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STUDENT NAME:

A-NUMBER:

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HIGH SCHOOL:

SEMESTER:

## **CHECKLIST:**

STUDENTS MUST FIRST SUBMIT THE ONLINE APPLICATION FOR ADMISSION IN ORDER TO OBTAIN THE REQUIRED FORMS

All Forms & Documentation included on this checklist must be completed and submitted to the dual enrollment office for processing upon admission to the DE Program in order to finalize registration. Contact our office staff listed below with any questions.

### **1. DE PROGRAM APPROVAL AND RELEASE OF RECORD FORM**

Print & Complete this form, which must be signed by the school counselor and the student. This form also includes an Authorization to Release Information (FERPA); complete this portion of the form by listing parents/guardians/etc. & parent email. This form ONLY has to be completed upon admission to the dual enrollment program (1 Time Only) and does not need to be completed each semester.

### **2. DE COURSE APPROVAL FORM**

Complete a separate form EACH semester. This form must be signed by the student AND the school counselor or administrator; this should indicate the course specific details for which the student needs to register each semester; Review the Class schedule listed on the CCC Website each semester to determine course details.

### **3. ACT SCORES / PLACEMENT TEST SCORES**

Obtain a copy of your scores (Printed copy or from ACT.org online account) and submit to the dual enrollment office for processing. If you need to take the placement test please note: Students must first submit the online application for admission and obtain your A-Number before you will be authorized to take the placement test.

- **Common ACT Benchmarks:**
  - **MTH 100 – 18 or higher in math on the ACT**
  - **MTH 112 – 20 or higher in math on the ACT**
  - **ENG 101 – 18 or higher in English on the ACT**
  - **HIS 201 or HIS 121 – 18 or higher in English on the ACT or 20 or higher in Reading on the ACT**

### **4. HIGH SCHOOL TRANSCRIPT**

Copy of HS Transcript must come from high school counselor or school administrator; official copies are **not** required as long as the transcript is submitted by the HS Counselor. Email copies are also acceptable.

#### **TO SUBMIT FORMS FOR PROCESSING:**

- ALL Forms & Required Documentation must be submitted **in a complete packet** (altogether) which includes ALL documentation included on this checklist;
- The Dual Enrollment office is not responsible for individual forms. Students will not be registered until all required documentation is received;
- High School Counselors/School Administrators may submit all documentation **via email** to the dual enrollment staff – *DE Staff contact info is listed below:*

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#### **Gwen Baker**

Dual Enrollment Director  
256-306-2665  
[gwendlyn.baker@calhoun.edu](mailto:gwendlyn.baker@calhoun.edu)

#### **Heath Daws**

Sr. Advisor/Recruiter  
256-306-2671  
[heath.daws@calhoun.edu](mailto:heath.daws@calhoun.edu)

#### **Deb Ott**

Secretary  
256-306-2672  
[deb.ott@calhoun.edu](mailto:deb.ott@calhoun.edu)

# APPLICATION INSTRUCTIONS for NEW DUAL ENROLLMENT STUDENTS

UPDATED – MARCH 2022

This information is to assist **NEW students** in submitting an Online Application for Admission to participate in Dual Enrollment; and to provide an overview of how to complete and submit the required paperwork & documentation needed to finalize your dual enrollment registration.

## 1. Click the following link to submit your Application for Admission:

[Online Application URL](#)

- Select **'START A NEW APPLICATION'** and
- Select **'High School Dual Enrollment'** as your student type
- Select your **'TERM'** as the Semester you would like to begin taking classes
- Complete ALL Required sections of the Online Application for Admission until your progress bar reaches 100%

**\*COMPLETING & SUBMITTING FORMS VIRTUALLY:** Completed forms that require signatures of the student & school counselor should be submitted by the counselor (via email). The dual enrollment office will provide virtual assistance to students needing help completing the forms/documentation by phone call, email or Microsoft Teams/Zoom Meetings. We will be happy to accommodate any adjustments you may need in order to continue facilitating student registrations and are here to help any way we can to make this transition as easy as possible for our students.

