses taken while in high school and during summers) will be checked after the first semester of full-time enrollment to see if the student has maintained Steady Academic Progress (at least a 2.00 cumulative GPA). If Steady Academic Progress has not been maintained, the award will be suspended.

At the end of the academic year (after the spring semester) and assuming the student has earned 24 or more hours, the cumulative grade point average (including courses taken while in high school and during summers) will be checked to see if he has maintained at least a 2.30 for the Opportunity Award or a 3.00 for the Performance and Honors Awards. A student who does not achieve at least 2.30 is suspended from TOPS. If the student regains the required cumulative GPA within two years of the date of suspension, the TOPS Award will be reinstated; however, if the student had the Performance or Honors Award, he will be reinstated with the Opportunity Award. Otherwise, the award is cancelled.

The award level of a student with the Performance or Honors Award who does not achieve a 3.00 but does maintain at least a 2.30 will be reduced to the Opportunity Award. Once reduced, the award cannot be upgraded to the Performance or Honors Award.

GRADUATION RECOGNITION

Q-149. What terminology should a counselor use to recognize a potential TOPS recipient at

graduation?

- A. It is inappropriate for the high school to state that a student has been awarded TOPS. The high school electronically forwards the student's academic transcript through the Local Education Agency to the Department of Education, which will determine each student's compliance with the core curriculum requirements and compute the student's highest TOPS Cumulative High School Grade Point Average. LOSFA will determine the student's eligibility. Eligibility is also based on official ACT/SAT scores, timely receipt of application, compliance with the requirement to apply for federal grant aid and information relating to the student's citizenship, residency and criminal record.

If the high school elects to notify students of their tentative TOPS eligibility based upon data available to the school, the high school must make the following disclaimer:

"Although it appears that you have satisfied the academic requirements for a Tuition Opportunity Program for Students (TOPS) Award based on this school's review of the core curriculum courses you have completed and calculation of your TOPS Cumulative High School Grade Point Average, you must satisfy all of the following conditions to redeem a scholarship under this program:

1. The Louisiana Student Financial Assistance Commission (LASFAC) must determine that you have in fact completed the TOPS core curriculum courses;
2. LASFAC must determine that your TOPS Cumulative High School Grade Point Average based on the TOPS core curriculum meets the statutory requirements;
3. You must be a Louisiana resident as defined by LASFAC;
4. You must be accepted for enrollment by an eligible Louisiana postsecondary institution and be registered as a full-time undergraduate student no later than the next semester following the first anniversary of your graduation from high school;
5. You must apply for federal student aid, if eligible for such aid, by the deadline required for consideration for state aid; and
6. You must have met all academic and nonacademic requirements and be officially notified of your award by LASFAC."

Q-150. A student was given a certificate at graduation that said they had TOPS. Now, their college has no record of that award. What is going on?

- A. While some high schools honor their graduates by naming those who are expected to qualify for a TOPS award, the only official notification that a student has qualified for a TOPS scholarship is the award certification letter from the Louisiana Office of Student Financial Assistance (LOSFA).

HIGH SCHOOL EQUIVALENCY DIPLOMA (GED)

Q-151. If a student has not graduated from an eligible high school and has not completed a BESE approved home study program, can the student obtain a Louisiana High School Equivalency Diploma (GED) to qualify for TOPS?

- A. No. There are currently no provisions in law to permit students who earn a GED to qualify for TOPS.

HIGH SCHOOL REPORTING

Also see the Student Transcript System Section.

Q-152. What are the certification responsibilities of the high schools?

- A. Starting with the graduating class of 2003, high schools must electronically submit academic data for their students. Submission of the data constitutes a certification by the high school that:
1. All data reported are true and correct, to the best of the school's knowledge or belief, and that

- they reflect the official records of the school for the students listed; and
2. Records pertaining to the listed students will be maintained and available upon request to LASFAC and the legislative auditor for a minimum of three years or until audited, whichever occurs first.

Commencing with the 2003 Academic Year (High School), if a student is determined to be eligible for a TOPS Award based on data certified by the high school that is incorrect, and the student was, in fact, ineligible for a TOPS Award or the level awarded, the high school must reimburse LASFAC for the amount paid in excess of what the student was eligible to receive.

Q-153. What data will high schools report?

- A. High schools will be required to report the same data that is included on the student's official transcript.

Q-154. How will high schools report the data?

- A. Public high schools submit their data through their Local Education Authority (LEA). LEAs and nonpublic high schools will report their data to the Louisiana Department of Education using the Student Transcript System (STS).

HOME STUDY PROGRAMS

Q-155. Can a home study student receive TOPS and, if so, are there any special requirements?

- A. Yes. The Louisiana Department of Education must certify to LOSFA the names of students who successfully completed the eleventh, if applicable, and twelfth grade levels of a home study program approved by the State Board of Elementary and Secondary Education (BESE).

If the student ever enrolled in a Louisiana public high school or nonpublic high school or an approved non-Louisiana high school that was or has been approved by BESE, the student must have successfully completed both the eleventh and twelfth grades of a home study program approved by BESE and the previously attended high school must provide LOSFA with certification that the student was in good standing at the time the student last attended that school.

In addition, the student completing the BESE approved home study program in 2005 through 2008 must have an ACT (SAT) score of at least 19 for TOPS Tech, 22 for Opportunity, 25 for Performance, and 29 for Honors.

Q-156. Is a home study student eligible for TOPS in an early admissions program?

- A. No. Only students enrolled in public or BESE approved private high schools are eligible for the early college admissions program. For additional information, see the section above entitled "Early College Admissions Program."

NATIONAL GUARD

Q-157. Can a student receive a TOPS award if the student joins the National Guard?

- A. Yes. A student who is in the Louisiana National Guard is already exempt from tuition. However, if a student is eligible for a TOPS award, the student will receive \$300 per year for assistance with additional costs. Students with Performance and Honors Awards will receive the stipends that accompany those awards.

OUT-OF-COUNTRY HIGH SCHOOL GRADUATES AND HOME STUDY PROGRAMS

Q-158. Can a student who graduates from a high school or completes a home study program outside of the United States and its territories qualify for a TOPS Award?

A. Yes. These students may qualify for either a TOPS-Tech or TOPS Opportunity Award. They must meet the alternate eligibility requirements below to qualify.

Q-159. What are the alternate requirements for a student who graduates from an out-of-country high school or completes a home study program out-of-country?

A. The “alternate requirements” are as follows:

1. Must graduate from an out-of-country high school that has been approved by an accrediting organization recognized by the U.S. Department of Education and meets the standards adopted by the Board of Elementary and Secondary Education for nonpublic high schools in Louisiana; and
2. Must have a composite score on the ACT (SAT) of at least 20 for TOPS Tech and at least 23 for TOPS Opportunity; or
3. Must be certified to have successfully completed the twelfth grade level of a home study program, which has been approved by the Board of Elementary and Secondary Education; and
4. Must have a composite score on the ACT (SAT) of at least 19 for TOPS Tech and at least 22 for TOPS Opportunity; and
5. Must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school; * or
6. If the student enters on active duty with the United States Armed Forces within one year after graduating from high school, must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the fifth anniversary of the date that the student graduated from high school or within one year of separation from active duty, whichever is earlier; and
7. Must be a U.S. citizen or designated as a Permanent Resident by the Bureau of Citizenship and Immigration Services; and
8. Must meet Louisiana residency requirements; and
9. Must not have any criminal convictions, except for misdemeanor traffic violations; and
10. If the student has been in the U.S. Armed Forces and has been separated from such service, has received an honorable or general discharge.

*For students returning to Louisiana after attending an accredited out-of-state postsecondary institution, refer to Question 146.

Q-160. What does the student have to do to prove Louisiana residency?

A. See the discussion in the Section entitled “Residency Requirement.” If the parents or court ordered custodian work out-of-country, they must submit a sworn residency affidavit before Louisiana residency can be confirmed. The student should contact LOSFA for this affidavit or download a copy from the Information Center’s Frequently Requested Forms at www.osfa.state.la.us.

Q-161. I graduated from a high school outside the United States and its territories. My parents are missionaries and are not paid enough to require that they file an income tax return. They do not have Louisiana driver’s licenses or own a car registered in Louisiana and are not registered to vote in Louisiana. Can I qualify for a TOPS Award?

A. Possibly. The TOPS statute provides an alternate residency test that may be used instead of the standard residency test:

When the student graduates from an out-of-country high school, the parent (if living out-of-the country/working out-of-the country) must complete an out-of-country residency affidavit and submit documentary support declaring:

1. I actually resided in Louisiana at least 24 months before I started living outside the United States and its territories and have not resided in any other state since leaving Louisiana.
2. I was assigned duties outside the United States and its territories by a Louisiana employer or Louisiana sponsor and continued to be employed by that employer or perform duties for that sponsor through the date of the student's graduation from high school.
3. I have remained a resident of Louisiana through the date of the student's graduation from high school.

When the student completes a BESE approved home study program outside the United States and its territories and the parent resides outside the United States, the parent must complete an affidavit and submit documentary evidence declaring:

1. I actually resided in Louisiana at least 24 months before I started living outside the United States and its territories and have not resided in any other state since leaving Louisiana.
2. I was assigned duties outside the United States and its territories by a Louisiana employer or Louisiana sponsor and continued to be employed by that employer or perform duties for that sponsor through the date the student completed the home study program.
3. I have remained a resident of Louisiana through the date of the student's completion of the home study program.

OUT-OF-STATE HIGH SCHOOL GRADUATES

Q-162. Can a student who graduates from a high school outside of Louisiana qualify for a TOPS Award?

- A. Yes. If one of the student's parents or court ordered custodian meets Louisiana residency requirements and the student meets the alternate eligibility requirements, the student may qualify. See the Answers to Questions 169 through 183 for the residency requirements.

Q-163. What is the purpose of the alternate eligibility requirements?

- A. These requirements permit students who qualify as Louisiana residents and who graduated from out-of-state high schools to apply for a TOPS Award. Since course names and grading scales for these students may not be consistent with Louisiana's standards, a higher standardized test score was selected as the criteria for qualification.

Q-164. What are the alternate requirements for a student who graduates from an out-of-state high school?

- A. The "alternate requirements" for graduates of out-of-state high schools are as follows:
1. Must graduate from an out-of-state high school that has been approved by the appropriate state educational agency in the state in which the school is located that is the equivalent of Louisiana's Board of Elementary and Secondary Education; or
 2. Must graduate from an out-of-state high school that is accredited by the Southern Association of Colleges and Schools' Commission on Secondary and Middle Schools and meets the standards adopted by the Louisiana Board of Elementary and Secondary Education for approval of nonpublic schools in Louisiana, or for 2003 graduates and thereafter, the out-of-state high school must be approved by a regional accrediting organization recognized by the United States Department of Education* and can demonstrate that it meets the standards adopted by BESE for approval of nonpublic schools in Louisiana; or
 3. Must graduate from a high school that has been approved by the United States Department of Defense; and
 4. Must have a composite score on the ACT (SAT) of at least 20 for TOPS Tech, 23 for Opportunity, 26 for Performance, and 30 for Honors; and

5. Must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school or, if a student returning from an eligible out-of-state college, be enrolled in an eligible college or university not later than the next semester or term, excluding summer sessions or intersessions, immediately following the last semester that the student was enrolled in the out-of-state college or university (the period of eligibility for a returning student shall be reduced by each semester or term that the student was enrolled in an out-of-state college or university); or
6. If the student enters on active duty with the United States Armed Forces within one year after graduating from high school, must enroll in a TOPS eligible college or university as a first-time freshman not later than the semester, excluding summer semesters or intersessions, immediately following the fifth anniversary of the date that the student graduated from high school or within one year of separation from active duty, whichever is earlier; and
7. Must be a U.S. citizen or be designated as a Permanent Resident by the Bureau of Citizenship and Immigration Services; and
8. Must meet Louisiana residency requirements; and
9. Must not have any criminal convictions, except for misdemeanor traffic violations; and
10. If the student has been in the U.S. Armed Forces and has been separated from such service, has received an honorable or general discharge.

*NOTE: The organizations currently recognized are:

- a. Middle States Association of Colleges and Schools
- b. New England Association of Schools and Colleges
- c. North Central Association of Colleges and Schools
- d. Northwest Commission on Colleges and Universities
- e. Southern Association of Colleges and Schools
- f. Western Association of Schools and Colleges

PERMANENT DISABILITY

Q-165. What if a student qualifies for a TOPS Award, but cannot attend college on a full-time basis because of a permanent disability?

- A. The student may be eligible for an exception to the full-time enrollment requirement. The student must apply to LOSFA for an exception based on permanent disability. The application must include a written document from a qualified professional that states:
1. the diagnosis of disability and prognosis,
 2. the disability is permanent, and
 3. an opinion as to why the disability restricts the student from attending classes full-time.

If approved, the student will be paid TOPS and stipends, if applicable, up to the equivalent of eight full-time semesters or twelve terms of postsecondary education, for part time attendance.

Q-166. Will a student with ADD or ADHD or a physical disability such as blindness or deafness automatically be designated as having a permanent disability?

- A. No. The fact that there is a disability that cannot be cured is not enough. Since most students with these disabilities can function normally with medication and/or with accommodations, there must be evidence that the student cannot enroll on a full-time basis due to the disability.

QUALIFYING NON-GRADUATES

Q-167. Can a student who enrolls in college without graduating from high school qualify for a TOPS Award?

- A. Yes, if the student meets certain conditions.
The student must:
- Meet the TOPS citizenship and ACT requirements prior to his college enrollment.
 - Actually reside in Louisiana for a period of 24 months prior to full time enrollment in an eligible college.
 - Be certified by a psychologist or psychiatrist licensed to practice in Louisiana to have a score in the superior range on the Wechsler Intelligence Scale for Children (Third Edition).
 - Be certified by a psychologist or psychiatrist licensed to practice in Louisiana to have a composite score that is in the ninetieth percentile at the twelfth grade level in reading, mathematics and written language portions of the Wechsler Individual Achievement Test (Second Edition).
 - Successfully complete 12 credit hours at an eligible college or university.
 - After completion of 12 college credit hours and no later than his 19th birthday, begin full-time college enrollment.

For qualifying non-graduates awarded TOPS, the award provides up to eight semesters of eligibility.

REMEDIAL COLLEGE COURSES

Q-168. Are remedial courses part of the 24 credit hours required annually in college?

- A. Remedial (developmental) courses may be counted toward the 24 hour requirement, if the college attended reports them as earned hours.

RESIDENCY REQUIREMENT

Q-169. What is the Louisiana residency requirement?

- A. Beginning with Academic Year (High School) 2002-2003, any independent or dependent student who actually resides in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school will meet the Louisiana residency requirement. The student's high school transcript must reflect that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school.

A dependent student may qualify based on the residency of a parent or court ordered custodian ("legal guardian") who was a legal resident of Louisiana for at least 24 months prior to the month of the student's high school graduation. Independent students must have been a legal resident of Louisiana for at least 24 months prior to the month of their high school graduation.

Effective for 2001 graduates and thereafter, any dependent student who actually resides in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school and whose parent is a member of the United States Armed Forces living in Louisiana under permanent change of station orders, but who does not claim Louisiana as his official state of legal residence, and the student's transcript reflects that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school will meet the Louisiana residency requirement.

Effective for 2002 and 2003 graduates, any dependent student who was continuously enrolled during his last two full years of high school in a Louisiana public high school or nonpublic high school that is approved by BESE will meet the Louisiana residency requirement if:

- The student's parent or court ordered custodian:
 - is a resident of a state that adjoins Louisiana,

- actually resides in a county that adjoins a parish with a population greater than forty-one thousand six hundred and less than forty-two thousand four hundred, according to the latest federal decennial census (Webster Parish is the only parish that meets this requirement),
 - has filed a Louisiana state income tax return and has complied with state income tax laws and regulations, or is assessed ad valorem taxes on property owned in Louisiana.
- The student's high school reflects that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school.

Q-170. How will LOSFA determine a student's residency?

- A. For a student who graduates from a Louisiana public or a Louisiana approved non-public high school, the student's residency will be determined from the Course Site Codes reported to the Student Transcript System (STS), which must show that all courses completed during the final two years of high school were in a Louisiana high school.

For a student who graduated from an out-of-state, out-of-country, BESE approved home study program or is a dependent of an active duty military member, the student's residency will be determined from the information provided on their FAFSA or On-Line Application. Out-of-state and out-of-country graduates will also be required to complete a Residency Affidavit. Home study students, dependents of active duty military personnel and students for whom the STS does not confirm Louisiana residency may be required to complete the Residency Affidavit.

Q-171. A student has been informed by letter or observed on the LOSFA web site that he has been determined ineligible for TOPS due to residency. He has lived in Louisiana all his life. Why has this happened and what must be done to correct the mistake?

- A. During the eligibility run, the program looks first at the information supplied by STS. If the STS data indicates the student attended Louisiana schools for all of the 11th and 12th grades, the student will pass the residency requirement. A high school site code not recognized by STS will cause a student to fail this residency requirement.

If the STS check is not met, the eligibility run will check the information supplied on the FAFSA or On-Line Application. If the data indicates the parent was a Louisiana resident for at least 24 months preceding the student's graduation, the student will pass the residency requirement.

If residency information received from the student's FAFSA or On-Line Application is incorrect, the student may complete a TOPS Residency Affidavit (available from LOSFA's web site at www.osfa.state.la.us or Public Information Representatives by calling 1-800 259-5626 Extension 1012) and provide the supporting documentation.

For a dependent student who is qualifying based on the residency of a parent or court ordered custodian and the parent's or custodian's state or date of residency is incorrect on the FAFSA or On-Line Application, the student should have their parent or custodian complete a TOPS Residency Affidavit and provide the supporting documentation.

Q-172. What is a legal resident?

- A. A "legal resident" is a person who resides (actually lives) in Louisiana and, if registered to vote, has registered to vote in Louisiana as evidenced by a voter's registration card; and, if licensed to drive a motor vehicle, has a Louisiana driver's license; and, if owning a motor vehicle located in Louisiana, has registered that vehicle in Louisiana; and, if earning a reportable income, has filed a Louisiana tax return. If completing a residency affidavit, the applicant will be required to submit a copy of all documents that were marked "YES" and if none of the attached documents show an issue date of at least 24 months before the month of the student's graduation, additional documentation will be

required.

Q-173. What is a “court ordered custodian”?

- A. A “court ordered custodian” is an adult appointed by a court of competent jurisdiction to have custody and care of a minor, and who demonstrates the requirement to provide the primary support for such minor (sometimes referred to as a “court appointed custodian”). Documents such as powers of attorney and Provisional Custody by Mandate are not acceptable since they are not issued by a court. The custodianship (court appointment) must be in effect before the date the student graduates from high school to be considered.

Q-174. How do students know whether they are a dependent or independent student?

- A. All students are classified as dependent unless LOSFA determines the student is “independent” for purposes of TOPS. The determination may be based on information provided by the student on the FAFSA or in documents provided to LOSFA. LOSFA will automatically classify a student as independent if the student is determined to be an “independent student” by a financial aid officer at a postsecondary institution.

Q-175. What are the requirements to be an “independent student”?

- A. In order to be an independent student, the student:
1. must have reached 24 years of age prior to January of the year preceding the academic year for which the student is applying for aid; or
 2. be a veteran of the U.S. Armed Forces; or
 3. be an orphan or a ward of the court or was a ward of the court until age 18; or
 4. have legal dependents other than a spouse; or
 5. be a graduate or professional student; or
 6. be married; or
 7. be determined an independent student by a financial aid officer exercising professional judgment in accordance with applicable provisions of the Higher Education Act of 1965, as amended; or
 8. must be currently serving in the U.S. Armed Forces on active duty for purposes other than training.

Q-176. What are the requirements to be classified as an “orphan”?

- A. An orphan is a person who does not live with either parent because:
1. both parents are deceased; or
 2. both parents have abandoned him; or
 3. a court proceeding has severed the parental rights of both the parents; or
 4. one parent is dead and the other parent abandoned him; or
 5. one parent is dead and a court proceeding has severed the parental rights of the other parent; or
 6. one parent abandoned him and a court proceeding has severed the parental rights of the other parent.

Q-177. How do you calculate the 24 month period for residency of a parent, court ordered custodian or independent student?

