

Dual Enrollment

Counselor Checklist for Dual Enrollment Academic Off-Campus Courses

Student: _____

“DONE IN A DAY” DUAL ENROLLMENT REGISTRATION

The Dual Enrollment “**DONE IN A DAY**” team consists of representatives from the College’s registrar’s office, advising, records office, testing center and financial aid office. The purpose of “**DONE IN A DAY**” team is to make the registration and enrollment process quick and efficient for those dual enrollment students whose courses are taught on their high school campus. The “**DONE IN A DAY**” team members will visit each participating high school and assist dual enrollment students with the application and registration process. They will also help students enroll in their dual enrollment courses. The “**DONE IN A DAY**” will collect all tuition and fee payments during their visit. Students who have not met the placement score requirements will be allowed to take the Compass Placement Test during this visit.

- The high school counselor or designee must schedule a visit by the Dual Enrollment “**DONE IN A DAY**” team.
- The Dual Enrollment “**DONE IN A DAY**” team will be available following the College’s late registration period.
- To schedule a Dual Enrollment “**DONE IN A DAY**” team visit, contact Catherine Stringfellow, Registrar, at (256)-395-2211 ext. 5155 or at cstringfellow@suscc.edu
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PRIOR TO THE “DONE IN A DAY” TEAM VISIT

The following should be completed prior to the “**DONE IN A DAY**” team visit:

- APPLICATION FOR GENERAL ADMISSION**
An Application for General Admission must be completed and signed. Forms are available to be downloaded/printed or completed online at our website: 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. An updated high school transcript must be submitted for each semester that the student enrolls in a dual enrollment course.

☐ COMPLETE COLLEGE PLACEMENT TESTING

The purpose of College Placement Testing is to insure that the student is placed in courses that are the most appropriate for their academic ability. Any student who receives a 20 or higher ACT English score and/or a 20 or higher ACT Math score is eligible for dual enrollment courses. Any student not meeting this criteria will be required to complete the COMPASS Placement Test in order to determine their course placement.

☐ 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.

- The high school counselor or designee will collect ALL tuition and fee payments from their students and forward FULL payment to Southern Union State Community College by **the second week of class.**
- Students must complete payment of tuition and fees to their high school counselor or designee by **the first week of class.**