**\*VIRTUAL ADVISING SESSIONS:** We will continue to offer virtual advising sessions to assist in course selections, advising, help with registration, class options, etc... We can review the process of how to complete the online application for admission for students & parents as needed and discuss the paperwork & forms required to finalize your registration. Please communicate with your high school counselor to discuss which class options you are considering and to determine approval for any courses in question, per your school system and counselor's guidance. Early schedule planning is greatly appreciated and helps to ensure a timely registration.

**Class Schedule Release Dates and Registration Periods** are available on the Calhoun website each semester found here: <https://calhoun.edu/class-schedules-and-registration-information/>

## 2. Complete the Additional Required Forms & Documentation:

- [DUAL ENROLLMENT PROGRAM APPROVAL AND RELEASE OF RECORD FORM](#) This form, which must be signed by the Counselor/ School Administrator & the student, IS **ONLY** REQUIRED FOR ALL **NEW** DE STUDENTS. \*Returning Students are **NOT** required to submit this form. This form verifies & confirms the student's eligibility to participate in the Dual Enrollment program and authorizes limited access of student records to parents and/or designated individuals, as indicated on the form by the student.
- [Dual Enrollment COURSE APPROVAL FORM](#) This form, **which must be completed each semester**, should indicate the classes the student needs to register for, and it should list as many course details as possible (Such as CRN #, Section #, Campus, Instructor, Times, etc. these details can be located by reviewing the Calhoun Course Schedule each semester). This form must be signed **each semester** by the student and the school counselor or school administrator.
- [New Student Checklist](#) Please review the New Student Checklist to ensure all required items are complete, signed and returned to our office for processing
- [EMAILING FORMS](#) **Dual Enrollment forms should be submitted in one packet, via email.** If possible, please have all forms submitted by your high school counselor or home school counselor or administrator. Students are responsible for ensuring that all required forms & documentation have been completed & submitted. The Dual Enrollment office will not be responsible for individual forms and documentation – please submit all forms together. Students will receive email reminders periodically throughout the process of enrollment, notifying them of any missing items required for submission.

### 3. Enrollment & Registration Process:

The Dual Enrollment Office Staff will continue to process ALL Dual Enrollment Student registration documentation.

Once your registration documentation has been processed, students will receive a confirmation email from a member of the dual enrollment office staff. The confirmation email will contain instructions on how to log in and view your schedule, pay tuition, purchase textbooks, and much more. Students will use their A-Number (**Student ID #**) to log into MyCalhoun Portal. The Calhoun student Email address will be used to log into OneACCS to view your schedule, pay tuition, request transcripts and much more. Feel free to contact the Dual Enrollment Office for inquiries regarding Student ID numbers, registration status questions, and to ensure that all forms & documentation have been processed.

**Please email either Heath Daws, Gwen Baker or Deb Ott with questions about registration.**

**To schedule a VIRTUAL advising appointment please contact us via email.** Students must provide a DUAL ENROLLMENT COURSE APPROVAL FORM each semester. Classes will fill up rather quickly, so please contact us ASAP to proceed with registration.

No login is required to view Calhoun's CLASS SCHEDULE each semester. Students may view the current Calhoun schedule on the college website: <https://calhoun.edu/class-schedules-and-registration-information/>

Dual Enrollment Contact Info: <https://calhoun.edu/group/dual-enrollment/?cat=dual-enrollment>

#### \*ACT SCORES / PLACEMENT TEST SCORES:

If you have not yet taken the ACT or SAT **you may need to take the Calhoun Placement Test (Accuplacer).** Students will need to come to campus (HSV or DEC) to take the placement test. If you need to take the test virtually/online, please notify the dual enrollment office staff. Click this link to schedule your placement test: <https://calhoun.edu/student-services/advising/placement-testing/>

**\*STUDENTS MUST SUBMIT AN ONLINE DUAL ENROLLMENT APPLICATION FOR ADMISSION AND OBTAIN THEIR A-NUMBER BEFORE THEY WILL BE PERMITTED TO TAKE THE PLACEMENT TEST!** If you do not have your A-number, please email a member of the Dual Enrollment staff prior to testing. Send an email to one of the staff members listed below and include your FULL LEGAL NAME and Date of Birth so we can locate the A-Number in our system and send it to you via email.