- A. The TOPS statute requires residency for a period of 24 months preceding the month of the student’s graduation. Months are calendar months and are counted backward starting with the month preceding the month of high school graduation.

For example, a student graduating in May 2007 would start counting with April 2007 and count backward 24 months. This student would have to demonstrate legal residency from May 2005 through April 2007.

Q-178. If a 2007 graduate has lived in Louisiana for most or all of his life, why does the Web site show their date of residency as “200201”?

A. The 2007-2008 FAFSA asks if the parent has been a legal resident since January 1, 2001 (five years). If the answer is “yes” to the residency question, the computer automatically enters “200201” as the date of residency. The date is simply a default date. There is no need to correct this because TOPS only requires 24 consecutive months of residency preceding the month of the student’s date of high school graduation.

If the computer picks up a “no” to the residency question, then it picks up the answer for the actual date of residency.

Q-179. If a grandparent is rearing a grandchild whose parents have completely abandoned her, yet the grandparent has never become the child’s “court ordered custodian,” how will that affect her residency? What can be done to remedy this problem?

A. If the grandchild is not independent and did not complete all of her last two years at a Louisiana high school and graduate from such a school, then he/she must have one parent or a “court ordered custodian” who has been a resident of Louisiana for the 24 months preceding her graduation from high school. If the grandparent is not a “court ordered custodian,” there is no parent who meets the Louisiana residency requirements and the grandchild did not complete his/her last two years at a Louisiana high school and graduate from such a school, then he/she is ineligible for a TOPS Award.

Q-180. Can a student qualify for TOPS if one or both their parents are in the military and stationed outside of Louisiana? What documentation is needed for that?

A. Yes. If the member of the Armed Forces is on active duty and the official military personnel or pay records (DD Form 2058) show that the member claims Louisiana as his legal residence, the student will be eligible if the military parent has filed a Louisiana tax return for the two most recent tax years. A completed residency affidavit, a copy of the DD Form 2058 and a copy of both tax returns must be submitted.

Q-181. Can a student qualify for TOPS if their parents were transferred by the military into Louisiana? What documentation is needed for that?

A. Yes. If a parent was classified as a Louisiana resident when transferred to Louisiana, a dependent student can meet the residency requirements (See the previous question and answer.)

If the military parent was not a Louisiana resident, the student can meet the residency requirements if:

1. The military parent who is transferred to Louisiana under permanent change of station orders, changes his DD Form 2058 to establish Louisiana as his legal residence not later than 180 days after reporting to such station and, thereafter, complies with all Louisiana income tax laws and regulations while stationed in Louisiana. The student must submit to LOSFA a completed Residency Affidavit and a copy of a DD Form 2058 validated by the member’s military personnel officer and showing Louisiana as the member’s state of legal residence at the time the service member’s dependent applies for TOPS. The DD Form 2058 must reflect that it was filed within 180 days after the member reported to a duty station in Louisiana.

OR

2. The student actually resided in Louisiana while attending his last two full years at an eligible Louisiana high school and graduated from such a school. The student’s high school transcript must reflect that the student earned credit for the last four semesters of high school immediately prior to graduation and graduated from an approved Louisiana high school. (Effective with the

graduating class of 2001.)

OR

3. After the 180 day period, the military member may still become a Louisiana resident by changing the DD Form 2058 to declare Louisiana as his or her legal residence and paying Louisiana income taxes; however, the military member must reside in Louisiana for 24 months preceding the month the student graduates from high school. See the answer to Question 169.

OR

4. The non-military parent (the spouse of the military member) may establish Louisiana as his or her legal residence and reside in Louisiana for 24 months preceding the month the student graduates from high school. See the answer to Question 169.

Q-182. A student states that her parents are residents of Louisiana, but do not file tax returns, are not registered to vote, and do not drive. Can she be considered for TOPS?

- A. Yes. If the student submits a FAFSA or On-Line Application certifying that her parents are and have been residents of Louisiana for at least 24 months preceding the month of the student's high school graduation, an affidavit will not be required.

Otherwise, the student must submit an affidavit of residency with documents that support one or both parent(s) residency in Louisiana for the required 24 months. The documents must show that a parent actually resided in Louisiana for the 24 month period. The documents can include, but are not limited to, utility bills, rent payments, rental agreements, receipts or credit card invoices showing purchases in Louisiana, pay stubs, and sworn statements from others attesting to the residency. This list is illustrative only. Many other documents may suffice. Each student in this situation is reviewed individually, based on the information submitted.

Q-183. Can a student who attends the final two years at a boarding school in Louisiana meet the residency requirement for TOPS?

- A. Yes. Effective beginning with Academic Year (High School) 2002-2003, any independent or dependent student who actually resided in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school will meet the Louisiana residency requirement. The student's high school transcript must reflect that the student earned credit for the last four semesters of high school immediately prior to graduation and graduated from an approved Louisiana high school.

SOCIAL SECURITY NUMBERS

Q-184. If a student discovers that he or she used an incorrect social security number on either the ACT or SAT test, what can be done to correct this?

- A. The student should mail to LOSFA a copy of his or her social security card, along with either a copy of his or her ACT or SAT test report, or the incorrect social security number used on the ACT/SAT registration.

Q-185. If a student discovers that he or she used an incorrect social security number on the FAFSA, what can be done to correct this?

- A. LOSFA recommends filing a new FAFSA. This is the preferred method of correction because it will ensure that the student will be considered for federal aid.

Q-186. If a student discovers that he or she used an incorrect social security number on the On-Line Application, what can be done to correct this?

- A. The student should notify LOSFA immediately to have the application with the incorrect SSN deleted and should file an On-line application using the correct SSN.

STUDENT TRANSCRIPT SYSTEM (STS)

Q-187. What is a LEA – Local Education Authority?

- A. A Local Education Authority, LEA, for public schools is your district school board. For a Catholic non-public high school, the diocese is the LEA; however, individual diocesan high schools are responsible for their own data submission and certification. For all other non-public high schools, the high school is its own LEA.

Q-188. How long will it take to get my user ID and password? How will I receive it?

- A. It will take about a week to receive your ID and password. Non-public school requests for ID and password must be submitted via the appropriate request form to the Information Technology (IT) Division at LOSFA. E-mail helpdesk@osfa.state.la.us or call (800) 259-5626 Ext. 1012 for assistance in obtaining and completing the request form.

Public schools are to contact the STS/SIS coordinator at their district office.

Q-189. Why can't I get my password via e-mail?

- A. The Internet is not secure and this security policy is strictly enforced.

Q-190. How do I get my password changed?

- A. The fastest way is to send an e-mail to helpdesk@osfa.state.la.us and include the name of your school, your name, user-id, and a phone number where you can be reached.

Q-191. Does it matter which version of Adobe Acrobat is used?

- A. Yes. You should use 5.0 or higher. Free upgrades are available on the Internet.

Q-192. Does it matter which zip software is used for batch files?

- A. You should use either WinZip or PK Zip. PK Zip users will have to modify their procedure slightly by zipping their file before starting the upload as detailed in the section titled "Sending and Receiving Data Files" of the STS User Guide.

Q-193. How do I change a student's school assigned ID number to the correct Social Security Number (SSN) after I have submitted a batch file?

- A. 1. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen OR by submitting a new batch file for the student. To change the number manually, click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change. Remember to make the correction in your administrative software so the State ID number will be correct the next time you submit a batch file.
2. Notify LOSFA of the change if the change is not due to a typographical error. Failure to do so

may cause considerable delay in determining a student's TOPS eligibility.

Q-194. How do I correct a student's SSN if I am using the online method of data entry?

- A. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen. Click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change.

Q-195. When submitting data by batch file, can I submit student data one year at a time (for example: submitting only the ninth grade and then adding each year as they were completed)?

- A. No. You cannot "add to" an individual student's records by submitting the student's 9th grade data in one batch file and submitting a second batch file with only the 10th grade data, expecting the records to accumulate. The student's data from the first file would be deleted and the student would end up with only 10th grade records because the 9th grade records would have been deleted.

If a school wants to submit the student's 9th grade data and, when 10th grade data is ready, "add" these records to the file so the file then contains both 9th and 10th grade records, the school must submit both the 9th and 10th grade data in the batch file. This will assure that both sets of grades are in the database. If the batch file contains only the 10th grade data, the 9th grade data on the database will be deleted and replaced with only the 10th grade data.

The same procedure would apply for the grades for the 11th and 12th grade data. To submit complete grade data for a graduating student, the grade data for the 9th through the 12th grades must be included in the batch file.

Q-196. Can I key in student data alone then go back and enter transcript data?

- A. When entering student data, at least one transcript record must be entered for the student data to be accepted.

Q-197. If I am entering data through the online system, is there an easy way to add standard redundant information without having to key in the same information over and over again?

- A. Yes. In STS on the Web, the default data values are automatically included. You will not need to turn the default values on. The following fields have defaulted values:

GRADE POINT MAX: 4.0
SEMESTER: Y1
CREDIT ATTEMPTED: 1.0
CREDIT EARNED: 1.0
COURSE TYPE: REGULAR
CORE COURSE WAIVER: N
DISTANCE LRN TYPE CD: N/A
COURSE SPONSOR: *the school's sponsor code*
COURSE SITE: *the school's site code*

Q-198. How will I know if my student has met TOPS requirements after I submit the transcript data?

- A. With STS on the Web, GPA calculations will be made each time a change is made to a transcript record.

To view TOPS data, select the Core Progress Button then click on the core curriculum you are

interested in viewing. This screen will show the student's TOPS Cumulative High School Grade Point Average along with which courses were used to calculate the TOPS Cumulative High School Grade Point Average. Categories, which have not yet been completed, will be highlighted.

Q-199. Does a student's record have to be deleted from my records if they transfer from my school?

- A. No. Leave the records on your system for the current academic year, BUT do not insert a graduation date. After the system rolls over to the next academic year, delete the student from your school. Use the following procedure:

Batch – Move forward all students that do not have a graduation date. After the rollover, send a Type 3 file. This will delete all students that rolled over and will replace them with the students at your school for the current year.

Online – Delete students after the rollover. Manually change grade levels.

Q-200. For home school or home study students who transfer to my school, is there a site code for home school or home study or do we just put "home school" or "home study" in the course site name field?

- A. If you are entering a course for a home school/ home study student, you will enter "home school" or "home study" as appropriate on the course site name field at the bottom of the transcript record.

Q-201. If a student takes a course that is graded on an annual basis but half was taken at one school and half at another school, how do we enter that in the transcript record?

- A. If a student takes two parts of a class at two different BESE approved Louisiana schools, it is entered on two transcript records showing Part 1 taken for .5 credits with .5 credits earned at one school then Part 2 taken for .5 with .5 credits earned. However, if you give a final grade that includes the transfer semester grade, submit only a final grade as Y1.

If the student takes two parts of a class at two different BESE approved high schools, the two parts of the course must be entered as Part 1 for 0.5 credits and Part 2 for 0.5 credits earned each with the appropriate Sponsor and Site Code or Site Location.

If the student takes two parts of a class at two different schools, one a BESE approved high school and one an out-of-state high school, the two parts of the course must be entered as Part 1 for 0.5 credits and Part 2 for 0.5 credits each with the appropriate Sponsor and Site Code or Course Site Name. This is for the purpose of checking the student's residency.

Enter the high school Site Code for correspondence courses for which the high school gives credit for graduation.

Q-202. Our school uses semester grades only on our transcripts. We also allow a student who earns an "F" in the first semester but earns a passing grade the second semester to earn a full credit for the course. How do we submit these grades?

- A. It is no problem sending a combination of S1, S2 for some courses and Y1 for other courses. In this case, in order to receive credit for a whole unit, you will need to submit the course as a Y1 with a final grade. The system will not recognize the half unit as credit if the grade equals "F".

Q-203. How do I report courses earned with "P"?

- A. A course with an earned grade of "P" can only be entered as Y1. Programming will not allow the 'Course Part Number' field to be populated. The same will apply to courses given an "E".

Q-204. When should a Course Part Number be reported on STS Records?

- A. The Course Part Number must be supplied whenever a one-unit course is submitted as two half-unit records. If you submit a one-unit course as a single one-unit record, leave the Course Part Number blank.

FAILURE TO INCLUDE A COURSE PART NUMBER WILL RESULT IN NO CREDIT FOR THE HALF UNIT OF THE COURSE AND COULD RESULT IN THE STUDENT'S INELIGIBILITY FOR TOPS.

Please Note: If the TOPS Core requirement is one unit of credit, and you submit a one unit course as two half-unit records without the Course Part Number, the program calculating core requirements will not recognize the course.

Examples: two possible CORRECT ways to submit a one-unit course:

Correct Method #1 (submit as one record)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		1.0	1.0	B

Correct Method #2 (Submit as two half-unit records with the Course Part Number)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology	1	.5	.5	B
2	150301	Biology	2	.5	.5	B

The example listed below is **incorrect and will not be recognized** as a one-unit TOPS requirement:

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		.5	.5	B
2	150301	Biology		.5	.5	B

A one-unit course, submitted as two half-unit records without the Course Part Numbers is an invalid entry.

Q-205. If a student transfers, will the receiving school have to re-enter all of the transcript data?

- A. Yes. STS On the Web does not currently have a Student Re-Assignment feature. This is planned as a future enhancement to STS On the Web.

Q-206. How is a correspondence course defined in the semester fields when it does not fall into one specific semester or does not take a full year?

- A. If the course is for a full credit put Y1. If it is for a half credit, put the most appropriate semester code for that course.

Q-207. If I put that a course is graded on a 5.00 scale but, in error, put "RG" in the Course Type field, will STS catch that I made a mistake?

- A. The STS will NOT automatically assume that a course, which has a value of 5.0, is an honors course. You must enter HR (AP or GT as appropriate) in the Course Type Field. If the data has already been transmitted, make an on-line correction or, if there are numerous corrections, resubmit the batch file. All corrected records must be recertified.

Q-208. When entering a course that was taken at another in-state school, does the course site code have to be used or can the school enter the school name on the site name line?

- A. The appropriate Sponsor and Site Codes are required for all courses taken in Louisiana.

Q-209. If a student takes English IV more than once, will the system automatically take the highest grade?

- A. Yes, the system will know to take the highest grade. The key will be to include the academic year(s) or semester in which the repeated course was taken.

Q-210. What course codes do I use for religion courses that we teach?

- A. If your school offers more than four religious courses, use other general elective course codes for these courses. Non-public schools should use the course codes for Religion for Non-public schools I-IV.

Bulletin 741 requires that any elective that is offered at a non-public school must first have the approval of the LDE. If you have any electives that have not been approved, have your school administrator contact the Division of Student Standards and Assessments at the LDE.

Q-211. If a student takes advanced chorus more than once, how do I enter it so the system knows that the course is not a repeat/delete course?

- A. Within the STS and the TOPS Reference Tables, there are ten music courses that are allowed to repeat for credit, according to Bulletin 741:

Advanced Band	030302
Wind Ensemble	030303
Jazz Ensemble	030304
Advanced Choir	030312
Small Vocal Ensemble	030313
Advanced Orchestra	030322
Applied Music	030360
Studio Piano III	030363
Advanced Dance	030611
Advanced Theater	030711

These courses can be repeated for credit; a student can have multiple occurrences of these courses in their TOPS Cumulative High School Grade Point Average calculation.

For schools transmitting data online, course codes for these ten have been added to the STS and TOPS Reference Tables that will allow you to indicate second, third and fourth year of the repeatable course. Refer to the current course code list for the additional codes.

For those schools submitting batch files, enter the repeatable course code for each Academic Year in which the course was taken. The LDE programming that receives the data will automatically convert the repeated course into the format of second credit, third credit and so on.

Q-212. How do I enter a half-credit course that is a year-long course?

- A. A half-credit course that is a year-long course is entered as "Y1" with 0.5 credits attempted.

Q-213. Can I enter a course as a 0.25 credit?

- A. Yes.

Q-214. Can the graduation date be changed once it is entered?

- A. Yes. For non-public schools, the graduation date should be entered only when the student has

completed all of the requirements for graduation. When the date is entered, you are indicating the data being submitted has been certified as complete.

For public schools, after making a change, the LEA will need to perform the additional step of certifying graduates using the "Certification of Graduates" function to re-certify.

Since an academic year begins on September 1 and ends on August 31, the graduation date will determine the initial award year. To ensure a student is eligible for a TOPS award when first enrolling as a first-time fulltime student, it is essential that the graduation date fall in the year preceding the year of enrollment.

Q-215. If the student graduates after attending summer school, what year would I report him as graduated?

A. For TOPS scholarship purposes, an academic year is September 1 through August 31. If a student completes the summer school course in July 2007, and his school records show he graduates 7/2007, then, if otherwise eligible, the student could attend in Fall 2007 and would apply for TOPS for that semester. If a student completes his summer course work on September 1, 2007 and his graduation date is 9/2007, he may enroll for the fall semester of 2007 but he will not qualify for a TOPS award until the spring semester of 2008 because he will be considered a 2008 graduate.

Q-216. When submitting a batch file, can I submit a partial record for my seniors now and add their final grades when they finish their senior year?

A. You can submit grades 9-11 for your seniors now. When you submit their senior year grades, you will send a complete transcript, including grades 9-12. When that happens, the previous information sent will be overwritten with the new batch file.

Q-217. How long will it take an error report to be available when submitting batch files?

A. In STS On the Web, you will be allowed to include an e-mail address when submitting batch files. You will be notified by e-mail as soon as the report is ready with a link to the report.

Q-218. What if there is not a course code for our specific courses (for example: Bible, Bible Survey and Bible Study)?

A. If a religion course is taken in addition to the Religion courses I-IV, use one of the General Elective Course Codes (General Electives 1-8). You may enter the name of the course in the Transcript Course Name field to indicate the actual name of the course.

Q-219. Do technical schools have site codes? How are courses treated that are taken off-site at a hospital or a driving school or at a university for high school credit?

A. Use the Sponsor Code and **Site Code for the high school that is giving credit for the course for graduation**. You may list the location the course was taken in the Transcript Course Site field.

Q-220. Is it necessary to enter information for foreign exchange students?

A. If the student might attend a Louisiana university, the Board of Regents or the university would need that information. Therefore, the information only needs to be provided if the student might attend a Louisiana post-secondary school.

Q-221. There is a course code for Algebra I that is taken in the 6th, 7th or 8th grade. Is that the code that a school should use for a student that takes Algebra I for high school credit in 8th grade

(or physical science, etc) or should they use the regular high school Algebra I code?

- A. If the school is going to give the student a high school Carnegie unit credit for a course taken in the elementary grades (6-8), use the high school subject course code rather than the elementary course code.

Q-222. If a student transfers to our school with a foreign language that is not offered and is not in Bulletin 741, nor does it have a course code, what should I use?

- A. Foreign language elective course codes have been created just for this purpose; however, there are rules that apply. If two of the elective codes are used, they must be for the same language; and the name of the language must be included in the Transcript Course Name field. The name in the Transcript Course Name field must be exactly the same for both courses. Failure to use the exact same name in the Transcript Course Name field will result in STS determining that the two years are in different languages. For example, if you are creating records for a student who has two units of Vietnamese, you will use: 124001 Foreign Language Elective – Year 1 with Transcript Course Name: Vietnamese and 124002 Foreign Language Elective – Year 2 with Transcript Course Name: Vietnamese.

Q-223. Speech Debate (2 units) is included in TOPS rule as a substitute for Fine Arts Survey. Does that mean that Speech III and Speech IV are also suitable substitutes?

- A. No. Speech III and IV are not included in TOPS rule and therefore are not equivalent to Speech Debate (2 units). Speech III and IV are not allowed for use as substitutes for Fine Arts Survey.

Q-224. There is no BESE course code for Speech Debate, but our school offers the course. How do we report it on STS?

- A. The school should submit the course syllabus to BESE for approval. If approved as Speech Debate, the school may report the course on STS using the Speech III or IV course code.

Q-225. Can I print a transcript from STS?

- A. No. You can print transcript data from STS. However, you can print an official high school transcript from the On-Base Transcript System (OTS). OTS creates the official high school transcript based on data from STS.

Q-226. I am with a non-public school, how do I certify my data?

