

DUAL ENROLLMENT APPROVAL FORM



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.

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 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/GUARDIAN SIGNATURE DATE **Parent Signature ONLY Required for Scholarship Applicants**

Calhoun Dual Enrollment Checklist



Determine Your Course Plan

- Determine the course(s) in which you plan to dual enroll for the upcoming semester.
- Complete and submit you [MCS Dual Enrollment Agreement](#) (available in Counseling Center)
- Questions regarding course prerequisites & requirements should be directed to Calhoun.



Apply as a Dual Enrollment Student

- Apply for admission to Calhoun as a dual enrollment student through their website (<https://calhouncommunitycollege.my.site.com/apply>)



Complete Course Approval Form

- Complete the [Course Approval Form](#) (available in Counseling Center)
 - Find Calhoun Course/Schedule Information here: <https://reg-prod.ec.accs.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search&mepCode=CCC>



Bring Documents to your BJHS Counselor

- Submit the following to your BJHS counselor:
 - Completed [Course Approval Form](#)
 - Copy of Qualifying ACT Subtest or Accuplacer Scores
- Your counselor may adjust your BJHS schedule to accommodate your DE class(es)
- Your counselor will submit your documents and transcript to Calhoun



Obtain Required Test Scores (ACT or Accuplacer)

- Obtain a copy of **EITHER**:
 - A qualifying ACT subtest score (printed or emailed to your counselor)
 - A qualifying Accuplacer score (Sign up for the Accuplacer here: <https://www2.registerblast.com/calhoun-huntsville/Exam/List>)
 - Calhoun sets test score requirements for admission to academic courses.
 - English classes require score of 18+ on the ACT English subtest or 5+ on Accuplacer
 - Contact Calhoun with questions regarding minimum scores for other courses.
 - Most Career Tech classes do not require the an ACT/Accuplacer score



Enrollment in Course(s)

- You will receive an email confirming enrollment in your selected DE course(s)
- Calhoun will be the primary contact for your DE course(s) moving forward