

## **Counselor Checklist for Dual Enrollment Academic On-Campus Courses**

Student: \_\_\_\_\_

- APPLICATION FOR GENERAL ADMISSION**  
An Application for General Admission must be completed, signed and submitted to the Admissions Office at P.O. Box 1000, Wadley, AL 36276. Forms are available to be downloaded/printed or completed online at our website: [www.suscc.edu](http://www.suscc.edu).
- VALID FORM OF IDENTIFICATION**  
All new students must have on file in the Admissions Office either (1) a primary form of photo documentation such as an unexpired driver's license, or (2) two secondary forms of documentation such as Social Security card or a U.S. birth certificate along with an acceptable alternate photo ID. Males, 18 years or older, must submit proof of Selective Service Registration.
- DUAL ENROLLMENT/DUAL CREDIT FORM** The Dual Enrollment/Dual Credit form must be completed with the approved courses listed and signed by the student, high school principal and superintendent. The course(s) the student takes will be based upon the list of eligible courses for your school system and the current SUSCC schedule. This should be submitted to Admissions Office. **This form must be submitted for each semester that the student enrolls in a dual enrollment course.**
- OFFICIAL HIGH SCHOOL TRANSCRIPT**  
Provide an official high school transcript including any college placement scores such as ACT or SAT scores. This will serve as documentation of the required 3.0 grade point average. Attach the transcript to the dual enrollment/dual credit form and submit to the Admissions Office. An updated high school transcript must be submitted for each semester that the student enrolls in a dual enrollment course.
- TAKE THE COMPASS TEST**  
The purpose of the COMPASS Placement Test is to insure that the student is placed in courses that are the most appropriate for their academic ability. If the student receives a 20 or higher ACT English score and/or a 20 or higher ACT Math score, this test may not be necessary. For more information, contact Robbie Whaley, testing center coordinator, at 334-745-6437 ext. 5416 or [rwhaley@suscc.edu](mailto:rwhaley@suscc.edu).
- REGISTER FOR CLASSES**  
Following the completion of ALL of the previous steps, the student may register for their approved courses online on the **mySUSCC** portal on our website at [www.suscc.edu](http://www.suscc.edu) during published registration dates.
- TUITION AND FEES**  
Tuition and fees are due at the time of registration and can be paid online or by reporting to the Cashier's Office. Students attending on-campus classes should obtain a parking hang tag at the Cashier's Office prior to the first day of class.
- PURCHASE REQUIRED TEXTBOOKS**  
Prior to the start of classes each semester, student textbooks will be available for purchase in the SUSCC Bookstores. Cash, VISA, MasterCard, American Express, Discover Card and Barnes & Noble Gift Cards are accepted. For more information, call the Opelika bookstore at 334-745-8070 or the Wadley bookstore at 256-395-2328.