- A. You are certifying the data when you enter a graduation date in a student's record. Your certification is your confirmation that the student's data is complete, correct and ready for a TOPS eligibility determination. **DO NOT** enter a graduation date in a student's record before you are ready to certify that student's data.

Q-227. If a student fails a course at his home school and attends summer school at another school, which sponsor/site code would be used?

- A. Use the home school sponsor/site code.

Q-228. If a student transfers from an in-state eligible high school and has repeated a course during the summer prior to enrolling in the new school, which sponsor/site code should be used?

- A. Use the sponsor/site code for the school attended for the course.

Q-229. Are there different course codes for honors courses?

- A. No. An honors course is indicated by entering "HR" in the Course Type Code Field. This is a new field in STS for 2003. Course types include:

RG – Regular
HR – Honors
GT – Gifted
AP – Advanced Placement
IB – International Baccalaureate
SE – Special Education
TA – Talented

Course Codes were created in 2005 for certain AP courses since they had no equivalent course code in Louisiana. See Supplement C for a list of AP Course Codes.

Q-230. Which course codes should I use for P.E.?

- A. Non-Public High Schools should use the following course codes:
190101 Health and Physical Education I
190102 Health and Physical Education II
190103 Health and Physical Education III
190104 Health and Physical Education IV

These courses are not in the Program of Studies for public schools and do not meet graduation requirements. They may be taught at nonpublic schools only.

Students graduating from public schools in Louisiana are required to have 1 1/2 units of Physical Education and 1/2 unit of Health. Physical Education III and IV may be taken as electives. The course codes for those courses are listed below.

190097 Adapted Physical Education 2
190098 Adapted Physical Education 3
190099 Adapted Physical Education 4
190100 Adapted Physical Education
190105 Physical Education I
190106 Physical Education II

190107 Physical Education III
190108 Physical Education IV
190500 Health Education

Q-231. When do I enter my freshmen and transfer students into STS?

- A. Freshmen and new transfer students cannot be entered into STS until the system has rolled over into a new academic year. For example 2006-2007 freshman should be entered into STS after the system rolls over into Beginning School Session Year (BSSY) 2006. This rollover will occur in October 2006, so 2006-2007 freshmen cannot be entered into STS over the summer of 2006.

If a student transfers out of your school at the end of the 2006-2007 academic year, you must enter that student into STS for BSSY 2006. You will delete the student from your school when the system rolls over to BSSY 2007.

Q-232. When must I have my STS data entry completed?

- A. There are three deadlines for STS data entry:
February 15: Board of Regents Extract – for college admissions
June 15: TOPS and Board of Regents
September 15: Final deadline for academic year

Q-233. Can I change my data after I have certified my records?

- A. Yes. Student records may be pulled back for data changes after certification. Care must be taken to recertify each time data is pulled back, changed and resubmitted.

Nonpublic schools are not required to certify their records; however, a graduation date must be inserted for each student.

Q-234. I am a public school counselor. Can I have view access to STS?

- A. Yes. Each public high school is allowed to have inquiry access to the STS system. Contact the STS Coordinator for your district to request security access.

Q-235. I am a counselor in a non-public school that does online data entry into STS. Can our school have another user ID to do data entry?

- A. Yes, the school can have additional STS user IDs with online update access for data entry.

Q-236. I am a new counselor at a non-public high school. Can I use the previous counselor's STS user ID?

- A. No. You must request a new User ID through LOSFA. Also, the former counselor's User ID must be deleted. Contact LOSFA for a STS Security Access Form.

Q-237. Where do I go for technical assistance for the STS program?

- A. For all non-public high school users and public school high school counselors with "inquiry" access, contact the LOSFA STS Technical Support Team:

Michelle: ext. 2027 mdarling@osfa.state.la.us
Susan: ext. 2408, skaufman@osfa.state.la.us
Annette: ext. 2245, achelette@osfa.state.la.us
Jolie: ext. 1683, jadams@osfa.state.la.us

Technical assistance for public LEAs is provided by the LDE.

Q-238. My STS User ID is revoked. How do I have it reset?

- A. Non-public STS users should send an e-mail to helpdesk@osfa.state.la.us or call (800) 259-5626 Ext. 1012. Public high school counselors with view access should contact their parish STS Coordinator.

Q-239. Does submitting transcript data through STS replace a paper transcript?

- B. Yes. The OnBase Transcript System (OTS) will generate the official high school transcript from the data entered in STS.

Q-240. Do colleges and universities have access to STS?

- A. Yes. Beginning in fall of 2004, the Louisiana Board of Regents obtained access to STS data for Louisiana colleges and universities. Institutions can access student data after each of the Board of Regents Extract files are created on February 15, June 15 and September 15. Institutions should no longer ask high schools for a paper transcript.

Q-241. Once the data rolls over to a new academic year, will the grade placement field advance?

- A. No. The system does not assume that the student has advanced to the next grade. You must change the grade placement field for your students to show in the correct grade level.

Q-242. Are there any major changes to STS data entry for 2006-2007?

- A. Yes. STS will be migrated to the Internet in October 2006. Online data entry and STS reports will be accessed through the website: <https://leads.doe.state.la.us/sts/>.

Q-243. What courses may be designated as an AP course in STS?

- A. Only courses using the College Board curriculum for the 34 courses identified by the College Board can be labeled AP. Each school having AP courses must have a designated AP Coordinator who is responsible for communicating with the College Board. For more information on AP Course Curriculums see <http://apcentral.collegeboard.com>. For the Louisiana equivalent course titles and sponsor codes, see Supplement C. Only course codes listed in Supplement C are allowed to have a course type of AP.

Q-244. I have a student who does not have a social security number. What do I use as their Student ID?

- A. You can create a student ID for the student. The ID number will be 99-sponsor code- 4 sequential numbers. For example, 99-506-0001.

Q-245. Can I access STS at any time during the day or night?

- A. Yes. STS will periodically go down for program updates, but it will no longer shut down every evening.

Q-246. How do I report a course that is being waived for a student in STS?

- A. If you are waiving a core course for a student, you will need to create a record for that class in STS. You should report the Letter Grade as "E" and Core Course Waiver as "Y". The course must be entered as a full-year. STS will not accept part numbers for a course with a letter grade of "E".

STUDENTS WITH DISABILITIES

Q-247. Does a student with a disability have to take all of the core curriculum units? If not, what documentation must they provide?

- A. Core curriculum requirements may be waived for a student who has one or more learning, visual, hearing or physical disabilities. In order to obtain a waiver, the high school must certify to LOSFA that it has on file in the school records the following documents:
2. A written diagnosis from a person licensed or certified to diagnose the disability of the student that specifies the need for special accommodation by the student's high school, and
 3. A written statement from the principal of the high school that a plan of accommodation under Section 504 of the Rehabilitation Act of 1973 ("504 Plan") has been established, and the high school was unable to provide the special accommodation, or, if the special accommodation was provided by the high school, the failure to complete the specified core curriculum course was due solely to the student's diagnosed disability.

Q-248. If the recommended accommodation is for the student not to take the course, and the 504 Plan reflects the school's acceptance of the accommodation, is it acceptable for the principal to certify that the reason that the student did not complete the course was due solely to the

student's disability?

- A. Yes. If a student does not take a course under this circumstance, this is acceptable. If the student ignores the recommendation and attempts the course, and then drops the course due to the disability, the result would be the same.

Q-249. Is the high school required to report a course if a student is diagnosed with a disability, the high school provides special accommodations and the student earns a "D" or "C" in the course?

- A. Yes. The course may be used to satisfy one of the 16.5 units of core courses needed to qualify.

Q-250. We have a deaf student who is taking signing courses. Will these courses fulfill the foreign language requirement?

- A. Yes, but only if the course is the BESE approved American Sign Language. See Question 82.

Q-251. Will LOSFA waive ACT/SAT scores for a child with ADD or ADHD or another disability?

- A. No. The minimum ACT score is established by the TOPS statute and cannot be waived. However, the student may apply to ACT, Inc. for special testing conditions.

Q-252. Will LOSFA waive the TOPS Cumulative High School Grade Point Average for a child with ADD?

- A. No. The minimum TOPS Cumulative High School Grade Point Average is established in the TOPS statute and there is no provision for waiver.

STUDENTS WITH EXCEPTIONALITIES

Q-253. Does a student with an exceptionality have to take all of the core curriculum units? If not, what documentation must they provide?

- A. Core curriculum requirements may be waived for a student defined as an exceptional child in accordance with R.S. 17:1943(4), excluding gifted and talented. In order to obtain a waiver, the high school must certify to LOSFA that it has on file in the school records the following documents:

1. A written Individual Education Program (IEP) in accordance with R.S. 17:1941 et seq. and Louisiana Department of Education Bulletin 1706, and
2. A written statement from the principal of the high school that the failure to complete the specified core curriculum course was due solely to the student's exceptionality.

Q-254. If the IEP is for the student not to take the course, is it acceptable for the principal to certify that the reason that the student did not complete the course was due solely to the student's exceptionality?

- A. Yes. If a student does not take a course under this circumstance, this is acceptable. If the student ignores the recommendation and attempts the course, and then drops the course due to the exceptionality, the result would be the same.

Q-255. Is the high school required to report a course if an exceptional student's IEP provides special accommodations and the student earns a "D" or "C" in the course?

- A. Yes. The course may be used to satisfy one of the 16.5 units of core courses needed to qualify.

TOPS-TECH EARLY START AWARD

Q-256. What is the TOPS-Tech Early Start Award?

- A. The TOPS-Tech Early Start Award is established as part of the Tuition Opportunity Program for Students (TOPS) to provide grants for Louisiana residents pursuing occupational or vocational training while being dually enrolled in a state public high school and at a Louisiana public postsecondary institution that offers an occupational or vocational education credential in a Top Demand Occupation.

Q-257. Who is eligible?

- A. To establish eligibility for the TOPS-Tech Early Start Award, the student applicant must meet all of the following criteria:
1. Be in the eleventh or twelfth grade in a Louisiana public school.
 2. Have prepared a five-year education and career plan, including a sequence of related courses with a career focus as provided by the High School Career Option Subchapter in LSA-RS, 17:183.2 *et seq.*
 3. Have a cumulative high school grade point average on all courses attempted of not less than 2.0 when calculated on a 4.0 scale.
 4. Have at least the minimum scores required to pass the Mathematics and English portions of the graduation exit exam established by the State Board of Elementary and Secondary Education.
 5. Score at least fifteen on the English subsection and fifteen on the Mathematics subsection of the ACT PLAN assessment administered as part of Louisiana's Educational Planning and Assessment System.
 6. Enroll in a course in an industry-based occupational or vocational education credential program in a Top Demand Occupation.

Q-258. Where can a student obtain an application?

- A. Applications are available from the high school's guidance counselor, the college or by downloading one from LOSFA's web site at www.osfa.state.la.us.

Q-259. When should a student apply?

- A. To obtain the maximum benefit from the program, the student should submit the application upon completion of the 10th grade.

Q-260. What is the award amount?

- A. The TOPS-Tech Early Start Award provides a payment to the postsecondary institution not to exceed \$300 for up to six credit hours each semester or \$600 each Academic Year (College) at a rate of \$50 per credit hour. TOPS-Tech Early Start is not payable for summer semesters or sessions.

Q-261. How are award payments made?

- A. Payments are made directly to the postsecondary institution.

Q-262. What are the benefits of an award?

- A. The award will cover the cost of attendance at most of the public colleges that offer training in qualifying Top Demand Occupations. It will enable a student to take up to six credit hours per

semester. As long as the requirements for renewal are met, the student could continue in the program for up to four semesters, not including summer semesters or sessions.

Q-263. How does a recipient maintain eligibility?

- A. To continue receiving the TOPS-Tech Early Start Award, the recipient must meet all of following criteria:
1. Agree that the award will be used exclusively for educational expenses; and
 2. Be a student in good standing in a Louisiana public high school; and
 3. Maintain a cumulative high school grade point average on all courses attempted of not less than 2.0 when calculated on a 4.0 scale; and
 4. Continue to pursue one or more courses leading to an industry-based credential in a Top Demand Occupation; and
 5. Be a student in good standing while enrolled in a Louisiana public postsecondary education institution; and
 6. Maintain Steady Academic Progress as defined in §301; and
 7. Maintain, by the end of the spring term, a cumulative college grade point average of at least 2.50 on a 4.00 maximum scale.

Q-264. What is a Top Demand Occupation?

- A. For the purpose of this program, a Top Demand Occupation is defined as a course of study leading to an industry-based certification in an occupation that is in top demand within the state.

Q-265. Where can I find a list of Top Demand Occupations?

- A. The list of Top Demand Occupations can be obtained from high school counselors, public colleges offering eligible courses of study and from LOSFA's web site at www.osfa.state.la.us or Public Information Representatives by calling 1-800 259-5626 Extension 1012.

Q-266. Is the Top Demand Occupation list subject to change?

- A. The TOP Demand Occupation list is subject to change; however, once an award recipient enrolls in a listed program, the student may continue in the program even if the program is subsequently removed from the list.

Q-267. What must I do to continue in the program?

- A. The student must complete the application for each semester he wishes to participate in the program. After being awarded the first time, the student should follow the instructions on the reverse of the form and complete the "Renewal Application" for each semester thereafter. Since these awards are funded by an annual appropriation from the state, there is no assurance that the award will be renewed, even if the student has met the renewal criteria.

Q-268. How is a TOPS-Tech Early Start award processed?

- A.
1. The student completes a program application form and submits the completed application to the high school for certification.
 2. The high school certifies that the student has met all statutory requirements for participating in the program and returns the application to the student.
 3. The student then submits the application to his or her choice of public colleges that offer an eligible program of study.

4. The college accesses the TOPS Portal and enters selected data from the award application to reserve funding at which time the award will be verified as funded or pending availability of funds. The college should enter these disclosures on the student's application form and notify the student of its admission decision.
5. After the 14th day of classes, but not later than October 1st for the fall semester and March 1st for the spring semester, the college will re-enter the TOPS Portal and bill for those students who remain enrolled through the 14th day of classes.
6. LOSFA transfers award funds to the college by Electronic Funds Transfer (EFT) or check in the amount billed along with a listing of students being awarded.

TOPS TECH AWARD

Q-269. How is the TOPS Tech Award different from the TOPS Award?

- A. Besides the ACT score, most of the requirements are the same as, or similar to, the TOPS Award, except that there are three different core curriculums that may be used to qualify. The differences are noted in the answers to the following questions.

Q-270. What are the core curricula choices?

- A. There are two TOPS Tech curricula: Option 1 has a speech/language component (17.0 hours). Option 2 has a career option component (19.0 hours). In addition, a student may complete the core curriculum for the TOPS Opportunity Award (16.5 hours).

To have a student considered for TOPS with the TOPS Tech Option 2 Core Curriculum, the student's career major number must be included in the Career Option field in STS.

Q-271. Can courses be mixed/matched for those courses listed under TOPS-Tech Option 1, where foreign language is listed?

- A. Yes. The intent of the change in this requirement is to allow mixing/matching. For example, a student may meet the requirement by successfully completing Spanish I and French I or Spanish I and Speech I or another combination.

Q-272. In TOPS Tech Core Option 2, can keyboarding count to meet the requirements of "in a related field" for a student enrolled in a Welding Program?

- A. Only if it is a course included in the courses listed under the student's major.

Q-273. Where can a student use a TOPS Tech Award?

- A. The TOPS Tech Award may be used to enroll in a program for a vocational or technical education certificate or diploma at any eligible postsecondary institution that offers such courses. This includes the Louisiana Technical College campuses, some public colleges and universities and some of those colleges and universities that are members of the Louisiana Association of Independent Colleges and Universities.

Q-274. Which schools offer nonacademic courses?

- A. The eligible colleges and universities that currently offer nonacademic courses are:
 - All campuses of the Louisiana Technical Colleges

- Baton Rouge Community College
- Bossier Parish Community College
- Delgado Community College
- Louisiana Delta Community College
- Louisiana State University at Eunice
- Nunez Community College
- Our Lady of the Lake College (non-public)
- South Louisiana Community College
- Southern University at Shreveport
- Fletcher Technical Community College
- SOWELA Technical Community College

Q-275. Can a student with a TOPS Tech Award use the award to enroll in a nonacademic program at a nonpublic college or university?

A. Yes, if the college or university is a member of the Louisiana Association of Independent Colleges and Universities (LAICU). Currently, Our Lady of the Lake College is the only LAICU institution offering a nonacademic program.

Q-276. Can a student use a TOPS Opportunity, Performance or Honors Award to pursue a non-academic program (attend a technical school)?

A. Yes.

Q-277. How much does the TOPS Tech Award pay toward enrollment in a technical (non-academic) program?

A. It depends on whether the college is public or private and whether it offers an academic degree at the baccalaureate level or higher:

- If it is a public college that does not offer a baccalaureate degree, the award pays the actual cost of tuition.
- If it is a public or nonpublic college that offers a baccalaureate degree, the award pays an amount equal to the weighted average of the amounts paid above.

Q-278. How much do the TOPS Opportunity, Performance and Honors Awards pay toward enrollment in a technical (non-academic) program?

A. A student will receive an amount equal to full-tuition for attendance at a Louisiana public college that offers nonacademic courses. Students with TOPS Performance and Honors also receive their stipends.

Q-279. Can students with a TOPS Tech Award or TOPS Opportunity, Performance and Honors Awards use the award to enroll in a nonacademic program at a nonpublic college or university?

A. Yes. These students could enroll in a regionally accredited independent college or university in Louisiana that is a member of the Louisiana Association of Independent Colleges and Universities, provided such schools offer a non-academic program.

Q-280. How much will a TOPS-Tech Award or a TOPS Opportunity, Performance, and Honors Award pay toward enrollment in a technical program at an eligible nonpublic college or university?

A. The TOPS Award paid for these students is the equivalent of the total dollar value of awards made to students enrolled in nonacademic programs and attending public postsecondary institutions that do not offer an academic degree at the baccalaureate level in the prior Program Year (Non-Academic

Program), divided by the number of full-time students receiving these awards. Students with TOPS Performance or Honors Awards will receive their stipend prorated for the number of semesters or terms in the year.

Q-281. Will a TOPS-Tech Award pay for two technical diplomas?

- A. Yes. Beginning with the 2004-2005 Academic Year (College), the student may use all two years of eligibility for technical programs.

Q-282. Will a TOPS Opportunity, Performance and Honors Award pay for two technical diplomas (four years)?

- A. Yes. Beginning with the 2004-2005 Academic Year (College), the student may use all 8 semesters of eligibility for technical programs.

Q-283. Will a TOPS Opportunity, Performance and Honors Award pay for a technical diploma (two years) and then two years of a four-year academic program?

- A. Yes. A student with a TOPS Opportunity, Performance or Honors Award who enrolls in an academic program in the semester or term, excluding summer sessions, that starts immediately after the end of the technical term, may be eligible for continued TOPS payments if the student has met continuing eligibility requirements and has not exhausted his or her TOPS eligibility.

Q-284. What is a nonacademic program?

- A. A program of courses, as defined by the Board of Regents, designed to teach a skill or occupation or provide technical training resulting in a vocational or technical education certificate, diploma or a non-academic undergraduate degree. The purpose of TOPS-Tech is to provide an incentive for qualified Louisiana residents to prepare for and pursue technical positions in Louisiana.

Q-285. What is the academic year for nonacademic (technical) programs?

- A. The academic year for nonacademic (technical) programs is referred to as the "program year" because it is different than the academic year for academic programs. A program year is the schedule of semesters or terms during a year beginning with the fall semester or term, including the winter term, if applicable, and concluding with the spring semester or term or the equivalent schedule at an institution, which operates on units other than semesters or terms. Enrollment in a summer term, semester or session is not required to maintain eligibility for an award, but will be paid for students who enroll on a full time basis.

Q-286. Will TOPS pay for attending a summer session in a nonacademic (technical) program?

- A. Yes. Recipients of the TOPS Tech Award are not required to attend summer sessions; however, if they enroll full time in a nonacademic (technical) program, TOPS will pay.

Recipients of the TOPS Opportunity, Performance and Honors Award enrolled in nonacademic (technical) programs are not required to attend summer sessions; however, if they enroll full time in a nonacademic (technical) program, TOPS will pay. Eligibility will be reduced by one semester or term for each summer session paid.

Q-287. What cumulative GPA do I have to maintain with the Tech award?

