



Dual Enrollment/Dual Credit Approval Form

UAH Admissions Office
301 Sparkman Drive, SSB 106
Huntsville, AL 35899
256.824.2773 // 1.800.824.2255
dual.enrollment@uah.edu

Student's Full Name _____ Email _____

High School _____ Grade Level _____

_____ has an overall B average, the appropriate ACT/SAT score, and has met all other enrollment criteria for the Dual Enrollment program and is hereby granted permission to enroll in the courses listed below.

Principal Signature	Counselor Signature	Parent or Guardian Signature
Printed Name	Printed Name	Printed Name

Approved Courses	Course CRN Number	Term
<i>Example: MA 201-04</i>	<i>91108</i>	<i>Fall 2020</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

An approval form must be submitted for each term of enrollment. The form should reflect courses approved by your high school for enrollment. Dual enrollment students may not enroll for developmental or physical education courses. The tuition and fees for each course must be paid by the first day of class each semester.

RELEASE OF ACADEMIC RECORD

I authorize UAH to release my academic record each term to my high school. This release is counter signed by my parent or legal guardian, if I am less than 18 years of age. 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.

_____	_____
Date	Student Signature
_____	_____
Date	Parent or Guardian Signature

FOR OFFICE USE ONLY

Received Date _____ Classes Registered Y N

Application _____ Test Scores _____ Transcript _____

UAH 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 UAH.



Apply as a Dual Enrollment Student

- Apply for admission to UAH as a dual enrollment student through their website (<https://www.uah.edu/admissions/undergraduate/apply-for-admission/dual-enrollment>)



Complete Dual Enrollment Approval Form

- Complete the [Dual Enrollment Approval Form](#) (available in Counseling Center)
 - Find UAH Course/Schedule Information here:
<https://www.uah.edu/cgi-bin/schedule.pl>



Bring completed form to your BJHS Counselor

- Submit your Completed [Dual Enrollment Approval Form](#) to your BJHS counselor by the appropriate deadline: Summer/Fall classes: **May 1** Spring classes: **Dec 1**
- Your counselor may adjust your BJHS courses to accommodate your DE class(es)
- Your counselor will submit your documents and transcript to UAH



Obtain & Send any Required Test Scores to UAH

- UAH sets all test score requirements for admission to academic courses.
- Contact UAH with questions regarding testing requirements for courses.
- If necessary, submit required test scores to UAH:
 - ACT subtest score (sent directly from student's ACT account to UAH)
 - AP exam score (to meet any prerequisites for entry into higher level courses)
 - AP exam scores must be sent directly from student's College Board account to UAH
 - UAH *may* accept an emailed screenshot (to dual.enrollment@uah.edu) of an AP score for enrollment, but will require the official score be sent for confirmation
 - Accuplacer score - Sign up for the Accuplacer here:
<https://www.uah.edu/admissions/undergraduate/admitted-students/academic-placement>



Enrollment in Course(s)

- You will receive an email confirming enrollment in your selected DE course(s) once ALL required documents are received
- UAH will be the primary contact for your DE course(s) moving forward