CALHOUN 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 ADMINSTRATOR 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:

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

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

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

CALHOUN
COMMUNITY COLLEGE
DUAL ENROLLMENT

Calhoun Community College Dual Enrollment Approved Courses		
ART -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
Art 100 Art Appreciation	4	1
ENGLISH -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
ENG 101 Eng Composition I	4	1
ENG 102 Eng Composition II	4	1
ENG 252 American Literature II	4	1
ENG 261 English Literature I	4	1
ENG 262 English Literature II	4	1
SPH 106 Fundamentals of Oral Communication	4	1
SPH 107 Fundamentals of Public Speaking	4	1
SCIENCE -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
AST 220 Introduction to Astronomy	4	1
BIO 103 Principles of Biology I	4	1
BIO 104 Principles of Biology II	4	1
PHS 111 Physical Science I	4	1
PHS 120 Environmental Science	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
MATH -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
MTH 100 Intermediate College Algebra	4	1
MTH 103 Intro to Technical Mathematics	4	1
MTH 110 Finite Mathmatics	4	1
MTH 112 PreCalculus Algebra	4	1
MTH 113 PreCalculus Trigonometry	4	1
MTH 120 Calculus and its Applications	4	1

MTH 125 Calculus I	4	1
MTH 126 Calculus II	4	1
MTH 227 Calculus III	6	1
MTH 231 Mathematics for the Elementary Teacher I	4	1
MTH 232 Mathematics for the Elementary Teacher II	4	1
MTH 237 Linear Algebra	6	1
MTH 265 Elementary Statistics	4	1
MTH 238 Applied Differential Equations I	6	1
COMPUTER SCIENCE -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
CIS 134 IT Fundamentals	4	1
CIS 146 Computer 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 222: Database Management Systems	4	1
CIS 251 C++ Programming	4	1
CIS 263 Computer Maintenance	4	1
CIS 246 Ethical Hacking	6	1
CIS 214 Security Analysis (PEN Testing)	6	1
CIS 252 Advanced C++ Programming	6	1
CIS 282 Computer Forensics	6	1
SOCIAL SCIENCE -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
HIS 121 World History I	4	1
HIS 122 World History II	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	4	1
PSY 200 General Psychology	4	1
PSY 230 Abnormal Psychology	4	1
SOC 200 Intro to Sociology	4	1

	Rank (4.0, 6.0)	Credit
PHL 106 Intro to Philosophy	4	1
PHL 206 Ethics and Society	4	1
POL 211, American National Government	4	1
WORLD LANGUAGES -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
Introductory Spanish 101	4	1
Introductory Spanish 102	4	1
Spanish 201	4	1
Spanish 202	4	1
EMT -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
EMS 100 Cardiopulminary Resuscitation	4	1
EMS 118 Emergency Medical Technician	4	1
EMS 119 Emergency Medical Technician Clinical	4	1
ADM -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
ADM 107, CAD Concepts	4	1
ADM 111, Manufacturing Safety Practices	4	1
ELT -- Calhoun	**Rank (4.0, 6.0)**	**Credit**
ELT 108 DC Fundamentals	4	1
ELT 109 AC Fundamentals	4	1
Automotive Technology--Calhoun	**Rank (4.0, 6.0)**	**Credit**
ASE112 Electrical Fundamentals	4	1
ASE 162 Electrical and Electronic Systems	4	1
Criminal Justice - Calhoun	**Rank (4.0, 6.0)**	**Credit**
CRJ 100 Introduction to Criminal Justice	4	1
CRJ 110 Introduction to Law Enforcement	4	1
CRJ 160 Introduction to Security	4	1
CRJ 208 Introduction to Criminology	4	1
CRJ 238 Crime Scene Investigation	4	1
Welding - Calhoun	**Rank (4.0, 6.0)**	**Credit**
WDT 109 SMAW Fillet/PAC/CAC	4	1
WDT 119 Gas Metal Arc/Flux Cored Arc	4	1
WDT 123 SMAW Fillet/PAC/CAC	4	1

WDT 125 Shielded Metal Arc Welding Lab	4	1
WDT 157 Consumable Welding Processes	4	1
WDT 217 Shielded Metal Arc Weld Carbon Pipe	4	1
Education - Calhoun	**Rank (4.0, 6.0)**	**Credit**
CHD 100 Intro-Early Care Educ of Children	4	1
Electives - Calhoun	**Rank (4.0, 6.0)**	**Credit**
MUS 101 Music Appreciation	4	1
REL 151 Survey of Old Testament	4	1
SWT 130 Community and Social Work	4	1
THR 120 Theatre Appreciation	4	1

DUAL ENROLLMENT APPROVAL FORM

CALHOUN
COMMUNITY COLLEGE
DUAL ENROLLMENT

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. Counselor and student acknowledge parental consent regarding participation in Dual Enrollment (as also acknowledged on the Dual Enrollment Application for Admission) and awareness of any Dual Enrollment Scholarship award.

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)

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

DUAL ENROLLMENT SCHOLARSHIP APPLICATION - Dual Enrollment Workforce 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 Signature ONLY Required for Scholarship Applicants

_____
PARENT/GUARDIAN SIGNATURE   DATE

(REV 3/24)