- A. Tech students are required to have a 2.00 GPA at the end of each semester or term, and are required to have a cumulative 2.50 GPA at the end of each spring semester. These GPA's are applicable to recipients of TOPS Opportunity, Performance and Honors awards who are enrolled in

nonacademic (technical) programs.

Q-288. How many hours does a Tech student have to earn to maintain his award?

- A. Tech students must earn at least 24 hours each program year. Students with the TOPS Opportunity, Performance and Honors awards who are enrolled in nonacademic (technical) programs must earn at least 24 hours each program year.

Q.289. Can students enrolled in nonacademic (technical) programs use hours earned during a summer session to meet the 24 hour requirement?

- A. Yes. A student who has not earned at least 24 hours after the spring semester may use hours earned during the next summer session to meet the 24 hour requirement.

Q-290. If a student enrolled in a nonacademic (technical) program has not earned at least 24 hours after the spring semester, will TOPS pay for the summer session?

- A. Yes, provided the student has maintained the minimum required cumulative grade point average.

Q-291. If I have an Opportunity, Performance or Honors Award and have attended both an academic program and a nonacademic program, how is my GPA for TOPS retention calculated?

- A. Students who have attended both an academic program and a nonacademic program will have a GPA calculation for each type of program. Grades from an academic program **will not be mixed** with grades from a nonacademic program. The GPA for the program currently being attended will be used; however, if a student changes from one type of program to another while on suspension for grades, the student will remain on suspension until he earns at least the minimum GPA required for the program being attended.

**SUPPLEMENT A
TO
TOPS QUESTIONS AND ANSWERS
TOPS Core Curriculum Tables**

Note: The following list is for the Opportunity, Performance and Honors Awards Core Curriculum (R1). This list does not include courses approved for individual LEAs/Schools or course codes which are not valid in the 2006-2007 academic year. For a complete listing of courses in the R1 core, or to view the Tech Option 1 (T1) or Tech Option (T2) curricula, use the View TOPS Core Curriculum function in STS on the Web. Additional courses may be added during the year.

TOPS CATEGORY: 01 ENGLISH I

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH I COURSES:
120331 ENGLISH I

TOPS CATEGORY: 02 ENGLISH II

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH II COURSES:
120332 ENGLISH II

TOPS CATEGORY: 03 ENGLISH III

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH III COURSES:
120333 ENGLISH III

TOPS CATEGORY: 04 ENGLISH IV

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH IV COURSES:
120334 ENGLISH IV

TOPS CATEGORY: 05 ALGEBRA I

1.00 CREDIT UNIT FROM THE FOLLOWING ALG.I COURSES:
160321 ALGEBRA I
160339 INTEGRATED MATHEMATICS I

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED ALG. COURSES:
160333 APPLIED ALGEBRA IA (REQUIRES 1.00 CREDIT UNIT)
160334 APPLIED ALGEBRA IB (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ALG PART COURSES:
160337 ALGEBRA I - PART I (REQUIRES 1.00 CREDIT UNIT)
160338 ALGEBRA I - PART II (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED MATH COURSES:
160342 APPLIED MATHEMATICS I (REQUIRES 1.00 CREDIT UNIT)
160343 APPLIED MATHEMATICS II (REQUIRES 1.00 CREDIT UNIT)

TOPS CATEGORY: 06 ALGEBRA II

1.00 CREDIT UNIT FROM THE FOLLOWING ALG.II COURSES:
160322 ALGEBRA II
160340 INTEGRATED MATHEMATICS II

TOPS CATEGORY: 07 GEOMETRY OR OTHER COMPARABLE ADVANCED MATH

1.00 CREDIT UNIT FROM THE FOLLOWING GEOMETRY OR OTHER MATH COURSES:
160323 GEOMETRY
160326 CALCULUS
160341 INTEGRATED MATHEMATICS III
160344 APPLIED MATHEMATICS III
160346 ADVANCED MATHEMATICS I
160347 ADVANCED MATHEMATICS II
160348 PRE-CALCULUS

160349 PROBABILITY AND STATISTICS
160350 DISCRETE MATHEMATICS
160375 ALGEBRA III
160394 AP CALCULUS AB

TOPS CATEGORY: 08 BIOLOGY

1.00 CREDIT UNIT FROM THE FOLLOWING BIOLOGY COURSES:
150301 BIOLOGY
150302 BIOLOGY II

TOPS CATEGORY: 09 CHEMISTRY

1.00 CREDIT UNIT FROM THE FOLLOWING CHEMISTRY COURSES:
150401 CHEMISTRY
150402 CHEMISTRY II
150451 CHEMISTRY COM

TOPS CATEGORY: 10 EARTH SCIENCE OR 1 OF OTHERS LISTED

1.00 CREDIT UNIT FROM THE FOLLOWING OTHER SCIENCE COURSES:
150300 INTEGRATED SCIENCE (GRADES 9-12)
150302 BIOLOGY II
150310 ENVIRONMENTAL SCIENCE
150402 CHEMISTRY II
150700 PHYSICS
150701 PHYSICS II
150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM
150795 AP PHYSICS C: MECHANICS
150801 GENERAL SCIENCE
150802 PHYSICAL SCIENCE
150803 PHYSICS FOR TECHNOLOGY (REGULAR)
150805 PHYSICS FOR TECHNOLOGY II (REGULAR)
150901 EARTH SCIENCE

OR 2.00 CREDIT UNITS FROM THE FOLLOWING AGRISCIENCE COURSES:
010301 AGRISCIENCE I (EFFECTIVE 2007)
010302 AGRISCIENCE II (EFFECTIVE 2007)

TOPS CATEGORY: 11 AMERICAN HISTORY

1.00 CREDIT UNIT FROM THE FOLLOWING AMERICAN HISTORY COURSES:
220403 AMERICAN HISTORY

TOPS CATEGORY: 12 WORLD HISTORY, WESTERN CIV., OR WORLD GEO.

1.00 CREDIT UNIT FROM THE FOLLOWING OTHER SOCIAL STUDIES COURSES:
220300 WORLD GEOGRAPHY
220401 WORLD HISTORY
220402 WESTERN CIVILIZATION
220410 EUROPEAN HISTORY

TOPS CATEGORY: 13 CIVICS/FREE ENTERPRISE

1.00 CREDIT UNIT FROM THE FOLLOWING CIV/FREE ENT. COURSES:
220200 FREE ENTERPRISE SYSTEM (REQUIRES 0.50 CREDIT UNIT)
220501 CIVICS (REQUIRES 0.50 CREDIT UNIT)

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CIVICS COURSES:
220501 CIVICS
220502 AMERICAN GOVERNMENT

TOPS CATEGORY: 14 FINE ARTS SURVEY

1.00 CREDIT UNIT FROM THE FOLLOWING FINE ARTS SURVEY COURSES:
030332 FINE ARTS SURVEY

OR 2.00 CREDIT UNITS FROM THE FOLLOWING MUSIC, DANCE, THEATER COURSES:
030300 BEGINNING BAND (REQUIRES 1.00 CREDIT UNIT)

030301	INTERMEDIATE BAND	(REQUIRES 1.00 CREDIT UNIT)
030302	ADVANCED BAND	(REQUIRES 1.00 CREDIT UNIT)
030303	WIND ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030304	JAZZ ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030305	STRING ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030306	BRASS ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030307	PERCUSSION ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030308	CLASSICAL ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030310	BEGINNING CHOIR	(REQUIRES 1.00 CREDIT UNIT)
030311	INTERMEDIATE CHOIR	(REQUIRES 1.00 CREDIT UNIT)
030312	ADVANCED CHORUS	(REQUIRES 1.00 CREDIT UNIT)
030313	SMALL VOCAL ENSEMBLE	(REQUIRES 1.00 CREDIT UNIT)
030314	VOICE I	(REQUIRES 1.00 CREDIT UNIT)
030315	VOICE II	(REQUIRES 1.00 CREDIT UNIT)
030316	VOICE III	(REQUIRES 1.00 CREDIT UNIT)
030317	VOICE IV	(REQUIRES 1.00 CREDIT UNIT)
030320	BEGINNING ORCHESTRA	(REQUIRES 1.00 CREDIT UNIT)
030321	INTERMEDIATE ORCHESTRA	(REQUIRES 1.00 CREDIT UNIT)
030322	ADVANCED ORCHESTRA	(REQUIRES 1.00 CREDIT UNIT)
030330	MUSIC APPRECIATION	(REQUIRES 1.00 CREDIT UNIT)
030331	MUSIC HISTORY	(REQUIRES 1.00 CREDIT UNIT)
030333	GENERAL MUSIC	(REQUIRES 1.00 CREDIT UNIT)
030340	COMPOSITION	(REQUIRES 1.00 CREDIT UNIT)
030341	MUSIC THEORY I	(REQUIRES 1.00 CREDIT UNIT)
030342	MUSIC THEORY II	(REQUIRES 1.00 CREDIT UNIT)
030343	CONDUCTING	(REQUIRES 1.00 CREDIT UNIT)
030344	JAZZ IMPROVISATION	(REQUIRES 1.00 CREDIT UNIT)
030350	PIANO CLASS	(REQUIRES 1.00 CREDIT UNIT)
030351	INSTRUMENTAL TECHNIQUE CLASS	(REQUIRES 1.00 CREDIT UNIT)
030352	GUITAR CLASS	(REQUIRES 1.00 CREDIT UNIT)
030353	SECTIONAL REHEARSAL	(REQUIRES 1.00 CREDIT UNIT)
030360	APPLIED MUSIC	(REQUIRES 1.00 CREDIT UNIT)
030361	STUDIO PIANO I	(REQUIRES 1.00 CREDIT UNIT)
030362	STUDIO PIANO II	(REQUIRES 1.00 CREDIT UNIT)
030363	STUDIO PIANO III	(REQUIRES 1.00 CREDIT UNIT)
030402	ADVANCED BAND (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030403	ADVANCED BAND (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030404	ADVANCED BAND (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030405	ADVANCED BAND (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030406	ADVANCED BAND (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030407	ADVANCED BAND (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030408	ADVANCED BAND (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030412	WIND ENSEMBLE (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030413	WIND ENSEMBLE (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030414	WIND ENSEMBLE (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030415	WIND ENSEMBLE (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030416	WIND ENSEMBLE (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030417	WIND ENSEMBLE (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030418	WIND ENSEMBLE (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030422	JAZZ ENSEMBLE (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030423	JAZZ ENSEMBLE (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030424	JAZZ ENSEMBLE (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030425	JAZZ ENSEMBLE (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030426	JAZZ ENSEMBLE (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030427	JAZZ ENSEMBLE (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030428	JAZZ ENSEMBLE (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030432	ADVANCED CHOIR (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030433	ADVANCED CHOIR (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030434	ADVANCED CHOIR (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030435	ADVANCED CHOIR (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030436	ADVANCED CHOIR (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030437	ADVANCED CHOIR (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030438	ADVANCED CHOIR (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030442	SMALL VOCAL ENSEMBLE (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030443	SMALL VOCAL ENSEMBLE (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030444	SMALL VOCAL ENSEMBLE (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030445	SMALL VOCAL ENSEMBLE (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030446	SMALL VOCAL ENSEMBLE (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030447	SMALL VOCAL ENSEMBLE (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)

030448	SMALL VOCAL ENSEMBLE (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030452	ADVANCED ORCHESTRA (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030453	ADVANCED ORCHESTRA (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030454	ADVANCED ORCHESTRA (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030455	ADVANCED ORCHESTRA (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030456	ADVANCED ORCHESTRA (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030457	ADVANCED ORCHESTRA (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030458	ADVANCED ORCHESTRA (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030462	APPLIED MUSIC (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030463	APPLIED MUSIC (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030464	APPLIED MUSIC (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030465	APPLIED MUSIC (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030466	APPLIED MUSIC (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030467	APPLIED MUSIC (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030468	APPLIED MUSIC (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030472	STUDIO PIANO III (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030473	STUDIO PIANO III (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030474	STUDIO PIANO III (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030475	STUDIO PIANO III (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030476	STUDIO PIANO III (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030477	STUDIO PIANO III (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030478	STUDIO PIANO III (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030600	DANCE I	(REQUIRES 1.00 CREDIT UNIT)
030603	DANCE ELECTIVE II	(REQUIRES 1.00 CREDIT UNIT)
060604	DANCE ELECTIVE III	(REQUIRES 1.00 CREDIT UNIT)
030611	ADVANCED DANCE (FIRST CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030612	ADVANCED DANCE (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030613	ADVANCED DANCE (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030614	ADVANCED DANCE (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030615	ADVANCED DANCE (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030616	ADVANCED DANCE (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030617	ADVANCED DANCE (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030618	ADVANCED DANCE (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030699	DANCE ELECTIVE I	(REQUIRES 1.00 CREDIT UNIT)
030700	THEATRE I	(REQUIRES 1.00 CREDIT UNIT)
030703	THEATER ELECTIVE I	(REQUIRES 1.00 CREDIT UNIT)
030704	THEATER ELECTIVE II	(REQUIRES 1.00 CREDIT UNIT)
030705	THEATER ELECTIVE III	(REQUIRES 1.00 CREDIT UNIT)
030711	ADVANCED THEATRE (FIRST CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030712	ADVANCED THEATRE (SECOND CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030713	ADVANCED THEATRE (THIRD CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030714	ADVANCED THEATRE (FOURTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030715	ADVANCED THEATRE (FIFTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030716	ADVANCED THEATRE (SIXTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030717	ADVANCED THEATRE (SEVENTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
030718	ADVANCED THEATRE (EIGHTH CREDIT)	(REQUIRES 1.00 CREDIT UNIT)
600205	TALENTED MUSIC I	(REQUIRES 1.00 CREDIT UNIT)
600206	TALENTED MUSIC II	(REQUIRES 1.00 CREDIT UNIT)
600207	TALENTED MUSIC III	(REQUIRES 1.00 CREDIT UNIT)
600208	TALENTED MUSIC IV	(REQUIRES 1.00 CREDIT UNIT)
600210	TALENTED THEATER I	(REQUIRES 1.00 CREDIT UNIT)
600211	TALENTED THEATER II	(REQUIRES 1.00 CREDIT UNIT)
600212	TALENTED THEATER III	(REQUIRES 1.00 CREDIT UNIT)
600213	TALENTED THEATER IV	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING VISUAL ARTS COURSES:

030506	VISUAL ARTS ELECTIVE I (LOCALLY INITI	(REQUIRES 1.00 CREDIT UNIT)
030507	VIS ARTS ELECTIVE II (LOCALLY INITI	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING STUDIO ARTS COURSES:

030364	STUDIO ARTS ELECTIVE I (LOCALLY INITI	(REQUIRES 1.00 CREDIT UNIT)
030365	STUDIO ARTS ELECTIVE II (LOCALLY IN	(REQUIRES 1.00 CREDIT UNIT)
030501	ART I	(REQUIRES 1.00 CREDIT UNIT)
030502	ART II	(REQUIRES 1.00 CREDIT UNIT)
030503	ART III	(REQUIRES 1.00 CREDIT UNIT)
030504	ART IV	(REQUIRES 1.00 CREDIT UNIT)
030508	AP STUDIO ART 3-D DESIGN	(REQUIRES 1.00 CREDIT UNIT)
030564	STUDIO ARTS ELECTIVE I (LOCALLY INITI	(REQUIRES 1.00 CREDIT UNIT)
030565	STUDIO ARTS ELECTIVE II (LOCALLY INITI	(REQUIRES 1.00 CREDIT UNIT)

600200	TALENTED ART I	(REQUIRES 1.00 CREDIT UNIT)
600201	TALENTED ART II	(REQUIRES 1.00 CREDIT UNIT)
600202	TALENTED ART III	(REQUIRES 1.00 CREDIT UNIT)
600203	TALENTED ART IV	(REQUIRES 1.00 CREDIT UNIT)

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CORE SUBSTITUTES COURSES:

040400 BUSINESS COMPUTER APPLICATIONS
040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS
040220 COMPUTER TECHNOLOGY LITERACY
061102 COMPUTER SCIENCE I
061103 COMPUTER SCIENCE II
061199 COMPUTER SCIENCE ELECTIVE
110900 PHYSICS OF TECHNOLOGY I (VOCATIONAL)
110910 PHYSICS OF TECHNOLOGY II (VOCATIONAL)
121001 FRENCH I
121002 FRENCH II
121003 FRENCH III
121004 FRENCH IV
121005 FRENCH V
121101 GERMAN I
121102 GERMAN II
121103 GERMAN III
121104 GERMAN IV
121105 GERMAN V
121401 ITALIAN I
121402 ITALIAN II
121403 ITALIAN III
121404 ITALIAN IV
121405 ITALIAN V
121501 JAPANESE I
121502 JAPANESE II
121503 JAPANESE III
121504 JAPANESE IV
121601 LATIN I
121602 LATIN II
121603 LATIN III
121604 LATIN IV
121605 LATIN V
122001 RUSSIAN I
122002 RUSSIAN II
122003 RUSSIAN III
122004 RUSSIAN IV
122005 RUSSIAN V
122501 SPANISH I
122502 SPANISH II
122503 SPANISH III
122504 SPANISH IV
122505 SPANISH V
123101 CHINESE I
123102 CHINESE II
123103 CHINESE III
123104 CHINESE IV
123456 AMERICAN SIGN LANGUAGE I
123457 AMERICAN SIGN LANGUAGE II
150300 INTEGRATED SCIENCE (GRADES 9-12)
150301 BIOLOGY
150302 BIOLOGY II
150310 ENVIRONMENTAL SCIENCE
150401 CHEMISTRY
150402 CHEMISTRY II
150451 CHEMISTRY COM
150700 PHYSICS
150701 PHYSICS II
150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM
150795 AP PHYSICS C: MECHANICS
150801 GENERAL SCIENCE
150802 PHYSICAL SCIENCE
150803 PHYSICS FOR TECHNOLOGY (REGULAR)
150805 PHYSICS FOR TECHNOLOGY II (REGULAR)

150901 EARTH SCIENCE
 160321 ALGEBRA I
 160322 ALGEBRA II
 160323 GEOMETRY
 160326 CALCULUS
 160339 INTEGRATED MATHEMATICS I
 160340 INTEGRATED MATHEMATICS II
 160341 INTEGRATED MATHEMATICS III
 160344 APPLIED MATHEMATICS III
 160346 ADVANCED MATHEMATICS I
 160347 ADVANCED MATHEMATICS II
 160348 PRE-CALCULUS
 160349 PROBABILITY AND STATISTICS
 160350 DISCRETE MATHEMATICS
 160375 ALGEBRA III
 160394 AP CALCULUS AB
 220300 WORLD GEOGRAPHY
 220401 WORLD HISTORY
 220402 WESTERN CIVILIZATION
 220403 AMERICAN HISTORY
 220410 EUROPEAN HISTORY
 220501 CIVICS
 220502 AMERICAN GOVERNMENT

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED ALG. SUBS COURSES:

160333 APPLIED ALGEBRA IA (REQUIRES 1.00 CREDIT UNIT)
 160334 APPLIED ALGEBRA IB (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ALG.PARTS SUBS COURSES:

160337 ALGEBRA I - PART I (REQUIRES 1.00 CREDIT UNIT)
 160338 ALGEBRA I - PART II (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED MATH SUBS COURSES:

160342 APPLIED MATHEMATICS I (REQUIRES 1.00 CREDIT UNIT)
 160343 APPLIED MATHEMATICS II (REQUIRES 1.00 CREDIT UNIT)

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CIVICS/FREE ENT SUBS COURSES:

220200 FREE ENTERPRISE SYSTEM (REQUIRES 0.50 CREDIT UNIT)
 220501 CIVICS (REQUIRES 0.50 CREDIT UNIT)

TOPS CATEGORY: 15 FOREIGN LANGUAGE

2.00 CREDIT UNITS FROM THE FOLLOWING FRENCH COURSES:

121001 FRENCH I (REQUIRES 1.00 CREDIT UNIT)
 121002 FRENCH II (REQUIRES 1.00 CREDIT UNIT)
 121003 FRENCH III (REQUIRES 1.00 CREDIT UNIT)
 121004 FRENCH IV (REQUIRES 1.00 CREDIT UNIT)
 121005 FRENCH V (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING GERMAN COURSES:

121101 GERMAN I (REQUIRES 1.00 CREDIT UNIT)
 121102 GERMAN II (REQUIRES 1.00 CREDIT UNIT)
 121103 GERMAN III (REQUIRES 1.00 CREDIT UNIT)
 121104 GERMAN IV (REQUIRES 1.00 CREDIT UNIT)
 121105 GERMAN V (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ITALIAN COURSES:

121401 ITALIAN I (REQUIRES 1.00 CREDIT UNIT)
 121402 ITALIAN II (REQUIRES 1.00 CREDIT UNIT)
 121403 ITALIAN III (REQUIRES 1.00 CREDIT UNIT)
 121404 ITALIAN IV (REQUIRES 1.00 CREDIT UNIT)
 121405 ITALIAN V (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING LATIN COURSES:

121601 LATIN I (REQUIRES 1.00 CREDIT UNIT)
 121602 LATIN II (REQUIRES 1.00 CREDIT UNIT)
 121603 LATIN III (REQUIRES 1.00 CREDIT UNIT)
 121604 LATIN IV (REQUIRES 1.00 CREDIT UNIT)
 121605 LATIN V (REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING RUSSIAN COURSES:

122001	RUSSIAN I	(REQUIRES 1.00 CREDIT UNIT)
122002	RUSSIAN II	(REQUIRES 1.00 CREDIT UNIT)
122003	RUSSIAN III	(REQUIRES 1.00 CREDIT UNIT)
122004	RUSSIAN IV	(REQUIRES 1.00 CREDIT UNIT)
122005	RUSSIAN V	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING SPANISH COURSES:

122501	SPANISH I	(REQUIRES 1.00 CREDIT UNIT)
122502	SPANISH II	(REQUIRES 1.00 CREDIT UNIT)
122503	SPANISH III	(REQUIRES 1.00 CREDIT UNIT)
122504	SPANISH IV	(REQUIRES 1.00 CREDIT UNIT)
122505	SPANISH V	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING JAPANESE COURSES:

121501	JAPANESE I	(REQUIRES 1.00 CREDIT UNIT)
121502	JAPANESE II	(REQUIRES 1.00 CREDIT UNIT)
121503	JAPANESE III	(REQUIRES 1.00 CREDIT UNIT)
121504	JAPANESE IV	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING CHINESE COURSES:

123101	CHINESE I
123102	CHINESE II
123103	CHINESE III
123104	CHINESE IV

OR 2.00 CREDIT UNITS FROM THE FOLLOWING FOREIGN LANG. ELECTIVE COURSES:

124001	FOREIGN LANGUAGE ELECTIVE - YEAR 1	(REQUIRES 1.00 CREDIT UNIT)
124002	FOREIGN LANGUAGE ELECTIVE - YEAR II	(REQUIRES 1.00 CREDIT UNIT)
124003	FOREIGN LANGUAGE ELECTIVE - YEAR II	(REQUIRES 1.00 CREDIT UNIT)
124004	FOREIGN LANGUAGE ELECTIVE - YEAR IV	(REQUIRES 1.00 CREDIT UNIT)

OR 2.00 CREDIT UNITS FROM THE FOLLOWING AMERICAN SIGN LANGUAGE COURSES:

123456	AMERICAN SIGN LANGUAGE I	(REQUIRES 1.00 CREDIT UNIT)
123457	AMERICAN SIGN LANGUAGE II	(REQUIRES 1.00 CREDIT UNIT)

TOPS CATEGORY: 16 COMPUTER SCIENCE

0.50 CREDIT UNIT FROM THE FOLLOWING COMPUTER .5 COURSES:

040203	WORD PROCESSING
040206	COMPUTER MULTIMEDIA PRESENTATIONS
040207	DESKTOP PUBLISHING
040210	WEB DESIGN
040220	COMPUTER TECHNOLOGY LITERACY
040400	BUSINESS COMPUTER APPLICATIONS
040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS
040407	TELECOMMUNICATIONS
061101	COMPUTER TECH/LITERACY
061102	COMPUTER SCIENCE I
061103	COMPUTER SCIENCE II
061110	COMPUTER APPLICATIONS
061111	COMPUTER ARCHITECTURE
061112	COMPUTER SYSTEMS/NETWORKING I
061101	COMPUTER TECHNOLOGY/LITERACY
061114	DESKTOP PUBLISHING
061115	DIGITAL GRAPHICS AND ANIMATION
061116	MULTIMEDIA PRODUCTIONS
061117	WEBMASTERING
061118	INDEPENDENT STUDY IN TECHNOLOGY APPLICATIONS
061175	COMPUTER SCIENCE A
061176	COMPUTER SCIENCE AB
061199	COMPUTER SCIENCE ELECTIVE
110590	ADVANCED TECHNICAL DRAFTING
310800	COMPUTER ELECTRONICS I (1 CREDIT)
310802	COMPUTER ELECTRONICS I (2 CREDITS)
310803	COMPUTER ELECTRONICS I (3 CREDITS)
310805	COMPUTER ELECTRONICS II (1 CREDIT)

310812 COMPUTER ELECTRONICS II (2 CREDITS)
310813 COMPUTER ELECTRONICS II (3 CREDITS)

OR 0.50 CREDIT UNIT FROM THE FOLLOWING CORE SUBSTITUTES COURSES:

030332 FINE ARTS SURVEY
121001 FRENCH I
121002 FRENCH II
121003 FRENCH III
121004 FRENCH IV
121005 FRENCH V
121101 GERMAN I
121102 GERMAN II
121103 GERMAN III
121104 GERMAN IV
121105 GERMAN V
121401 ITALIAN I
121402 ITALIAN II
121403 ITALIAN III
121404 ITALIAN IV
121405 ITALIAN V
121501 JAPANESE I
121502 JAPANESE II
121503 JAPANESE III
121504 JAPANESE IV
121601 LATIN I
121602 LATIN II
121603 LATIN III
121604 LATIN IV
121605 LATIN V
122001 RUSSIAN I
122002 RUSSIAN II
122003 RUSSIAN III
122004 RUSSIAN IV
122005 RUSSIAN V
122501 SPANISH I
122502 SPANISH II
122503 SPANISH III
122504 SPANISH IV
122505 SPANISH V
123101 CHINESE I
123102 CHINESE II
123103 CHINESE III
123104 CHINESE IV
123456 AMERICAN SIGN LANGUAGE I
123457 AMERICAN SIGN LANGUAGE II
150300 INTEGRATED SCIENCE (GRADES 9-12)
150301 BIOLOGY
150302 BIOLOGY II
150310 ENVIRONMENTAL SCIENCE
150401 CHEMISTRY
150402 CHEMISTRY II
150451 CHEMISTRY COM
150700 PHYSICS
150701 PHYSICS II
150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM
150795 AP PHYSICS C: MECHANICS
150801 GENERAL SCIENCE
150802 PHYSICAL SCIENCE
150803 PHYSICS FOR TECHNOLOGY (REGULAR)
150805 PHYSICS FOR TECHNOLOGY II (REGULAR)
150901 EARTH SCIENCE
160321 ALGEBRA I
160322 ALGEBRA II
160323 GEOMETRY
160326 CALCULUS
160333 APPLIED ALGEBRA IA
160334 APPLIED ALGEBRA IB
160335 APPLIED GEOMETRY
160337 ALGEBRA I - PART I

160338 ALGEBRA I - PART II
160339 INTEGRATED MATHEMATICS I
160340 INTEGRATED MATHEMATICS II
160341 INTEGRATED MATHEMATICS III
160342 APPLIED MATHEMATICS I
160343 APPLIED MATHEMATICS II
160344 APPLIED MATHEMATICS III
160346 ADVANCED MATHEMATICS I
160347 ADVANCED MATHEMATICS II
160348 PRE-CALCULUS
160349 PROBABILITY AND STATISTICS
160350 DISCRETE MATHEMATICS
160375 ALGEBRA III
160394 AP CALCULUS AB
220200 FREE ENTERPRISE SYSTEM
220300 WORLD GEOGRAPHY
220401 WORLD HISTORY
220402 WESTERN CIVILIZATION
220403 AMERICAN HISTORY
220410 EUROPEAN HISTORY
220502 AMERICAN GOVERNMENT

TOPS CATEGORY: 17 ADDITIONAL MATH/SCIENCE (EFFECTIVE 2007)

1.00 CREDIT UNIT FROM THE FOLLOWING MATH COURSES:

160323 GEOMETRY
160326 CALCULUS
160341 INTEGRATED MATHEMATICS III
160344 APPLIED MATHEMATICS III
160346 ADVANCED MATHEMATICS I
160347 ADVANCED MATHEMATICS II
160348 PRE-CALCULUS
160349 PROBABILITY AND STATISTICS
160350 DISCRETE MATHEMATICS
160375 ALGEBRA III
150302 BIOLOGY II
150402 CHEMISTRY II
150700 PHYSICS
150701 PHYSICS II

**SUPPLEMENT B
TO
TOPS QUESTION AND ANSWERS
2006-2007 COURSE CODES**

000000 CONFERENCE/PLANNING
000010 COORDINATION/SUPERVISION: COOPERATIVE ED. SUPERVISOR (VOC.)
010301 AGRISCIENCE I
010302 AGRISCIENCE II
010303 AGRISCIENCE III
010304 AGRISCIENCE IV
010313 AGRISCIENCE III LABORATORY
010314 AGRISCIENCE IV LABORATORY
010323 COOPERATIVE AGRISCIENCE EDUCATION I
010325 COOPERATIVE AGRISCIENCE EDUCATION II
010341 FOOD AND FIBER (1/2 UNIT)
010342 AGRISCIENCE-ENTREPRENEURSHIP
010343 AGRIBUSINESS
010344 AGRISCIENCE-CONSTRUCTION
010345 AGRISCIENCE-WELDING SYSTEMS I (1/2 UNIT)
010346 SMALL ENGINES (APPLICATIONS) (1/2 UNIT)
010347 ANIMAL SYSTEMS (1/2 UNIT)
010348 AQUACULTURE (1/2 UNIT)
010349 EQUINE SCIENCE (1/2 UNIT)
010350 CROP SYSTEMS
010351 FORESTRY (1/2 UNIT)
010352 HORTICULTURE I (1/2 UNIT)
010353 ENVIRONMENTAL APPLICATIONS (1/2 UNIT)
010354 AGRISCIENCE-LEADERSHIP DEVELOPMENT (1/2 UNIT)
010355 AGRISCIENCE-WELDING SYSTEMS II (1/2 UNIT)
010356 BIOTECHNOLOGY
010360 PRECISION AGRICULTURE
010362 HORTICULTURE II (1/2 UNIT)
010365 CARE AND MANAGEMENT OF SMALL ANIMALS I (1/2 UNIT)
010366 CARE AND MANAGEMENT OF SMALL ANIMALS II (1/2 UNIT)
010370 AGRISCIENCE INTERNSHIP I
010371 AGRISCIENCE INTERNSHIP II
010402 AGRISCIENCE ELECTIVE
010500 AGRICULTURAL EDUCATION ELECTIVE I (1/2 CREDIT)
010501 AGRICULTURAL EDUCATION ELECTIVE I (1 CREDIT)
010502 AGRICULTURAL EDUCATION ELECTIVE I (2 CREDITS)
010503 AGRICULTURAL EDUCATION ELECTIVE I (3 CREDITS)
010510 AGRICULTURAL EDUCATION ELECTIVE II (1/2 CREDIT)
010511 AGRICULTURAL EDUCATION ELECTIVE II (1 CREDIT)
010512 AGRICULTURAL EDUCATION ELECTIVE II (2 CREDITS)
010513 AGRICULTURAL EDUCATION ELECTIVE II (3 CREDITS)
010601 ABC CARPENTRY IN AGRISCIENCE (1 CREDIT)
010602 ABC CARPENTRY IN AGRISCIENCE (2 CREDITS)
010603 ABC CARPENTRY IN AGRISCIENCE (3 CREDITS)
010701 ABC ELECTRICITY IN AGRISCIENCE (1 CREDIT)
010702 ABC ELECTRICITY IN AGRISCIENCE (2 CREDITS)
010703 ABC ELECTRICITY IN AGRISCIENCE (3 CREDITS)
010801 ABC PIPEFITTING IN AGRISCIENCE (1 CREDIT)
010802 ABC PIPEFITTING IN AGRISCIENCE (2 CREDITS)
010803 ABC PIPEFITTING IN AGRISCIENCE (3 CREDITS)
010901 ABC WELDING IN AGRISCIENCE (1 CREDIT)
010902 ABC WELDING IN AGRISCIENCE (2 CREDITS)
010903 ABC WELDING IN AGRISCIENCE (3 CREDITS)
030300 BEGINNING BAND
030301 INTERMEDIATE BAND
030302 ADVANCED BAND
030303 WIND ENSEMBLE
030304 JAZZ ENSEMBLE
030305 STRING ENSEMBLE
030306 BRASS ENSEMBLE

030307 PERCUSSION ENSEMBLE
 030308 CLASSICAL ENSEMBLE
 030310 BEGINNING CHOIR
 030311 INTERMEDIATE CHOIR
 030312 ADVANCED CHORUS
 030313 SMALL VOCAL ENSEMBLE
 030314 VOICE I
 030315 VOICE II
 030316 VOICE III
 030317 VOICE IV
 030320 BEGINNING ORCHESTRA
 030321 INTERMEDIATE ORCHESTRA
 030322 ADVANCED ORCHESTRA
 030330 MUSIC APPRECIATION
 030331 MUSIC HISTORY
 030332 FINE ARTS SURVEY
 030333 GENERAL MUSIC
 030340 COMPOSITION
 030341 MUSIC THEORY I
 030342 MUSIC THEORY II
 030343 CONDUCTING
 030344 JAZZ IMPROVISATION
 030350 PIANO CLASS
 030351 INSTRUMENTAL TECHNIQUE CLASS
 030352 GUITAR CLASS
 030353 SECTIONAL REHEARSAL
 030360 APPLIED MUSIC
 030361 STUDIO PIANO I
 030362 STUDIO PIANO II
 030363 STUDIO PIANO III
 030367 VOCAL MUSIC; ELEMENTARY GRADES
 030368 PIANO; ELEMENTARY GRADES
 030369 INSTRUMENTAL MUSIC; ELEMENTARY GRADES
 030370 ELEMENTARY CLASSROOM MUSIC
 030398 MUSIC ELECTIVE; 6TH, 7TH, AND 8TH GRADE DEPT.
 030399 MUSIC ELECTIVE
 030402 ADVANCED BAND (SECOND CREDIT)
 030403 ADVANCED BAND (THIRD CREDIT)
 030404 ADVANCED BAND (FOURTH CREDIT)
 030405 ADVANCED BAND (FIFTH CREDIT)
 030406 ADVANCED BAND (SIXTH CREDIT)
 030407 ADVANCED BAND (SEVENTH CREDIT)
 030408 ADVANCED BAND (EIGHTH CREDIT)
 030409 MUSIC ELECTIVE II
 030410 MUSIC ELECTIVE III
 030411 MUSIC ELECTIVE IV
 030412 WIND ENSEMBLE (SECOND CREDIT)
 030413 WIND ENSEMBLE (THIRD CREDIT)
 030414 WIND ENSEMBLE (FOURTH CREDIT)
 030415 WIND ENSEMBLE (FIFTH CREDIT)
 030416 WIND ENSEMBLE (SIXTH CREDIT)
 030417 WIND ENSEMBLE (SEVENTH CREDIT)
 030418 WIND ENSEMBLE (EIGHTH CREDIT)
 030422 JAZZ ENSEMBLE (SECOND CREDIT)
 030423 JAZZ ENSEMBLE (THIRD CREDIT)
 030424 JAZZ ENSEMBLE (FOURTH CREDIT)
 030425 JAZZ ENSEMBLE (FIFTH CREDIT)
 030426 JAZZ ENSEMBLE (SIXTH CREDIT)
 030427 JAZZ ENSEMBLE (SEVENTH CREDIT)
 030428 JAZZ ENSEMBLE (EIGHTH CREDIT)
 030432 ADVANCED CHOIR (SECOND CREDIT)
 030433 ADVANCED CHOIR (THIRD CREDIT)
 030434 ADVANCED CHOIR (FOURTH CREDIT)
 030435 ADVANCED CHOIR (FIFTH CREDIT)
 030436 ADVANCED CHOIR (SIXTH CREDIT)
 030437 ADVANCED CHOIR (SEVENTH CREDIT)
 030438 ADVANCED CHOIR (EIGHTH CREDIT)
 030442 SMALL VOCAL ENSEMBLE (SECOND CREDIT)
 030443 SMALL VOCAL ENSEMBLE (THIRD CREDIT)

030444 SMALL VOCAL ENSEMBLE (FOURTH CREDIT)
 030445 SMALL VOCAL ENSEMBLE (FIFTH CREDIT)
 030446 SMALL VOCAL ENSEMBLE (SIXTH CREDIT)
 030447 SMALL VOCAL ENSEMBLE (SEVENTH CREDIT)
 030448 SMALL VOCAL ENSEMBLE (EIGHTH CREDIT)
 030452 ADVANCED ORCHESTRA (SECOND CREDIT)
 030453 ADVANCED ORCHESTRA (THIRD CREDIT)
 030454 ADVANCED ORCHESTRA (FOURTH CREDIT)
 030455 ADVANCED ORCHESTRA (FIFTH CREDIT)
 030456 ADVANCED ORCHESTRA (SIXTH CREDIT)
 030457 ADVANCED ORCHESTRA (SEVENTH CREDIT)
 030458 ADVANCED ORCHESTRA (EIGHTH CREDIT)
 030462 APPLIED MUSIC (SECOND CREDIT)
 030463 APPLIED MUSIC (THIRD CREDIT)
 030464 APPLIED MUSIC (FOURTH CREDIT)
 030465 APPLIED MUSIC (FIFTH CREDIT)
 030466 APPLIED MUSIC (SIXTH CREDIT)
 030467 APPLIED MUSIC (SEVENTH CREDIT)
 030468 APPLIED MUSIC (EIGHTH CREDIT)
 030472 STUDIO PIANO III (SECOND CREDIT)
 030473 STUDIO PIANO III (THIRD CREDIT)
 030474 STUDIO PIANO III (FOURTH CREDIT)
 030475 STUDIO PIANO III (FIFTH CREDIT)
 030476 STUDIO PIANO III (SIXTH CREDIT)
 030477 STUDIO PIANO III (SEVENTH CREDIT)
 030478 STUDIO PIANO III (EIGHTH CREDIT)
 030500 ART; ELEMENTARY GRADES
 030501 ART I
 030502 ART II
 030503 ART III
 030504 ART IV
 030506 VISUAL ARTS ELECTIVE I (LOCALLY INITIATED ELECTIVE-VIS ARTS)
 030507 VIS ARTS ELECTIVE II (LOCALLY INITIATED ELECTIVE-VIS ARTS)
 030508 AP STUDIO ART 3-D DESIGN
 030597 AP ART HISTORY
 030598 ART ELECTIVE; 6TH, 7TH, AND 8TH GRADE DEPT.
 030599 ART ELECTIVE
 030600 DANCE I
 030603 DANCE ELECTIVE II
 030604 DANCE ELECTIVE III
 030611 ADVANCED DANCE (FIRST CREDIT)
 030612 ADVANCED DANCE (SECOND CREDIT)
 030613 ADVANCED DANCE (THIRD CREDIT)
 030614 ADVANCED DANCE (FOURTH CREDIT)
 030615 ADVANCED DANCE (FIFTH CREDIT)
 030616 ADVANCED DANCE (SIXTH CREDIT)
 030617 ADVANCED DANCE (SEVENTH CREDIT)
 030618 ADVANCED DANCE (EIGHTH CREDIT)
 030700 THEATER I
 030703 THEATER ELECTIVE I
 030704 THEATER ELECTIVE II
 030705 THEATER ELECTIVE III
 030711 ADVANCED THEATER (FIRST CREDIT)
 030712 ADVANCED THEATER (SECOND CREDIT)
 030713 ADVANCED THEATER (THIRD CREDIT)
 030714 ADVANCED THEATER (FOURTH CREDIT)
 030715 ADVANCED THEATER (FIFTH CREDIT)
 030716 ADVANCED THEATER (SIXTH CREDIT)
 030717 ADVANCED THEATER (SEVENTH CREDIT)
 030718 ADVANCED THEATER (EIGHTH CREDIT)
 040000 BUSINESS EDUCATION ELECTIVE I (1/2 CREDIT)
 040001 BUSINESS EDUCATION ELECTIVE I (1 CREDIT)
 040002 BUSINESS EDUCATION ELECTIVE I (2 CREDITS)
 040003 BUSINESS EDUCATION ELECTIVE I (3 CREDITS)
 040095 BUSINESS EDUCATION ELECTIVE II (1/2 CREDIT)
 040096 BUSINESS EDUCATION ELECTIVE II (1 CREDIT)
 040097 BUSINESS EDUCATION ELECTIVE II (2 CREDITS)
 040098 BUSINESS EDUCATION ELECTIVE II (3 CREDITS)
 040101 ACCOUNTING I

