

APPLICATION INSTRUCTIONS for NEW DUAL ENROLLMENT STUDENTS

Thank you for your interest in Dual Enrollment with Calhoun Community College.

The Dual Enrollment Office will continue to REGISTER & ADVISE ALL dual enrollment students, as in previous semesters.

1. COMPLETE YOUR ONLINE APPLICATION FOR NEW DE STUDENTS BY CLICKING THE FOLLOWING LINK:

<https://calhoun.edu/dual-enrollment/dual-enrollment-application/>

The image shows a screenshot of the MyCalhoun website's Admissions Login page. The page header features the MyCalhoun logo. Below the header, the text 'Admissions Login' and 'Home' is visible. A login form contains fields for 'Login ID' and 'PIN', both of which are crossed out with a red 'X'. A 'Login' button is present, and below it are links for 'First time user account creation' and 'Return to Homepage'. A yellow arrow points from a text box on the left to the 'First time user account creation' link. The text box contains the instruction: 'Click on [First Time User Account Creation] to submit your application.' A red curved arrow points from the 'Return to Homepage' link back to the 'First time user account creation' link.

2. COMPLETE THE ADDITIONAL REQUIRED FORMS & DOCUMENTATION:

Once the application is successfully submitted, students will receive information **via email**, regarding forms & documentation required to finalize enrollment such as:

- **DUAL ENROLLMENT PROGRAM APPROVAL AND RELEASE OF RECORD FORM-** This form, which must be signed by the Counselor or Home School Administrator, and 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-** This form, **which must be completed each semester**, should indicate the classes the student needs to register for, and it should list **all course details** (*located by reviewing the Calhoun Course Schedule each semester*) including CRN #, Section #, Class Times & Days, Location/Campus, Instructor, etc. This form must be signed by the school Counselor or Home School Administrator, and must be completed **each semester**.
- **NEW STUDENT CHECKLIST OF ADDITIONAL REQUIRED DOCUMENTATION-** The Admissions office will also provide you with a reminder of the required forms and documentation needed to finalize your enrollment and registration. Questions about documentation and forms should be directed to the Dual Enrollment Staff, as listed below. Additional items listed on the checklist include your ID, Signature Page, ACT Scores, & High School Transcript.
- **EMAIL-** Students are responsible for submitting all required forms & documentation, and may submit all forms via email to the dual enrollment office at the contact information below. Students will receive email reminders periodically throughout the process of enrollment, notifying them of any missing items required for submission. Students must check their email frequently to stay current on any correspondence for updates on the status of their enrollment and registration.

3. YOUR APPLICATION IS COMPLETE – NOW SUBMIT THE FORMS & DOCUMENTATION VIA EMAIL:

The Admissions Office will email confirmation once your application is received and when your **C-Number (Student ID Number)** has been created. **Students are encouraged to submit all forms & documentation by scanning and emailing them to the dual enrollment office staff**. Once your documentation has been processed, students will use the C-Number to log into MyCalhoun to view your schedule, pay tuition, request transcripts and much more. Feel free to contact the Dual Enrollment Office for inquiries regarding the status of your registration and to ensure that all forms & documentation has been properly submitted.

***REGISTRATION:**

ALL Dual Enrollment students, New and Returning, must register through the Dual Enrollment Office staff. Please contact Deb Ott, Heath Daws or Gwen Baker with questions or to schedule an appointment. **Students must provide a DUAL ENROLLMENT COURSE APPROVAL form each semester. This form ONLY requires the counselor's signature.** Classes will fill up rather quickly, so please contact us ASAP to proceed with registration. For new students, please reference the New Student Checklist, which provides an overview of all forms, & documentation that must be submitted to finalize registration. This is required of all **new** students.

***COURSE SCHEDULE & CLASS OPTIONS:**

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/>

***NOTE- CLASSES TAUGHT AT THE HIGH SCHOOL CAMPUS:** If you plan to take a dual enrollment, class taught at your High School Campus, a representative will visit your high school at the beginning of each semester. In order to expedite high school registration deadlines, Applications for Admissions should be submitted prior to the campus visit. Registration visits are coordinated through the high school counselors and classroom instructors. Students may review the Calhoun class schedule to find classes to take, but please ensure that you only take classes that meet your high school requirements, will transfer to the college you are planning to attend, and will apply to the degree in which you plan to major. **Talk with your high school counselor to determine course approval.**

***ACT SCORES/PLACEMENT TEST SCORES:**

If you have not yet taken the ACT or SAT you will need to take a placement test.

***NOTE: STUDENTS MUST SUBMIT AN ONLINE DUAL ENROLLMENT APPLICATION FOR ADMISSION AND OBTAIN YOUR C-NUMBER FROM ADMISSIONS (via Email) BEFORE THEY WILL BE PERMITTED TO TAKE THE PLACEMENT TEST!!!**

Please note: students no longer need to schedule an appointment to take the placement test.

The Accuplacer test is offered on a walk-in basis to allow more flexibility and freedom for students. Students can test Monday – Thursday anytime between 9:00 am – 2:30 pm. No appointment is needed- Placement testing policy is mandated by our governing authority, the Alabama Community College System. For more information please visit the following link:

<http://calhoun.edu/admissions/advising/placement-testing>

- ✚ **Before taking the Test:** Prepare for the Accuplacer Placement test by completing the Study App and other practice tests found at the following link on our website:
 - <https://calhoun.edu/student-services/advising/placement-test-study-guide/>
- ✚ **Already have ACT or placement scores?** Contact the Dual Enrollment Office to review your scores and determine which classes you qualify for, link to the dual enrollment staff contact info is below:
 - <https://calhoun.edu/group/dual-enrollment/?cat=dual-enrollment>

Alabama Dual Enrollment policy requires all Dual Enrollment registering for Academic coursework to provide placement scores. For classes such as **History (HIS)** for which no departmental pre-requisite score has been set, Dual Enrollment students are still required to place out of Developmental Reading.

***REMINDER: Always Discuss Dual Enrollment Schedule Options with your High School or Home School Counselor first.**

Students should consult with advisors at the selected future college they plan to attend, and utilize the STARS Articulation & Transfer website (www.gettheguide.org), to help ensure that credit earned will transfer.

***NOTE: THE DUAL ENROLLMENT OFFICE IS HERE TO HELP YOU!**

If you have questions, need assistance or would like to schedule an office appointment (HSV or DEC Campus), please contact our office staff at either:

Gwen Baker
Director, Dual Enrollment
256-306-2665
gwendlyn.baker@calhoun.edu

Heath Daws
Sr. Advisor/Recruiter
256-306-2671
heath.daws@calhoun.edu

Deb Ott
Secretary
256-306-2672
deb.ott@calhoun.edu

