

STUDENT NAME: _____ A-NUMBER: _____

SEMESTER: _____ HIGH SCHOOL: _____

CHECKLIST:

***All Forms and Documentation should be scanned & emailed to the contact information below** (to the Dual Enrollment Staff Members) - **STUDENTS MUST FIRST SUBMIT THE ONLINE APPLICATION FOR ADMISSION IN ORDER TO OBTAIN THE FORMS**

_____ **1. SIGNATURE PAGE** - Print & Complete, Sign, check the box that applies, and return for processing by emailing it to the dual enrollment office for processing.

_____ **2. COPY OF PICTURE ID** - Snap a picture of your Driver License/Photo ID or Make a copy and email it to DE office for processing.

_____ **3. DUAL ENROLLMENT PROGRAM APPROVAL AND RELEASE OF RECORD FORM** - Print & Complete this form, which must be signed by the high school counselor and the student ONLY. This form also includes an Authorization to Release Information; complete this portion of the form by listing parents/guardians/etc. 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.

_____ **4. COURSE APPROVAL FORM** - Complete a separate form **EACH** semester, signed by your HS counselor and email it to the DE Office for processing.

_____ **6. ACT SCORES / PLACEMENT TEST SCORES** - Print off a copy of your scores from ACT.org online account and send this to the dual enrollment office for processing. Students needing to take the placement test please note that you must submit your online application first and receive your C-Number from Admissions (via email) before you will be authorized to take the placement test. You must present your C-Number in order to take the placement test, along with an ID (Drivers License/Passport/etc.)

_____ **7. HIGH SCHOOL TRANSCRIPT** - Copy of HS Transcript must come from HS Counselor and may be emailed to the dual enrollment office for processing.

TO SUBMIT FORMS & DOCUMENTATION FOR PROCESSING:

PLEASE **SCAN AND EMAIL** ALL FORMS, PAPERWORK & DOCUMENTATION TO THE EMAIL(S) BELOW:

Students may submit completed documentation to the dual enrollment office for processing by either:

- Campus Office Visit, Huntsville or Decatur Campus (*Please make an appointment with us prior to campus visit*)
- Drop off on campus in the dual enrollment mailbox (*on office door*)
- Scan and email to one of the following email addresses below:

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