

DRAKE STATE DUAL ENROLLMENT

Spring 2026



A note from your counselor:

Hello,

First and foremost, be sure that you **MEET QUALIFYING CRITERIA** before applying to UAH.

You **MUST** have an ACT score that qualifies you for certain courses (English, Math, Science, and some others). This typically is in the 18 + range, sometimes higher for certain math based classes.

You can access your ACT score through your ACT.org account.

Steps to Register

Meet Eligibility Criteria - GPA, ACT score if needed, etc.

Apply only through the Drake website

Meet with a Drake Counselor by phone or email. Select a course to take.

Completed forms are to be submitted to your JCHS counselor. Class must be listed.

Looking ahead:

THURSDAY,
OCT. 16TH

Dual enrollment meeting during Refuel in the Auditorium

OCT. 16 - NOV. 6

You need to schedule a meeting with the Drake State counselor for assistance with class choice.

THURSDAY, NOV. 6TH

Paperwork is due to your JCHS counselor – completed course form and ACT score report if applicable. You need to have the course portion complete.

A confirmation email will be sent by Drake State once you are registered to your school email.

UAH Contact

Knegleshia Smothers-Cobb, counselor

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 (256) 551-7289

Regina Pearce, Program Assistant

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 256-551-7274



DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

DUAL ENROLLMENT CHECKLIST

All students should use this checklist of **Required Forms and Documentation** to prepare for submitting each required item listed below to your High School Counselor to be submitted to the Drake State Dual Enrollment Office. Students will not be approved for Dual Enrollment if all required items are not submitted to the Drake Dual Enrollment Office.

Required Items- New Students

- _____ 1. Online Drake Application
- _____ 2. Transcript (GPA 2.5 or higher required, will accept copy printed from INOW)
- _____ 3. Statement of Eligibility (signed by High school counselor, student, and parent/legal guardian)

Required Items- Returning Students

- _____ 1. Transcript (GPA 2.5 or higher required, will accept copy printed from INOW)
- _____ 2. Statement of Eligibility (signed by High school counselor, student, and parent/legal guardian)

***Always Discuss your Dual Enrollment Schedule Options with your High School Counselor**

Feel free to email or call @ dual.enrollment@drakestate.edu or 256-551-7289 to schedule an appointment to complete the dual enrollment process.

Your Dual Enrollment Team

David Hays

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Dual Enrollment/Outreach Specialist

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Mattavia Ward

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Statement of Eligibility for Dual Enrollment for Dual Credit Students

Your acceptance to the Dual Enrollment for Dual Credit program at Drake State Community & Technical College will be official only upon receipt of this form, completed and signed by a representative of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.



This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.

Type of Dual Enrollment courses: ☐ Academic ☐ Technical Program of Study _____

Social Security Number _____

Name _____
Last Name First Name Middle Name

Address _____
City/State Zip _____

This Section to be Completed by High School Representative:

This student is enrolled in the ☐ 10th ☐ 11th ☐ 12th grade at _____ High School. Student has a minimum cumulative GPA of 2.5 (*unweighted*). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program at Drake State Community & Technical College. (Transcript must be attached.)

Please list College course(s) student is approved to take during the current semester/term.	Fall Semester	Spring Semester	Summer Term

School Representative's Signature _____ Date _____

Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, Drake State Community & Technical College shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of Drake State Community & Technical College to release my grades, academic records, or speak with my high school and/or secondary educational entity, and/or parent or guardian. My signature below authorizes the College to release the information noted in this section.

Student's Signature _____ Date _____

For College Use Only
Verified by _____

Date _____

Approved by _____

Date _____

Madison City Schools

Dual Enrollment Program Agreement

Please visit our website to get the most up to date list of approved Dual Enrollment Courses available.

Registration Course Numbers:

22996X1000* Dual Enrollment (fall semester)

22996X1000* Dual Enrollment (spring semester)

Student will take two classes in MADISON CITY (Bob Jones or James Clemens) for ½ of the school day and enroll in a college course at either Calhoun Community College or UAH for the other ½ of the school day. The college course grade is included in the MADISON CITY GPA.

Students who enroll in Dual Enrollment courses are responsible for verifying the high school credit and applicable GPA calculation that will be received for the course. Students may visit our website to request a class be reviewed for approval, if the course is not already on the approved list. Requests for approval of new dual enrollment courses must be submitted by September 1 for consideration in the following year's curriculum catalog.

*Upon successful completion of the course, high school counselors will ensure the credit is reflected on both the high school and college transcript (per SDE).

This option may be for one or both semesters in either the morning or afternoon.

1. There are specific GPA requirements based on the institution of attendance.
 - a. Auburn First requires a cumulative GPA of 3.5 or higher on a 4.0 scale.
 - b. Calhoun Community College requires a cumulative GPA of 2.5 or higher on a 4.0 scale.
 - c. Drake Technical School requires a cumulative GPA of 2.5 or higher on a 4.0 scale.
 - d. UAH requires a cumulative GPA of 2.9 or higher on a 4.0 scale.
 - e. UA Early College requires a cumulative GPA of 3.0 or higher on a 4.0 scale.
2. Must meet course prerequisite by providing ACT, SAT or appropriate placement test scores.
3. Must be able to pay tuition for 3 college credit hours.
4. Must provide own transportation.
5. Requires completion of this agreement.

I give permission for _____ to participate in the Dual Enrollment Program. I have read and understand the above information. I also understand that my student must provide his/her own transportation. By signing below, I give permission for my student to leave school early and drive to a college or university for dual enrollment purposes.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

*This agreement should be completed and turned in with your registration forms. Registration information must be completed and submitted to the counseling office no later than March 1, 2024(JCHS) or March 8, 2024 (BJHS).

FOR OFFICE USE ONLY

Date returned: _____ Student GPA: _____ Student ACT: _____

College Course: _____ State Number: _____

College Course: _____ State Number: _____

*Dual Enrollment course(s) must be entered in PowerSchool to reflect the corresponding state course code(s). The course number for Dual Enrollment is 22996X1000.

Counselor Signature: _____ Date: _____