STUDENT NAME: A-NUMBER:

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. COPY OF PICTURE ID

COPY of either your Driver License or Permit/State Issued Photo ID / Passport/ US Military ID. ID Must be UNEXPIRED.

_____2. DUAL ENROLLMENT 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. 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.

_____3. 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.

_____4. 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.

_____5. HIGH SCHOOL TRANSCRIPT

Copy of HS Transcript must come from school counselor or 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 forms listed on this checklist; The Dual Enrollment office is not responsible for individual forms. Students will not be registered until all required documentation is received.

- For Students taking Dual Enrollment classes on their High School Campus (Tech School/Public School, etc.), please provide all required documents to your counselor to be emailed to the Dual Enrollment office.

- For Students taking classes on one of Calhoun's Campuses or Online, COMPLETE Documentation may be emailed to a member of the dual enrollment staff listed 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