✚ **Before taking the Test:** Prepare for the Accuplacer Placement test by completing the Study App and other practice tests found at the following links on our website:

- <https://calhoun.edu/accuplacerprep>
- <https://calhoun.edu/distance-learning/math-mooc/>
- <https://calhoun.edu/distance-learning/english-mooc/>

✚ **Already have ACT or placement scores?** Contact the Dual Enrollment Office to review your scores and determine which classes you qualify for. Staff contact information is provided at the end of these instructions.

*According to Alabama Dual Enrollment policy, dually enrolled students registering for college-level English or math courses must be placed into courses using the current ACCS approved placement guidelines. Students must meet all applicable pre-requisites, including test scores, prior to enrolling in courses.*

TALK TO YOUR COUNSELOR OR SCHOOL ADMINISTRATOR regarding your classes. Students should also consult with advisors at their selected future college, and utilize the STARS Articulation & Transfer website ([http://stars.troy.edu/get\\_the\\_guide.html](http://stars.troy.edu/get_the_guide.html)) to help ensure that credit earned will transfer toward their intended major or program of study. Always ask the dual enrollment office staff for help if you have questions on which class to take.

**Build Your  
English, Math,  
and/or Writing Skills!**

**FREE ACCUPLACER PREP**

*Work at your own pace!  
Practice tests are available.*

**REGISTER ONLINE TODAY!**  
[calhoun.edu/accuplacerprep](http://calhoun.edu/accuplacerprep)

**CALHOUN**  
COMMUNITY COLLEGE  
Produced in support of the Title III grant initiatives funded by the U.S. Department of Education

**CALHOUN**  
Career Services

**Free Accuplacer Prep Registration:** [www.calhoun.edu/accuplacerprep](http://www.calhoun.edu/accuplacerprep)

**\*DO YOU NEED HELP? THE DUAL ENROLLMENT OFFICE IS HERE TO HELP YOU!**

Please contact us directly with questions.

**DUAL ENROLLMENT STAFF CONTACT INFORMATION IS BELOW:**

<b>Heath Daws</b>	Sr. Advisor/Recruiter	256-306-2671	<a href="mailto:heath.daws@calhoun.edu">heath.daws@calhoun.edu</a>
<b>Gwen Baker</b>	Director, Dual Enrollment	256-306-2665	<a href="mailto:gwendlyn.baker@calhoun.edu">gwendlyn.baker@calhoun.edu</a>
<b>Deb Ott</b>	Secretary	256-306-2672	<a href="mailto:deb.ott@calhoun.edu">deb.ott@calhoun.edu</a>



**Calhoun Community College  
Dual Enrollment Approved Courses**

<b>ART -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
Art 100 Art Appreciation	4	1
<b>ENGLISH -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
ENG 101 Eng Composition I	4	1
ENG 102 Eng Composition II	4	1
ENG 261 English Literature I	4	1
ENG 262 English Literature II	4	1
SPH 107 Fundamentals of Public Speaking	4	1
<b>SCIENCE -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
BIO 103 Principles of Biology I	4	1
BIO 104 Principles of Biology II	4	1
PHS 111 Physical Science I	4	1
BIO 201: Human Anatomy & Physiology	4	1
BIO 202: Anatomy & Physiology II	4	1
Chemistry 1 (CHM 111-100)	4	1
Chemistry 2 (CHM 112)	4	1
PHY 213 Physics I with Lab	6	1
PHY 214 Physics II with Lab	6	1
<b>MATH -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
MTH 100 Intermediate College Algebra	4	1
MTH 110 Finite Mathematics	4	1
MTH 112 PreCalculus Algebra	4	1
MTH 113 PreCalculus Trigonometry	4	1
MTH 125 Calculus I	4	1
MTH 126 Calculus II	4	1
MTH 227 Calculus III	6	1
MTH 237 Linear Algebra	6	1
MTH 265 Elementary Statistics	4	1
<b>COMPUTER SCIENCE -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
CIS 146 Microcomputer Applications	4	1
CIS 171 Linux I	4	1
CIS 201 Intro to Computer Programming Concepts	4	1
CIS 202 Python Programming	4	1
CIS 251 C++ Programming	4	1
CIS 263 Computer Maintenance	4	1
CIS 252 C++ Programming	6	1
CIS 246 Ethical Hacking	6	1
CIS 214 Security Analysis (PEN Testing)	6	1
CIS 282 Computer Forensics	6	1
<b>SOCIAL SCIENCE -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>

