

# APPLICATION INSTRUCTIONS for NEW DUAL ENROLLMENT STUDENTS

UPDATED – MARCH 2022

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 & documentation needed to finalize your dual enrollment registration.

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

[Online Application URL](#)

- Select **'START A NEW APPLICATION'** 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 & SUBMITTING FORMS VIRTUALLY:** Completed forms that require signatures of the student & school counselor should be submitted by the counselor (via email). The dual enrollment office will provide virtual assistance to students needing help completing the forms/documentation by phone call, email or Microsoft Teams/Zoom Meetings. We will be happy to accommodate any adjustments you may need in order to continue facilitating student registrations and are here to help any way we can to make this transition as easy as possible for our students.

**\*VIRTUAL ADVISING SESSIONS:** We will continue to offer 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 & parents as needed and discuss the paperwork & forms 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 Additional Required Forms & Documentation:

- [DUAL ENROLLMENT PROGRAM APPROVAL AND RELEASE OF RECORD FORM](#) This form, which must be signed by the Counselor/ School Administrator & 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 FORM](#) This form, **which must be completed each semester**, should indicate the classes the student needs to register for, and it should list as many course details as possible (Such as CRN #, Section #, Campus, Instructor, Times, etc. these details can be located by reviewing the Calhoun Course Schedule each semester). This form must be signed **each semester** by the student and the school counselor or school administrator.
- [New Student Checklist](#) Please review the New Student Checklist to ensure all required items are complete, signed and returned to our office for processing
- [EMAILING FORMS](#) **Dual Enrollment forms should be submitted in one packet, via email.** If possible, please have all forms submitted by your high school counselor or home school counselor or administrator. Students are responsible for ensuring that all required forms & documentation have been completed & submitted. The Dual Enrollment office will not be responsible for individual forms and documentation – please submit all forms together. Students will receive email reminders periodically throughout the process of enrollment, notifying them of any missing items required for submission.

### 3. Enrollment & 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 much more. 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 & documentation have been processed.

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

**To schedule a VIRTUAL advising appointment please contact us via email.** Students must provide a DUAL ENROLLMENT COURSE 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. If you need to take the test virtually/online, please notify the dual enrollment office staff. 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.

✚ **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 Alabama 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 STARS Articulation & Transfer website ([http://stars.troy.edu/get\\_the\\_guide.html](http://stars.troy.edu/get_the_guide.html)) 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.

**Build Your  
English, Math,  
and/or Writing Skills!**

**FREE ACCUPLACER PREP**

*Work at your own pace!  
Practice tests are available.*

**REGISTER ONLINE TODAY!**  
[calhoun.edu/accuplacerprep](http://calhoun.edu/accuplacerprep)

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**CALHOUN**  
Career Services

**Free Accuplacer Prep Registration:** [www.calhoun.edu/accuplacerprep](http://www.calhoun.edu/accuplacerprep)

**\*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>Heath Daws</b>	Sr. Advisor/Recruiter	256-306-2671	<a href="mailto:heath.daws@calhoun.edu">heath.daws@calhoun.edu</a>
<b>Gwen Baker</b>	Director, Dual Enrollment	256-306-2665	<a href="mailto:gwendlyn.baker@calhoun.edu">gwendlyn.baker@calhoun.edu</a>
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