040104 ACCOUNTING II
 040110 ENTREPRENEURSHIP (BUSINESS)
 040201 ADMINISTRATIVE SUPPORT OCCUPATIONS
 040203 WORD PROCESSING
 040205 COOPERATIVE OFFICE EDUCATION
 040206 COMPUTER MULTIMEDIA PRESENTATIONS (1/2 CREDIT)
 040207 DESKTOP PUBLISHING
 040208 ECONOMICS (VOCATIONAL)
 040210 WEB DESIGN (1/2 CREDIT)
 040220 COMPUTER TECHNOLOGY LITERACY
 040225 KEYBOARDING (1/2 CREDIT)
 040226 KEYBOARDING APPLICATIONS (1/2 CREDIT)
 040302 BUSINESS ENGLISH (VOCATIONAL)
 040303 BUSINESS LAW (1/2 CREDIT)
 040304 FINANCIAL MATHEMATICS (VOCATIONAL)
 040305 BUSINESS COMMUNICATIONS
 040306 PRINCIPLES OF BUSINESS
 040400 BUSINESS COMPUTER APPLICATIONS
 040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS
 040407 TELECOMMUNICATIONS (1/2 CREDIT)
 040502 LODGING MANAGEMENT I (1 CREDIT)
 040503 LODGING MANAGEMENT I (2 CREDITS)
 040504 LODGING MANAGEMENT I (3 CREDITS)
 040505 LODGING MANAGEMENT II (1 CREDIT)
 040506 LODGING MANAGEMENT II (2 CREDITS)
 040507 LODGING MANAGEMENT II (3 CREDITS)
 040600 BUSINESS INTERNSHIP I
 040601 BUSINESS INTERNSHIP II
 041010 COOPERATIVE MARKETING EDUCATION I
 041011 COOPERATIVE MARKETING EDUCATION II
 041025 PRINCIPLES OF MARKETING I
 041026 PRINCIPLES OF MARKETING II
 041040 ENTREPRENEURSHIP (MARKETING)
 041042 ADVERTISING & SALES PROMOTION
 041043 RETAIL MARKETING
 041052 MARKETING MANAGEMENT
 041053 MARKETING RESEARCH
 041081 TOURISM MARKETING
 041095 MARKETING EDUCATION ELECTIVE I (1/2 CREDIT)
 041096 MARKETING EDUCATION ELECTIVE I (1 CREDIT)
 041097 MARKETING EDUCATION ELECTIVE II (1/2 CREDIT)
 041098 MARKETING EDUCATION ELECTIVE II (1 CREDIT)
 041099 MARKETING EDUCATION ELECTIVE I (2 CREDITS)
 041100 MARKETING EDUCATION ELECTIVE I (3 CREDITS)
 041101 MARKETING EDUCATION ELECTIVE II (2 CREDITS)
 041102 MARKETING EDUCATION ELECTIVE II (3 CREDITS)
 041900 MARKETING INTERNSHIP I
 041910 MARKETING INTERNSHIP II
 042010 JOBS FOR AMERICA'S GRADUATES 1
 042020 JOBS FOR AMERICA'S GRADUATES 2
 042030 JOBS FOR AMERICA'S GRADUATES 3
 042040 JOBS FOR AMERICA'S GRADUATES 4
 050601 JOURNALISM I
 050602 JOURNALISM II
 050603 PUBLICATIONS I (YEARBOOK)
 050604 PUBLICATIONS II (YEARBOOK)
 050605 PUBLICATIONS I (NEWSPAPER)
 050606 PUBLICATIONS II (NEWSPAPER)
 050699 JOURNALISM ELECTIVE
 051101 SPEECH I
 051102 SPEECH II
 051103 SPEECH III
 051104 SPEECH IV
 051168 SPEECH; 6TH, 7TH, AND 8TH GRADE DEPT.
 061101 COMPUTER TECHNOLOGY/LITERACY
 061102 COMPUTER SCIENCE I
 061103 COMPUTER SCIENCE II
 061106 COMPUTER/TECHNOLOGY ELECTIVE; 6TH GRADE
 061107 COMPUTER/TECHNOLOGY ELECTIVE; 7TH AND 8TH GRADE

061110 COMPUTER APPLICATIONS
 061111 COMPUTER ARCHITECTURE
 061112 COMPUTER SYSTEMS/NETWORKING I
 061114 DESKTOP PUBLISHING
 061115 DIGITAL GRAPHICS AND ANIMATION
 061116 MULTIMEDIA PRODUCTIONS
 061117 WEB MASTERING
 061118 INDEPENDENT STUDY IN TECHNOLOGY APPLICATIONS
 061136 COMPUTER SYSTEMS/NETWORKING II
 061137 FOREIGN LANG & TECHN. (LOCALLY-INITIATED ELECTIVE)
 061175 AP COMPUTER SCIENCE A
 061176 AP COMPUTER SCIENCE AB
 061178 COMPUTER LITERACY; ELEMENTARY GRADES
 061196 COMPUTER ELECTIVE IV - LOCALLY-INITIATED COMPUTER ELECTIVE
 061197 COMPUTER ELECTIVE III - LOCALLY-INITIATED COMPUTER ELECTIVE
 061198 COMPUTER ELECTIVE II - LOCALLY-INITIATED COMPUTER ELECTIVE
 061199 COMPUTER SCIENCE ELECTIVE
 070000 EXPLORATORY KEYBOARDING 6TH, 7TH AND 8TH
 070010 EXPL. FAMILY AND CONSUMER SCIENCES; 6TH, 7TH, AND 8TH GRADE
 070030 EXPL. AGRISCIENCE; 6TH, 7TH AND 8TH GRADE DEPT.
 070041 COMMUNICATION/MIDDLE SCHOOL
 070042 CONSTRUCTION/MIDDLE SCHOOL
 070043 MANUFACTURING TECHNOLOGY/MIDDLE SCHOOL
 070044 MODULAR TECHNOLOGY/MIDDLE SCHOOL
 070045 TRANSPORTATION TECHNOLOGY/MIDDLE SCHOOL
 080100 STAR I
 080102 STAR II
 080200 CAREER AND TECHNICAL EDUCATION INTERNSHIP I
 080201 CAREER AND TECHNICAL EDUCATION INTERNSHIP II
 080300 GENERAL COOPERATIVE EDUCATION I
 080301 GENERAL COOPERATIVE EDUCATION II
 080400 EDUCATION FOR CAREERS (1/2 CREDIT)
 080401 EDUCATION FOR CAREERS (1 CREDIT)
 080501 DATABASE DESIGN AND PROGRAMMING (1 CREDIT)
 080521 JAVA PROGRAMMING (1 CREDIT)
 080531 DATABASE PROGRAMMING WITH PL/SQL TRAINING (1/2 CREDIT)
 080610 ECONOMICS AND THE WORLD OF FINANCE (1/2 CREDIT)
 080620 BANKING AND CREDIT (1/2 CREDIT)
 080630 FINANCIAL PLANNING (1/2 CREDIT)
 080640 SECURITIES (1/2 CREDIT)
 080650 INSURANCE (1/2 CREDIT)
 080660 INTERNATIONAL FINANCE (1/2 CREDIT)
 080670 INTRODUCTION TO FINANCIAL SERVICES (1/2 CREDIT)
 080680 INTRODUCTION TO FINANCIAL SERVICES (1 CREDIT)
 080710 INTRODUCTION TO TRAVEL AND TOURISM (1/2 CREDIT)
 080720 TRAVEL AND TOURISM II (1/2 CREDIT)
 080730 TRAVEL DESTINATIONS I (1/2 CREDIT)
 080740 TRAVEL DESTINATIONS II (1/2 CREDIT)
 080750 SYSTEMS APPLICATIONS (1/2 CREDIT)
 080760 ECONOMICS FOR TRAVEL AND TOURISM (1/2 CREDIT)
 080810 INTRODUCTION TO INFORMATION TECHNOLOGY (1/2 CREDIT)
 080820 DIGITAL NETWORKS (1/2 CREDIT)
 080830 ADVANCED WEB TOOLS (1/2 CREDIT)
 080840 DATABASES (1/2 CREDIT)
 080850 INTRODUCTION TO THE INTERNET
 080860 LOGIC FOR PROGRAMMING
 090000 HEALTH OCCUPATION ELECTIVE I (1/2 CREDIT)
 090001 HEALTH OCCUPATION ELECTIVE I (1 CREDIT)
 090002 HEALTH OCCUPATIONS INTERNSHIP I
 090003 HEALTH OCCUPATIONS INTERNSHIP II
 090004 COOPERATIVE HEALTH OCCUPATIONS
 090005 INTRODUCTION TO PHARMACY ASSISTANT (1 CREDIT)
 090006 INTRODUCTION TO PHARMACY ASSISTANT (2 CREDITS)
 090007 HEALTH OCCUPATIONS ELECTIVE II (1/2 CREDIT)
 090008 HEALTH OCCUPATIONS ELECTIVE II (1 CREDIT)
 090016 AHEC OF A SUMMER CAREER EXPLORATION (1/2 CREDIT)
 090099 HEALTH OCCUPATION ELECTIVE
 090101 ALLIED HEALTH SERVICES I (1 CREDIT)
 090102 ALLIED HEALTH SERVICES I (2 CREDITS)

090104 ALLIED HEALTH SERVICES II (1 CREDIT)
 090105 ALLIED HEALTH SERVICES II (2 CREDITS)
 090118 HEALTH OCCUPATIONS ELECTIVE I (2 CREDITS)
 090119 HEALTH OCCUPATIONS ELECTIVE I (3 CREDITS)
 090120 HEALTH OCCUPATIONS ELECTIVE II (2 CREDITS)
 090121 HEALTH OCCUPATIONS ELECTIVE II (3 CREDITS)
 090151 MEDICAL TERMINOLOGY
 090237 NURSE ASSISTANT (2 CREDITS)
 090238 NURSE ASSISTANT (3 CREDITS)
 090251 MEDICAL ASSISTANT I (1 CREDIT)
 090252 MEDICAL ASSISTANT I (2 CREDITS)
 090301 DENTAL ASSISTANT I (1 CREDIT)
 090302 DENTAL ASSISTANT I (2 CREDITS)
 090312 DENTAL ASSISTANT II (2 CREDITS)
 090313 DENTAL ASSISTANT II (3 CREDITS)
 090451 MEDICAL ASSISTANT II (1 CREDIT)
 090452 MEDICAL ASSISTANT II (2 CREDITS)
 090461 MEDICAL ASSISTANT III (1 CREDIT)
 090462 MEDICAL ASSISTANT III (2 CREDITS)
 090472 INTRODUCTION TO EMERGENCY MEDICAL TECHNOLOGY (2 CREDITS)
 090611 HEALTH SCIENCE I (1 CREDIT)
 090612 HEALTH SCIENCE I (2 CREDITS)
 090621 HEALTH SCIENCE II (1 CREDIT)
 090622 HEALTH SCIENCE II (2 CREDITS)
 090710 FIRST RESPONDER (1/2 CREDIT)
 090711 FIRST RESPONDER (1 CREDIT)
 090712 FIRST RESPONDER (2 CREDITS)
 090930 INTRODUCTION TO HEALTH OCCUPATIONS (1 CREDIT)
 090943 EMERGENCY MEDICAL TECHNICIAN BASIC (2 CREDITS)
 100100 CLOTHING AND TEXTILES (1/2 CREDIT)
 100101 ADVANCED CLOTHING AND TEXTILES (1/2 CREDIT)
 100161 CLOTHING AND TEXTILES OCCUPATIONS I (1 CREDIT)
 100162 CLOTHING AND TEXTILES OCCUPATIONS I (2 CREDITS)
 100163 CLOTHING AND TEXTILE OCCUPATIONS I (3 CREDITS)
 100171 CLOTHING AND TEXTILE OCCUPATIONS II (1 CREDIT)
 100172 CLOTHING AND TEXTILE OCCUPATIONS II (2 CREDITS)
 100173 CLOTHING AND TEXTILE OCCUPATIONS II (3 CREDITS)
 100205 PERSONAL AND FAMILY FINANCE (1/2 CREDIT)
 100300 NUTRITION AND FOOD (1/2 CREDIT)
 100301 ADVANCED NUTRITION AND FOOD (1/2 CREDIT)
 100307 PRO START I (1 CREDIT)
 100308 PRO START I (2 CREDITS)
 100309 PRO START I (3 CREDITS)
 100315 FOOD SCIENCE (1 CREDIT)
 100321 PRO START II (1 CREDIT)
 100322 PRO START II (2 CREDITS)
 100323 PRO START II (3 CREDITS)
 100353 FOOD SERVICE TECHNICIAN (1 CREDIT)
 100361 FOOD SERVICES I (1 CREDIT)
 100362 FOOD SERVICES I (2 CREDITS)
 100363 FOOD SERVICES I (3 CREDITS)
 100371 FOOD SERVICES II (1 CREDIT)
 100372 FOOD SERVICES II (2 CREDITS)
 100373 FOOD SERVICES II (3 CREDITS)
 100401 FAMILY AND CONSUMER SCIENCES I (1 CREDIT)
 100402 FAMILY AND CONSUMER SCIENCES II (1 CREDIT)
 100403 ADULT RESPONSIBILITIES (1/2 CREDIT)
 100410 FAMILY AND CONSUMER SCIENCES ELECTIVE I (1/2 CREDIT)
 100411 FAMILY AND CONSUMER SCIENCES ELECTIVE I (1 CREDIT)
 100412 FAMILY AND CONSUMER SCIENCES ELECTIVE I (2 CREDITS)
 100413 FAMILY AND CONSUMER SCIENCES ELECTIVE I (3 CREDITS)
 100420 FAMILY AND CONSUMER SCIENCES ELECTIVE II (1/2 CREDIT)
 100421 FAMILY AND CONSUMER SCIENCES ELECTIVE II (1 CREDIT)
 100422 FAMILY AND CONSUMER SCIENCES ELECTIVE II (2 CREDITS)
 100423 FAMILY AND CONSUMER SCIENCES ELECTIVE II (3 CREDITS)
 100450 FAMILY AND CONSUMER SCIENCES INTERNSHIP I (2 CREDITS)
 100451 FAMILY AND CONSUMER SCIENCES INTERNSHIP II (2 CREDITS)
 100500 HOUSING AND INTERIOR DESIGN (1/2 CREDIT)
 100561 HOUSING AND INTERIOR DESIGN OCCUPATIONS (1 CREDIT)

100562 HOUSING AND INTERIOR DESIGN OCCUPATIONS (2 CREDITS)
 100563 HOUSING AND INTERIOR DESIGN OCCUPATIONS (3 CREDITS)
 100601 PARENTHOOD EDUCATION (1/2 CREDIT)
 100602 CHILD DEVELOPMENT (1/2 CREDIT)
 100603 ADVANCED CHILD DEVELOPMENT (1/2 CREDIT)
 100605 FAMILY LIFE EDUCATION (1/2 CREDIT)
 100661 EARLY CHILDHOOD EDUCATION I (1 CREDIT)
 100662 EARLY CHILDHOOD EDUCATION I (2 CREDITS)
 100663 EARLY CHILDHOOD EDUCATION I (3 CREDITS)
 100671 EARLY CHILDHOOD EDUCATION II (1 CREDIT)
 100672 EARLY CHILDHOOD EDUCATION II (2 CREDITS)
 100673 EARLY CHILDHOOD EDUCATION II (3 CREDITS)
 100800 COOPERATIVE FAMILY AND CONSUMER SCIENCES (3 CREDITS)
 110005 MATERIALS AND PROCESSES
 110010 GENERAL TECHNOLOGY EDUCATION
 110011 TECHNOLOGY EDUCATION COMPUTER APPLICATIONS
 110090 TECHNOLOGY EDUCATION INTERNSHIP I
 110095 TECHNOLOGY EDUCATION INTERNSHIP II
 110098 COOPERATIVE TECHNOLOGY EDUCATION
 110099 TECHNOLOGY EDUCATION ELECTIVE I (1/2 CREDIT)
 110100 BASIC WOOD TECHNOLOGY
 110101 TECHNOLOGY EDUCATION ELECTIVE I (2 CREDITS)
 110102 TECHNOLOGY EDUCATION ELECTIVE I (3 CREDITS)
 110110 CONSTRUCTION TECHNOLOGY
 110120 ADVANCED WOOD TECHNOLOGY
 110199 TECHNOLOGY EDUCATION ELECTIVE I (1 CREDIT)
 110200 BASIC METAL TECHNOLOGY
 110230 WELDING TECHNOLOGY
 110240 ADVANCED METAL TECHNOLOGY
 110250 MANUFACTURING TECHNOLOGY
 110299 TECHNOLOGY EDUCATION ELECTIVE II (1/2 CREDIT)
 110310 ENERGY, POWER AND TRANSPORTATION TECHNOLOGY
 110330 POWER MECHANICS
 110399 TECHNOLOGY EDUCATION ELECTIVE II (1 CREDIT)
 110400 TECHNOLOGY EDUCATION ELECTIVE II (2 CREDITS)
 110401 TECHNOLOGY EDUCATION ELECTIVE II (3 CREDITS)
 110540 COMMUNICATION TECHNOLOGY
 110560 BASIC TECHNICAL DRAFTING
 110580 ARCHITECTURAL DRAFTING
 110590 ADVANCED TECHNICAL DRAFTING
 110600 BASIC ELECTRICITY/ELECTRONICS
 110610 ADVANCED ELECTRICITY/ELECTRONICS
 110701 ABC CARPENTRY I (1 CREDIT)
 110702 ABC CARPENTRY I (2 CREDITS)
 110703 ABC CARPENTRY I (3 CREDITS)
 110706 ABC CARPENTRY II (1 CREDIT)
 110707 ABC CARPENTRY II (2 CREDITS)
 110708 ABC CARPENTRY II (3 CREDITS)
 110711 ABC ELECTRICAL I (1 CREDIT)
 110712 ABC ELECTRICAL I (2 CREDITS)
 110713 ABC ELECTRICAL I (3 CREDITS)
 110716 ABC ELECTRICAL II (1 CREDIT)
 110717 ABC ELECTRICAL II (2 CREDITS)
 110718 ABC ELECTRICAL II (3 CREDITS)
 110721 ABC INSTRUMENTATION CONTROL MECHANIC I (1 CREDIT)
 110722 ABC INSTRUMENTATION CONTROL MECHANIC I (2 CREDITS)
 110723 ABC INSTRUMENTATION CONTROL MECHANIC I (3 CREDITS)
 110726 ABC INSTRUMENTATION CONTROL MECHANIC II (1 CREDIT)
 110727 ABC INSTRUMENTATION CONTROL MECHANIC II (2 CREDITS)
 110728 ABC INSTRUMENTATION CONTROL MECHANIC II (3 CREDITS)
 110731 ABC PIPE FITTER I (1 CREDIT)
 110732 ABC PIPE FITTER I (2 CREDITS)
 110733 ABC PIPE FITTER I (3 CREDITS)
 110736 ABC PIPE FITTER II (1 CREDIT)
 110737 ABC PIPE FITTER II (2 CREDITS)
 110738 ABC PIPE FITTER II (3 CREDITS)
 110741 ABC WELDING TECHNOLOGY I (1 CREDIT)
 110742 ABC WELDING TECHNOLOGY I (2 CREDITS)
 110743 ABC WELDING TECHNOLOGY I (3 CREDITS)