HIS 121 World History I	4	1
HIS 201 US History I	4	1
HIS 202 US History II	4	1
ECO 231 Principles of Macroeconomics	4	1
ECO 232 Principles of Microeconomics	6	1
PSY 200 General Psychology	4	1
SOC 200 Intro to Sociology	4	1
PHL 106 Intro to Philosophy	4	1
PHL 206 Ethics and Society	4	1
POL 211, American National Government	4	1
<b>WORLD LANGUAGES -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
Introductory Spanish 101	4	1
Introductory Spanish 102	4	1
Spanish 201	4	1
Spanish 202	4	1
<b>EMT -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
EMS 100 Cardiopulmonary Resuscitation	4	1
EMS 118 Emergency Medical Technician	4	1
EMS 119 Emergency Medical Technician Clinical	4	1
<b>ADM -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
ADM 107, CAD Concepts	4	1
ADM 111, Manufacturing Safety Practices	4	1
<b>ELT -- Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
ELT 108 DC Fundamentals	4	1
ELT 109 AC Fundamentals	4	1
<b>Automotive Technology--Calhoun</b>	<b>Rank (4.0, 6.0)</b>	<b>Credit</b>
ASE112 Electrical Fundamentals	4	1
ASE 162 Electrical and Electronic Systems	4	1

# DUAL ENROLLMENT APPROVAL FORM



STUDENT NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

DOB or STUDENT ID (A#): \_\_\_\_\_ HS GRADE LEVEL: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ GPA: \_\_\_\_\_

SEMESTER:  FALL \_\_\_\_\_ (Year)  SPRING \_\_\_\_\_ (Year)  SUMMER \_\_\_\_\_ (Year)

COMPLETE AS MUCH INFORMATION AS POSSIBLE – LIST EACH COURSE SEPARATELY

CRN #	COURSE NAME & NUMBER	SECTION #	CAMPUS	DAYS & TIMES	INSTRUCTOR

\_\_\_\_\_  
COUNSELOR SIGNATURE DATE STUDENT SIGNATURE DATE

Counselor signature indicates the student has met the academic readiness & social maturity requirements for Dual Enrollment, the student meets minimum GPA requirements (2.0 for Industrial Technologies & 2.5 for all other programs), and student is approved for registration into the course(s) listed in the semester indicated above. Student's signature indicates their request for registration & approval of the Release of Academic Record (FERPA). All required new student documentation must be submitted to the Dual Enrollment office for processing in order to be eligible for registration.

### RELEASE OF ACADEMIC RECORD – FERPA

I authorize Calhoun Community College to release my academic record each term to my high school in accordance with the Family Educational Rights and Privacy Act of 1974, I hereby permit Calhoun Community College to disclose all records or information to the individuals listed below. This release shall remain in effect until I provide written notice to the Records Office to discontinue the release or until I earn my high school diploma. My signature indicates I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974. More info regarding FERPA is outlined in the College Catalog <https://catalog.calhoun.edu/student-records-and-transcripts>

PRINTED NAME: \_\_\_\_\_ Relationship: \_\_\_\_\_ (Parent or Guardian)

PRINTED NAME: \_\_\_\_\_ Relationship: \_\_\_\_\_ (Parent or Guardian)

Dual Enrollment Continuous Eligibility Policy & Appeals Information is outlined on the Calhoun website <https://calhoun.edu/dual-enrollment/>

**DUAL ENROLLMENT SCHOLARSHIP APPLICATION** - Dual Enrollment Scholarships are intended to facilitate a pathway from the high school to the post-secondary institution & the workforce. Signatures by the student & parent indicate approval to participate in the specified program, including acknowledgement of the Workforce Scholarship award. Please see <https://calhoun.edu/dual-enrollment/dual-enrollment-workforce-scholarship/> for scholarship requirements.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE DATE **Parent Signature ONLY Required for Scholarship Applicants**