

# APPLICATION INSTRUCTIONS for NEW DUAL ENROLLMENT STUDENTS

UPDATED – October 2023

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 and documentation needed to finalize your dual enrollment registration.

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

[Online Application URL](#)

- Select **'Create New User Account'** 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 and SUBMITTING FORMS:** Completed forms that require signatures of the student and school counselor should be submitted by the counselor via email. The dual enrollment office will provide assistance to students needing help completing the forms/documentation by phone, email or in person. We are here to help any way we can to make participation in Dual Enrollment as easy as possible for our students.

**ADVISING SESSIONS:** Dual Enrollment staff members are available for in-person or 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 and parents as needed, and discuss the documentation 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 Required Forms and Documentation:

**Comprehensive Dual Enrollment Approval Form** – in an effort to streamline the Dual Enrollment process at Calhoun Community College, our office has consolidated the three primary Dual Enrollment forms – the Program Approval Form, Course Approval Form and Workforce Scholarship Form – into a single document. We hope by doing so to make the Dual Enrollment documentation and registration process simpler for counselors, school administrators and students.

A fillable copy of the new comprehensive form is available at <https://calhoun.edu/dual-enrollment> Counselors and administrators can either sign the form electronically or print and sign it. Students and parents (if required) must sign a printed copy of the form.

- **New Students**  
Complete all the requested personal and high school information; include as much detail as possible about the courses requested, and complete the Release of Record (FERPA) information. The counselor and student sign the form as indicated. The form must be submitted along with all required new student documentation (transcripts, ACT, etc.) to the Dual Enrollment office.
- **Returning Students**  
Complete your name, Calhoun ID number (or birthdate) and name of your school or high school, along with as much detail as possible about the courses requested. The counselor and student sign the form as indicated and submit the form to the Dual Enrollment office.
- **New or Returning WORKFORCE SCHOLARSHIP APPLICANTS**  
Complete the form as directed above - A Parental Signature is REQUIRED

**EMAILING FORMS** Dual Enrollment documentation should be submitted by email. If possible, please have all the form and documentation submitted by your high school counselor or home school counselor or administrator. Students are responsible for ensuring that all documentation has been completed and submitted. The Dual Enrollment office will not be responsible for individual forms and documentation – please submit together. Students will receive email reminders periodically throughout the process of enrollment, notifying them of any missing items required for submission.

### 3. Enrollment and 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 other important information. 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 and documentation have been processed.

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

**To schedule an advising appointment please contact us via phone or email.** Students must provide a signed Dual Enrollment 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. 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. If necessary, students may retest. There is a fee for retesting. **Students are required to wait 14 days** before retesting and are strongly encouraged to review the Accuplacer study guides prior to retesting.



**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 the statewide 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 Alabama Transfers Guide <https://alabamatransfers.com/> 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.

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