110746 ABC WELDING TECHNOLOGY II (1 CREDIT)
 110747 ABC WELDING TECHNOLOGY II (2 CREDITS)
 110748 ABC WELDING TECHNOLOGY II (3 CREDITS)
 110900 PHYSICS OF TECHNOLOGY I (VOCATIONAL)
 110910 PHYSICS OF TECHNOLOGY II (VOCATIONAL)
 110911 PROCESS TECHNICIAN I
 110912 PROCESS TECHNICIAN II
 120300 LANGUAGE ARTS; ELEMENTARY GRADES
 120301 ENGLISH SECOND LANGUAGE I
 120302 ENGLISH SECOND LANGUAGE II
 120303 ENGLISH SECOND LANGUAGE III
 120304 ENGLISH SECOND LANGUAGE IV
 120306 ENGLISH; 6TH GRADE DEPT.
 120310 READING; ELEMENTARY GRADES
 120311 READING; 6TH, 7TH, AND 8TH GRADES DEPT.
 120315 ENGLISH AS A SECOND LANGUAGE; ELEMENTARY
 120318 LEAP21 ELA REMEDIATION OP-1 (MIDDLE SCHOOL)
 120319 LEAP21 ELA REMEDIATION OP-2 (HIGH SCHOOL)
 120321 READING I
 120322 READING II
 120323 REMEDIATION ENGLISH
 120324 REMEDIATION COMPOSITION
 120331 ENGLISH I
 120332 ENGLISH II
 120333 ENGLISH III
 120334 ENGLISH IV
 120336 BUSINESS ENGLISH (REGULAR)
 120338 ENGLISH III EQUIVALENT-LA SCHOOL FOR MATH, SCIENCE & ARTS
 120339 LASMSA AMERICAN LITERATURE (EN 311A)
 120340 LASMSA BRITISH LITERATURE (EN 311B)
 120350 TECHNICAL WRITING
 120378 ENGLISH; 7TH AND 8TH GRADES DEPT.
 120398 LANGUAGE ARTS ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
 120399 ENGLISH ELECTIVE
 120400 ENGLISH ELECTIVE II (LOCALLY-INITIATED ENGLISH ELECTIVE)
 120401 ENGLISH ELECTIVE III - LOCALLY-INITIATED ENGLISH ELECTIVE
 120402 ENGLISH ELECTIVE IV - LOCALLY-INITIATED ENGLISH ELECTIVE
 120503 LASMSA STUDIES IN THE ENG. LANG. (EN 302)
 120504 LASMSA TOPICS IN AM. AND BRIT. LIT. (EN304)
 120505 LASMSA STUDIES IN POETRY (EN 312)
 120506 LASMSA READINGS IN WORLD LITERATURE (EN 314)
 120507 LASMSA STUDIES IN FICTION (EN 322)
 120508 LASMSA INTRO. TO FILM STUDIES (EN 332)
 120509 LASMSA STUDIES IN MODERN DRAMA (EN 342)
 120510 LASMSA CREATIVE WRITING (EN 401)
 120511 LASMSA EXPOSITORY WRITING (EN 402)
 120512 LASMSA STUDIES IN A MAJOR AUTHOR - SHAKESPEARE (EN 412)
 120513 LASMSA STUDIES IN A MAJOR AUTHOR - FAULKNER (EN 422)
 120514 LASMSA DRAMATIC TEXT AND PERFORMANCE (IS 314)
 120515 LASMSA LITERATURE AND SCIENCE (IS 315)
 120516 LASMSA EVOLUTION AND LITERATURE (IS 317)
 120517 LASMSA SACRED LITERATURE (IS 318)
 120518 LASMSA ENGLISH RENAISSANCE (IS 411)
 121000 FRENCH; ELEMENTARY GRADES
 121001 FRENCH I
 121002 FRENCH II
 121003 FRENCH III
 121004 FRENCH IV
 121005 FRENCH V
 121099 FRENCH ELECTIVE
 121100 GERMAN; ELEMENTARY GRADES
 121101 GERMAN I
 121102 GERMAN II
 121103 GERMAN III
 121104 GERMAN IV
 121105 GERMAN V
 121400 ITALIAN; ELEMENTARY GRADES
 121401 ITALIAN I
 121402 ITALIAN II

121403 ITALIAN III
 121404 ITALIAN IV
 121405 ITALIAN V
 121501 JAPANESE I
 121502 JAPANESE II
 121503 JAPANESE III
 121504 JAPANESE IV
 121601 LATIN I
 121602 LATIN II
 121603 LATIN III
 121604 LATIN IV
 121605 LATIN V
 122001 RUSSIAN I
 122002 RUSSIAN II
 122003 RUSSIAN III
 122004 RUSSIAN IV
 122005 RUSSIAN V
 122500 SPANISH; ELEMENTARY GRADES
 122501 SPANISH I
 122502 SPANISH II
 122503 SPANISH III
 122504 SPANISH IV
 122505 SPANISH V
 122599 SPANISH ELECTIVE
 123000 HUNGARIAN; ELEMENTARY GRADES
 123099 HUNGARIAN ELECTIVE
 123456 AMERICAN SIGN LANGUAGE I
 123457 AMERICAN SIGN LANGUAGE II
 124001 FOREIGN LANGUAGE ELECTIVE - YEAR 1
 124002 FOREIGN LANGUAGE ELECTIVE - YEAR II
 124003 FOREIGN LANGUAGE ELECTIVE - YEAR III
 124004 FOREIGN LANGUAGE ELECTIVE - YEAR IV
 140198 LIBRARY SCIENCE ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
 140199 LIBRARY SCIENCE ELECTIVE
 140200 ASTRONOMY
 150300 INTEGRATED SCIENCE (GRADES 9-12)
 150301 BIOLOGY
 150302 BIOLOGY II
 150304 BIOLOGY II EQUIVALENT(LA SCHOOL MATH, SCIENCE & ARTS)
 150310 ENVIRONMENTAL SCIENCE
 150313 REMEDIATION SCIENCE
 150396 BIOLOGY ELECTIVE IV - LOCALLY-INITIATED BIOLOGY ELECTIVE
 150397 BIOLOGY ELECTIVE III - LOCALLY-INITIATED BIOLOGY ELECTIVE
 150398 BIOLOGY ELECTIVE II (LOCALLY-INITIATED BIOLOGY ELECTIVE)
 150399 BIOLOGY ELECTIVE
 150401 CHEMISTRY
 150402 CHEMISTRY II
 150450 APPLIED CHEMISTRY
 150451 CHEMISTRY COM
 150496 CHEMISTRY ELECTIVE IV - LOCALLY-INITIATED CHEMISTRY ELECT
 150497 CHEMISTRY ELECTIVE III - (LOCALLY-INITIATED CHEMISTRY ELECT)
 150498 CHEMISTRY ELECTIVE II (LOCALLY-INITIATED CHEMISTRY ELECT)
 150499 CHEMISTRY ELECTIVE
 150700 PHYSICS
 150701 PHYSICS II
 150706 CONCEPT. PHYSICS
 150707 PHYSICS EQUIVALENT (LA SCHOOL-MATH, SCI. & THE ARTS)
 150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM
 150795 AP PHYSICS C: MECHANICS
 150796 PHYSICS ELECTIVE IV-LOCALLY-INITIATED PHYSICS ELECTIVE
 150797 PHYSICS ELECTIVE II (LOCALLY-INITIATED ELECTIVE)
 150798 PHYSICS ELECTIVE III (LOCALLY-INITIATED PHYSICS ELECTIVE)
 150799 PHYSICS ELECTIVE
 150800 SCIENCE; ELEMENTARY GRADES
 150801 GENERAL SCIENCE
 150802 PHYSICAL SCIENCE
 150803 PHYSICS FOR TECHNOLOGY (REGULAR)
 150805 PHYSICS FOR TECHNOLOGY II (REGULAR)
 150806 SCIENCE; 6TH GRADE DEPT.

150807 LIFE SCIENCE; 7TH GRADE DEPT.
 150808 LIFE SCIENCE; 8TH GRADE DEPT.
 150878 SCIENCE; 7TH AND 8TH GRADES DEPT.
 150879 INTEGRATED SCIENCE (GRADES 6-8)
 150898 SCIENCE ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
 150899 GENERAL/PHYSICAL SCIENCE ELECTIVE
 150901 EARTH SCIENCE
 150903 AEROSPACE SCIENCE
 150904 AEROSPACE ELECTIVE
 150907 EARTH SCIENCE; 7TH GRADE DEPT.
 150908 EARTH SCIENCE; 8TH GRADE DEPT.
 150999 EARTH SCIENCE ELECTIVE
 160300 MATHEMATICS; ELEMENTARY GRADES
 160306 MATHEMATICS; 6TH GRADE DEPT.
 160310 LEAP21 MATH REM OP-1 (MIDDLE SCHOOL)
 160311 LEAP21 MATH REMEDIATION (HIGH SCHOOL)
 160313 REMEDIATION MATHEMATICS
 160321 ALGEBRA I
 160322 ALGEBRA II
 160323 GEOMETRY
 160324 TRIGONOMETRY-LOCAL ELECTIVE (EXPIRES 2004)
 160326 CALCULUS
 160336 INTRODUCTORY ALGEBRA/GEOMETRY
 160337 ALGEBRA I - PART I
 160338 ALGEBRA I - PART II
 160339 INTEGRATED MATHEMATICS I
 160340 INTEGRATED MATHEMATICS II
 160341 INTEGRATED MATHEMATICS III
 160342 APPLIED MATHEMATICS I
 160343 APPLIED MATHEMATICS II
 160344 APPLIED MATHEMATICS III
 160345 FINANCIAL MATHEMATICS
 160346 ADVANCED MATHEMATICS I
 160347 ADVANCED MATHEMATICS II
 160348 PRE-CALCULUS
 160349 PROBABILITY AND STATISTICS
 160350 DISCRETE MATHEMATICS
 160375 ALGEBRA III
 160378 MATHEMATICS; 7TH AND 8TH GRADES DEPT.
 160379 INTRODUCTION TO ALGEBRA; 8TH GRADE DEPT.
 160380 ALGEBRA I; 6TH, 7TH, 8TH DEPT.
 160394 AP CALCULUS BC
 160395 MATH ELECTIVE IV - LOCALLY-INITIATED MATHEMATICS ELECTIVE
 160396 MATH ELECTIVE III - LOCALLY-INITIATED MATHEMATICS ELECTIVE
 160397 MATH ELECTIVE II (LOCALLY-INITIATED MATH ELECTIVE)
 160398 MATHEMATICS ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
 160399 MATHEMATICS ELECTIVE
 170001 JR. ROTC I
 170002 JR. ROTC II
 170003 JR. ROTC III
 170004 JR. ROTC IV
 170005 JR. ROTC I-A
 170006 JR. ROTC II-A
 170007 JR. ROTC III-A
 170008 JR. ROTC IV-A
 170009 JR. ROTC ELECTIVE
 190097 ADAPTED PHYSICAL EDUCATION 2
 190098 ADAPTED PHYSICAL EDUCATION 3
 190099 ADAPTED PHYSICAL EDUCATION 4
 190100 ADAPTED PHYSICAL EDUCATION
 190101 HEALTH AND PHYS. ED. I - FOR NONPUBLIC SCHOOLS ONLY
 190102 HEALTH AND PHYS. ED. II - FOR NONPUBLIC SCHOOLS ONLY
 190103 HEALTH AND PHYS. ED. III - FOR NONPUBLIC SCHOOLS ONLY
 190104 HEALTH AND PHYS. ED. IV - FOR NONPUBLIC SCHOOLS ONLY
 190105 PHYSICAL EDUCATION I
 190106 PHYSICAL EDUCATION II
 190107 PHYSICAL EDUCATION III
 190108 PHYSICAL EDUCATION IV
 190178 HEALTH AND PHYSICAL EDUCATION; ELEMENTARY GRADES

190195 PHYS. ED. ELECTIVE IV-LOCALLY-INITIATED PHYS ED ELECTIVE
 190196 PHYS. ED. ELECTIVE III-LOCALLY-INITIATED PHYS ED ELECTIVE
 190197 PHYS. ED. ELECTIVE II-LOCALLY-INITIATED PHYS. ED. ELECTIVE
 190198 HEALTH AND PHY. EDUC. ELEC.; 6TH, 7TH AND 8TH GRADES DEPT.
 190199 PHYSICAL EDUCATION ELECTIVE
 190500 HEALTH EDUCATION
 190600 DRIVER EDUCATION AND TRAFFIC SAFETY
 220000 SOCIAL STUDIES; ELEMENTARY GRADES
 220006 SOCIAL STUDIES; 6TH GRADE DEPT.
 220078 SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
 220095 SOC. STUD ELECTIVE IV-LOCALLY-INITIATED SOC STUD ELECTIVE
 220096 SOC. STUD ELECTIVE III-LOCALLY-INITIATED SOC STUDIES ELECT
 220097 SOC. STUD ELECTIVE II-LOCALLY-INITIATED ELECTIVE
 220098 SOCIAL STUDIES ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
 220099 SOCIAL STUDIES ELECTIVE
 220200 FREE ENTERPRISE SYSTEM
 220201 ECONOMICS
 220210 FREE ENTERPRISE EQUIVALENT (LA SCHOOL-MATH, SCIENCE & ARTS)
 220300 WORLD GEOGRAPHY
 220313 REMEDIATION SOCIAL STUDIES
 220401 WORLD HISTORY
 220402 WESTERN CIVILIZATION
 220403 AMERICAN HISTORY
 220410 EUROPEAN HISTORY
 220415 WESTERN CIVILIZATION EQUIVALENT (LA SCHOOL-MATH, SCI. & ART)
 220500 LA. HISTORY/ STUDIES
 220501 CIVICS
 220502 AMERICAN GOVERNMENT
 220506 LAW STUDIES
 220510 CIVICS EQUIVALENT (LA SCHOOL - MATH, SCIENCE & ARTS)
 220601 SOCIOLOGY
 220602 AP ECONOMICS: MICRO
 220604 AP GOVERNMENT AND POLITICS: COMPARATIVE
 222001 PSYCHOLOGY
 222005 RELIGION I FOR NONPUBLIC SCHOOLS
 222006 RELIGION II FOR NONPUBLIC SCHOOLS
 222007 RELIGION III FOR NONPUBLIC SCHOOLS
 222008 RELIGION IV FOR NONPUBLIC SCHOOLS
 310013 TRADE AND INDUSTRIAL COOP. EDUCATION I (3 CREDITS)
 310023 TRADE AND INDUSTRIAL COOP. EDUCATION II (3 CREDITS)
 310097 TRADE AND INDUSTRIAL ELECTIVE (2 CREDITS)
 310098 TRADE AND INDUSTRIAL ELECTIVE (3 CREDITS)
 310099 TRADE AND INDUSTRIAL ELECTIVE (1 CREDIT)
 310100 AIR CONDITIONING/REFRIGERATION I (1 CREDIT)
 310102 AIR CONDITIONING/REFRIGERATION I (2 CREDITS)
 310103 AIR CONDITIONING/REFRIGERATION I (3 CREDITS)
 310105 AIR CONDITIONING/REFRIGERATION II (1 CREDIT)
 310112 AIR CONDITIONING/REFRIGERATION II (2 CREDITS)
 310113 AIR CONDITIONING/REFRIGERATION II (3 CREDITS)
 310200 AUTO BODY REPAIR I (1 CREDIT)
 310202 AUTO BODY REPAIR I (2 CREDITS)
 310203 AUTO BODY REPAIR I (3 CREDITS)
 310205 AUTO BODY REPAIR II (1 CREDIT)
 310212 AUTO BODY REPAIR II (2 CREDITS)
 310213 AUTO BODY REPAIR II (3 CREDITS)
 310300 AUTOMOTIVE TECHNICIAN I (1 CREDIT)
 310302 GENERAL AUTOMOTIVE MAINTENANCE (2 CREDITS)
 310303 GENERAL AUTOMOTIVE MAINTENANCE (3 CREDITS)
 310305 AUTOMOTIVE TECHNICIAN II (1 CREDIT)
 310306 AUTOMOTIVE TECHNICIAN III (1 CREDIT)
 310307 AUTOMOTIVE TECHNICIAN IV (1 CREDIT)
 310308 AUTOMOTIVE TECHNICIAN V (1 CREDIT)
 310309 AUTOMOTIVE TECHNICIAN VI (1 CREDIT)
 310312 AUTOMOTIVE TECHNICIAN I (2 CREDITS)
 310313 AUTOMOTIVE TECHNICIAN I (3 CREDITS)
 310315 GENERAL AUTOMOTIVE MAINTENANCE (1 CREDIT)
 310322 AUTOMOTIVE TECHNICIAN II (2 CREDITS)
 310323 AUTOMOTIVE TECHNICIAN II (3 CREDITS)
 310332 AUTOMOTIVE TECHNICIAN III (2 CREDITS)

310333 AUTOMOTIVE TECHNICIAN III (3 CREDITS)
310342 AUTOMOTIVE TECHNICIAN IV (2 CREDITS)
310343 AUTOMOTIVE TECHNICIAN IV (3 CREDITS)
310352 AUTOMOTIVE TECHNICIAN V (2 CREDITS)
310353 AUTOMOTIVE TECHNICIAN V (3 CREDITS)
310362 AUTOMOTIVE TECHNICIAN VI (2 CREDITS)
310363 AUTOMOTIVE TECHNICIAN VI (3 CREDITS)
310400 BASIC ELECTRICITY I (1 CREDIT)
310402 BASIC ELECTRICITY I (2 CREDITS)
310403 BASIC ELECTRICITY I (3 CREDITS)
310410 BASIC ELECTRICITY II (1 CREDIT)
310412 BASIC ELECTRICITY II (2 CREDITS)
310413 BASIC ELECTRICITY II (3 CREDITS)
310500 CABINET MAKING I (1 CREDIT)
310502 CABINET MAKING I (2 CREDITS)
310503 CABINET MAKING I (3 CREDITS)
310505 CABINET MAKING II (1 CREDIT)
310512 CABINET MAKING II (2 CREDITS)
310513 CABINET MAKING II (3 CREDITS)
310600 CARPENTRY I (1 CREDIT)
310602 CARPENTRY I (2 CREDITS)
310603 CARPENTRY I (3 CREDITS)
310605 CARPENTRY II (1 CREDIT)
310612 CARPENTRY II (2 CREDITS)
310613 CARPENTRY II (3 CREDITS)
310700 COMMERCIAL ART I (1 CREDIT)
310702 COMMERCIAL ART I (2 CREDITS)
310703 COMMERCIAL ART I (3 CREDITS)
310705 COMMERCIAL ART II (1 CREDIT)
310712 COMMERCIAL ART II (2 CREDITS)
310713 COMMERCIAL ART II (3 CREDITS)
310800 COMPUTER ELECTRONICS I (1 CREDIT)
310802 COMPUTER ELECTRONICS I (2 CREDITS)
310803 COMPUTER ELECTRONICS I (3 CREDITS)
310805 COMPUTER ELECTRONICS II (1 CREDIT)
310812 COMPUTER ELECTRONICS II (2 CREDITS)
310813 COMPUTER ELECTRONICS II (3 CREDITS)
310900 COSMETOLOGY I (1 CREDIT)
310902 COSMETOLOGY I (2 CREDITS)
310903 COSMETOLOGY I (3 CREDITS)
310905 COSMETOLOGY II (1 CREDIT)
310912 COSMETOLOGY II (2 CREDITS)
310913 COSMETOLOGY II (3 CREDITS)
310914 COSMETOLOGY III (2 CREDITS)
310915 COSMETOLOGY III (3 CREDITS)
310916 COSMETOLOGY IV (2 CREDITS)
310917 COSMETOLOGY IV (3 CREDITS)
311000 CULINARY OCCUPATIONS I (1 CREDIT)
311002 CULINARY OCCUPATIONS I (2 CREDITS)
311003 CULINARY OCCUPATIONS I (3 CREDITS)
311005 CULINARY OCCUPATIONS II (1 CREDIT)
311012 CULINARY OCCUPATIONS II (2 CREDITS)
311013 CULINARY OCCUPATIONS II (3 CREDITS)
311100 CUSTOM SEWING I (1 CREDIT)
311102 CUSTOM SEWING I (2 CREDITS)
311103 CUSTOM SEWING I (3 CREDITS)
311105 CUSTOM SEWING II (1 CREDIT)
311112 CUSTOM SEWING II (2 CREDITS)
311113 CUSTOM SEWING II (3 CREDITS)
311200 DIESEL MECHANICS I (1 CREDIT)
311202 DIESEL MECHANICS I (2 CREDITS)
311203 DIESEL MECHANICS I (3 CREDITS)
311205 DIESEL MECHANICS II (1 CREDIT)
311212 DIESEL MECHANICS II (2 CREDITS)
311213 DIESEL MECHANICS II (3 CREDITS)
311300 DRAFTING & DESIGN TECHNOLOGY I (1 CREDIT)
311302 DRAFTING & DESIGN TECHNOLOGY I (2 CREDITS)
311303 DRAFTING & DESIGN TECHNOLOGY I (3 CREDITS)
311305 DRAFTING & DESIGN TECHNOLOGY II (1 CREDIT)

311312 DRAFTING & DESIGN TECHNOLOGY II (2 CREDITS)
 311313 DRAFTING & DESIGN TECHNOLOGY II (3 CREDITS)
 311400 ELECTRICIAN I (1 CREDIT)
 311402 ELECTRICIAN I (2 CREDITS)
 311403 ELECTRICIAN I (3 CREDITS)
 311405 ELECTRICIAN II (1 CREDIT)
 311412 ELECTRICIAN II (2 CREDITS)
 311413 ELECTRICIAN II (3 CREDITS)
 311500 ELECTRONICS I (1 CREDIT)
 311502 ELECTRONICS I (2 CREDITS)
 311503 ELECTRONICS I (3 CREDITS)
 311505 ELECTRONICS II (1 CREDIT)
 311512 ELECTRONICS II (2 CREDITS)
 311513 ELECTRONICS II (3 CREDITS)
 311600 GRAPHIC ARTS I (1 CREDIT)
 311602 GRAPHIC ARTS I (2 CREDITS)
 311603 GRAPHIC ARTS I (3 CREDITS)
 311605 GRAPHIC ARTS II (1 CREDIT)
 311612 GRAPHIC ARTS II (2 CREDITS)
 311613 GRAPHIC ARTS II (3 CREDITS)
 311700 HORTICULTURE I (1 CREDIT)
 311702 HORTICULTURE I (2 CREDITS)
 311703 HORTICULTURE I (3 CREDITS)
 311705 HORTICULTURE II (1 CREDIT)
 311712 HORTICULTURE II (2 CREDITS)
 311713 HORTICULTURE II (3 CREDITS)
 311800 INDUSTRIAL ELECTRONICS I (1 CREDIT)
 311802 INDUSTRIAL ELECTRONICS I (2 CREDITS)
 311803 INDUSTRIAL ELECTRONICS I (3 CREDITS)
 311805 INDUSTRIAL ELECTRONICS II (1 CREDIT)
 311812 INDUSTRIAL ELECTRONICS II (2 CREDITS)
 311813 INDUSTRIAL ELECTRONICS II (3 CREDITS)
 311900 INDUSTRIAL MACHINES SHOP I (1 CREDIT)
 311902 INDUSTRIAL MACHINES SHOP I (2 CREDITS)
 311903 INDUSTRIAL MACHINES SHOP I (3 CREDITS)
 311905 INDUSTRIAL MACHINES SHOP II (1 CREDIT)
 311912 INDUSTRIAL MACHINES SHOP II (2 CREDITS)
 311913 INDUSTRIAL MACHINES SHOP II (3 CREDITS)
 312000 LAB TECHNOLOGY I (1 CREDIT)
 312002 LAB TECHNOLOGY I (2 CREDITS)
 312003 LAB TECHNOLOGY I (3 CREDITS)
 312005 LAB TECHNOLOGY II (1 CREDIT)
 312012 LAB TECHNOLOGY II (2 CREDITS)
 312013 LAB TECHNOLOGY II (3 CREDITS)
 312100 MARINE OPERATIONS I (1 CREDIT)
 312102 MARINE OPERATIONS I (2 CREDITS)
 312103 MARINE OPERATIONS I (3 CREDITS)
 312105 MARINE OPERATIONS II (1 CREDIT)
 312112 MARINE OPERATIONS II (2 CREDITS)
 312113 MARINE OPERATIONS II (3 CREDITS)
 312200 MASONRY I (1 CREDIT)
 312202 MASONRY I (2 CREDITS)
 312203 MASONRY I (3 CREDITS)
 312205 MASONRY II (1 CREDIT)
 312212 MASONRY II (2 CREDITS)
 312213 MASONRY II (3 CREDITS)
 312300 OUTDOOR POWER EQUIPMENT TECHNICIAN I (1 CREDIT)
 312302 OUTDOOR POWER EQUIPMENT TECHNICIAN I (2 CREDITS)
 312303 OUTDOOR POWER EQUIPMENT TECHNICIAN I (3 CREDITS)
 312305 OUTDOOR POWER EQUIPMENT TECHNICIAN II (1 CREDIT)
 312312 OUTDOOR POWER EQUIPMENT TECHNICIAN II (2 CREDITS)
 312313 OUTDOOR POWER EQUIPMENT TECHNICIAN II (3 CREDITS)
 312400 PHOTOGRAPHY I (1 CREDIT)
 312402 PHOTOGRAPHY I (2 CREDITS)
 312403 PHOTOGRAPHY I (3 CREDITS)
 312405 PHOTOGRAPHY II (1 CREDIT)
 312412 PHOTOGRAPHY II (2 CREDITS)
 312413 PHOTOGRAPHY II (3 CREDITS)
 312500 PLUMBING I (1 CREDIT)

312502 PLUMBING I (2 CREDITS)
312503 PLUMBING I (3 CREDITS)
312505 PLUMBING II (1 CREDIT)
312512 PLUMBING II (2 CREDITS)
312513 PLUMBING II (3 CREDITS)
312600 PRINTING I (1 CREDIT)
312602 PRINTING I (2 CREDITS)
312603 PRINTING I (3 CREDITS)
312605 PRINTING II (1 CREDIT)
312612 PRINTING II (2 CREDITS)
312613 PRINTING II (3 CREDITS)
312700 SHEET METAL I (1 CREDIT)
312702 SHEET METAL I (2 CREDITS)
312703 SHEET METAL I (3 CREDITS)
312705 SHEET METAL II (1 CREDIT)
312712 SHEET METAL II (2 CREDITS)
312713 SHEET METAL II (3 CREDITS)
312800 TELEVISION PRODUCTION I (1 CREDIT)
312802 TELEVISION PRODUCTION I (2 CREDITS)
312803 TELEVISION PRODUCTION I (3 CREDITS)
312805 TELEVISION PRODUCTION II (1 CREDIT)
312812 TELEVISION PRODUCTION II (2 CREDITS)
312813 TELEVISION PRODUCTION II (3 CREDITS)
313000 UPHOLSTERY I (1 CREDIT)
313002 UPHOLSTERY I (2 CREDITS)
313003 UPHOLSTERY I (3 CREDITS)
313005 UPHOLSTERY II (1 CREDIT)
313006 UPHOLSTERY II (2 CREDITS)
313007 UPHOLSTERY II (3 CREDITS)
313100 WELDING I (1 CREDIT)
313102 WELDING I (2 CREDITS)
313103 WELDING I (3 CREDITS)
313105 WELDING II (1 CREDIT)
313106 WELDING II (2 CREDITS)
313107 WELDING II (3 CREDITS)
313200 G.M. TECHNICIAN I (1 CREDIT)
313202 G.M. TECHNICIAN I (2 CREDITS)
313203 G.M. TECHNICIAN I (3 CREDITS)
313205 G.M. TECHNICIAN II (1 CREDIT)
313212 G.M. TECHNICIAN II (2 CREDITS)
313213 G.M. TECHNICIAN II (3 CREDITS)
313300 ABC CARPENTRY I (1 CREDIT)
313302 ABC CARPENTRY I (2 CREDITS)
313303 ABC CARPENTRY I (3 CREDITS)
313305 ABC CARPENTRY II (1 CREDIT)
313312 ABC CARPENTRY II (2 CREDITS)
313313 ABC CARPENTRY II (3 CREDITS)
313400 ABC ELECTRICAL I (1 CREDIT)
313402 ABC ELECTRICAL I (2 CREDITS)
313403 ABC ELECTRICAL I (3 CREDITS)
313405 ABC ELECTRICAL II (1 CREDIT)
313412 ABC ELECTRICAL II (2 CREDITS)
313413 ABC ELECTRICAL II (3 CREDITS)
313500 ABC INSTRUMENTATION CONTROL MECHANIC I (1 CREDIT)
313502 ABC INSTRUMENTATION CONTROL MECHANIC I (2 CREDITS)
313503 ABC INSTRUMENTATION CONTROL MECHANIC I (3 CREDITS)
313505 ABC INSTRUMENTATION CONTROL MECHANIC II (1 CREDIT)
313512 ABC INSTRUMENTATION CONTROL MECHANIC II (2 CREDITS)
313513 ABC INSTRUMENTATION CONTROL MECHANIC II (3 CREDITS)
313600 ABC PIPE FITTER I (1 CREDIT)
313602 ABC PIPE FITTER I (2 CREDITS)
313603 ABC PIPE FITTER I (3 CREDITS)
313605 ABC PIPE FITTER II (1 CREDIT)
313612 ABC PIPE FITTER II (2 CREDITS)
313613 ABC PIPE FITTER II (3 CREDITS)
313700 ABC WELDING TECHNOLOGY I (1 CREDIT)
313702 ABC WELDING TECHNOLOGY I (2 CREDITS)
313703 ABC WELDING TECHNOLOGY I (3 CREDITS)
313705 ABC WELDING TECHNOLOGY II (1 CREDIT)

313712 ABC WELDING TECHNOLOGY II (2 CREDITS)
 313713 ABC WELDING TECHNOLOGY II (3 CREDITS)
 335097 G.E.D. PREPARATION
 400010 ELEMENTARY INCENTIVE CENTER
 400020 SECONDARY INCENTIVE CENTER
 400096 ROTATING EXPLORATORY ELECTIVE
 400097 GENERAL EXPLORATORY ELECTIVE
 400098 GENERAL ELECTIVE; 6TH, 7TH, AND 8TH GRADES
 400099 GENERAL ELECTIVE (ANY SECONDARY CERTIFICATION)
 400100 GENERAL ELECTIVE 2 (ANY SECONDARY CERTIFICATION)
 400101 GENERAL ELECTIVE 3 (ANY SECONDARY CERTIFICATION)
 400102 GENERAL ELECTIVE 4 (ANY SECONDARY CERTIFICATION)
 400103 GENERAL ELECTIVE 5 (ANY SECONDARY CERTIFICATION)
 400104 GENERAL ELECTIVE 6 (ANY SECONDARY CERTIFICATION)
 400105 GENERAL ELECTIVE 7 (ANY SECONDARY CERTIFICATION)
 400106 GENERAL ELECTIVE 8 (ANY SECONDARY CERTIFICATION)
 500098 APPLIED ACADEMICS (NO CREDIT)
 500099 ACADEMIC ASSISTANCE (NO CREDIT)
 500100 STUDY SKILLS I (1 CREDIT)
 500101 STUDY SKILLS II (1 CREDIT)
 500102 STUDY SKILLS III (1 CREDIT)
 500103 STUDY SKILLS IV (1 CREDIT)
 500104 STUDY SKILLS (NO CREDIT)
 500200 TRANSITION I (1 CREDIT)
 500201 TRANSITION II (1 CREDIT)
 500202 TRANSITION III (1 CREDIT)
 500203 TRANSITION IV (1 CREDIT)
 500204 TRANSITION (1 CREDIT)
 500300 COMMUNITY BASED INSTRUCTION (NO CREDIT)
 600000 PRE-KINDERGARTEN
 600001 MONTESSORI PRIMARY - AGES 6 AND UNDER
 600002 MONTESSORI JUNIOR - AGES 6 AND OVER
 600010 ACADEMIC READINESS
 600020 PILOT READING
 600080 GIFTED INDEPENDENT RESEARCH I (1 CREDIT)
 600081 GIFTED INDEPENDENT RESEARCH II (1 CREDIT)
 600082 GIFTED INDEPENDENT RESEARCH III (1 CREDIT)
 600083 GIFTED INDEPENDENT RESEARCH IV (1 CREDIT)
 600084 GIFTED LOCAL ELECTIVE I (1 CREDIT)
 600085 GIFTED LOCAL ELECTIVE II (1 CREDIT)
 600086 GIFTED LOCAL ELECTIVE III (1 CREDIT)
 600087 GIFTED ENRICHMENT CLASS (K-8 ONLY) NO CREDIT
 600088 GIFTED ENRICHMENT PULLOUT (NO CREDIT)
 600089 GIFTED COLLEGE AND CAREER CHOICES (1 CREDIT)
 600200 TALENTED ART I (1 CREDIT)
 600201 TALENTED ART II (1 CREDIT)
 600202 TALENTED ART III (1 CREDIT)
 600203 TALENTED ART IV (1 CREDIT)
 600204 TALENTED ART ENRICHMENT (NO CREDIT)
 600205 TALENTED MUSIC I (1 CREDIT)
 600206 TALENTED MUSIC II (1 CREDIT)
 600207 TALENTED MUSIC III (1 CREDIT)
 600208 TALENTED MUSIC IV (1 CREDIT)
 600209 TALENTED MUSIC ENRICHMENT (NO CREDIT)
 600210 TALENTED THEATER I (1 CREDIT)
 600211 TALENTED THEATER II (1 CREDIT)
 600212 TALENTED THEATER III (1 CREDIT)
 600213 TALENTED THEATER IV (1 CREDIT)
 600214 TALENTED THEATER ENRICHMENT (NO CREDIT)
 700000 KINDERGARTEN
 700001 FLOATING TEACHER (K)
 700010 ELEMENTARY GRADES
 700011 FLOATING TEACHER (ELEM.)
 900000 TITLE I (MATHEMATICS)
 900010 TITLE I (READING/LANGUAGE ARTS)
 900015 ADAPP
 900016 HOSPITAL/HOMEBOUND REG ED

SUPPLEMENT C
TO
TOPS QUESTIONS AND ANSWERS
BESE DESIGNATED ADVANCED PLACEMENT COURSES

College Board AP Course Title	Louisiana Equivalent Course Title	Course Code
Art History	AP Art History	030597
Biology	Biology II	150302
Calculus AB	Calculus	160326
Calculus BC	AP Calculus BC	160394
Chemistry	Chemistry	150401
Computer Science A	AP Computer Science A	061175
Computer Science AB	AP Computer Science AB	061176
Economics: Macro	Economics	220201
Economics: Micro	AP Economics: Micro	220602
English Language and Composition	English III	120333
English Literature and Composition	English IV	120334
Environmental Science	Environmental Science	150310
European History	European History	220410
French Language	French IV	121004
French Literature	French V	121005
German Language	German IV	121104
Government and Politics: Comparative	AP Government and Politics: Comparative	220604
Government and Politics: United States	American Government	220502
Human Geography	World Geography	220300
Latin Literature	Latin V	121605
Latin: Vergil	Latin IV	121604
Music Theory	Music Theory II	030342
Physics B	Physics	150700
Physics C: Electricity and Magnetism	AP Physics C: Electricity and Magnetism	150794
Physics C: Mechanics	AP Physics C: Mechanics	150795
Psychology	Psychology	222001
Spanish Language	Spanish IV	122504
Spanish Literature	Spanish V	122505
Statistics	Probability and Statistics	160349
Studio Art: 2-D Design	Art IV	030504
Studio Art: 3-D Design	AP Studio Art 3-D Design	030508
Studio Art: Drawing	Art III	030503
U.S. History	American History	220403
World History	World History	220401

**SUPPLEMENT D
TO
TOPS QUESTIONS AND ANSWERS**

ROCKEFELLER STATE WILDLIFE SCHOLARSHIP Q&A

Q-1. What is the Rockefeller State Wildlife Scholarship?

A. The Rockefeller State Wildlife Scholarship offers competitively awarded scholarships to both undergraduate and graduate students majoring in forestry, wildlife, or marine science as it pertains to wildlife.

Q-2. What is the award amount of the Rockefeller State Wildlife Scholarship?

A. The annual award is \$1,000. The award is disbursed at the rate of \$500 each fall and spring term. The cumulative maximum award is \$7,000 for up to five years of undergraduate and two years of graduate study.

Q-3. Must the funds received be repaid?

A. In accepting the Rockefeller State Wildlife Scholarship, the student agrees to attain a degree in one of the required fields at a Louisiana public college or university offering such degrees. If the student fails to successfully complete an eligible course of study, as per the agreement, the funds must be repaid with interest.

Q-4. Who is eligible?

A. To establish eligibility, the student applicant must meet all of the following criteria:

1. Be a U.S. citizen or national or eligible noncitizen; and
2. Be a resident of Louisiana for at least one year prior to July 1 of the Award Year; and
3. Submit the completed Free Application for Federal Student Aid (FAFSA) for an initial award by the July 1 immediately prior to the award year for which the Scholarship is sought or the Renewal FAFSA for continuation of the Scholarship by July 1 of each succeeding award year; and
4. Complete the Rockefeller State Wildlife Scholarship Application by July 31 of the Award Year; and
5. Not have a criminal conviction, except for misdemeanor traffic violations; and
6. Agree the award proceeds will be used exclusively for educational expenses; and
7. Be enrolled or accepted for enrollment as a full-time undergraduate or graduate student at a Louisiana public college or university and be majoring in forestry, wildlife or marine science with the intent of earning a degree in one of the required fields;

Q-5. Are there specific academic requirements?

A. If a student applicant has earned less than 24 hours college credit, he must either:

- graduate from an eligible high school with a cumulative high school grade point average of at least 2.50 calculated on a 4.00 scale for all courses completed in grades 9 through 12 and have achieved a minimum ACT score of at least 20 or an equivalent SAT score; or
- complete a BESE approved home study program at the twelfth grade level and have achieved an ACT score of at least 22 or an equivalent SAT score.

If the student applicant has earned 24 or more hours of college credit, the applicant must have at

least a 2.50 cumulative college grade point average.

If the student is in graduate school, the applicant must have at least a 3.00 cumulative grade point average on all credits earned in graduate school.

Q-6. Where can a student obtain an application?

- A. The Free Application for Federal Student Aid (FAFSA) and the Rockefeller State Wildlife Scholarship Application may be obtained by phoning the Louisiana Office of Student Financial Assistance (LOSFA) at 922-1012 or 1-800-259-5626, ext. 1012, or in writing addressed to P.O. Box 91202, Baton Rouge, LA 70821-9202. The electronic FAFSA may be accessed and the Rockefeller State Wildlife Scholarship Application may be downloaded from LOSFA's website at www.osfa.state.la.us.

Q-7. How are award recipients selected?

- A. Recipients are competitively selected for an award based on the merit rank score computed and assigned to each eligible applicant. The merit rank score is computed on the applicant's academic information.

Q-8. How many awards are made annually?

- A. The scholarship's academic year budget is \$60,000; therefore, a total of approximately 60 awards are made annually. Awards are issued to renewal recipients and new awards are issued using the balance of the scholarship funds. On average, 20-30 new awards are made each academic year.

Q-9. If selected for award, how does a recipient maintain eligibility?

- A. To continue receiving the Rockefeller State Wildlife Scholarship, recipients must:
1. Have received the scholarship for not more than seven academic years (five undergraduate and two graduate); and
 2. As an undergraduate student, earn at least 24 hours total college credit during the fall and spring semesters or the fall, winter and spring terms and, as a graduate student, earn at least 18 hours total college credit during the fall and spring semesters or the fall, winter and spring terms; and
 3. Achieve a cumulative grade point average of at least 2.50 at the end of each academic year as an undergraduate student or 3.00 as a graduate student; and
 4. Continue to enroll each semester or quarter (excluding summer) at the same institution unless granted an exception for cause or approval for transfer of the award; and
 5. Continue to pursue a course of study leading to an undergraduate or graduate degree in an appropriate field.

Q-10. If awarded, must an applicant reapply each year?

- A. Yes. Once awarded, the recipient must submit a Renewal FAFSA for each academic year the student enrolls.

Q-11. How are award payments made?

- A. Payments are made directly to the college or university.

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