

Dual Enrollment

Technical Education Counselor's Checklist

Before classes start, please complete the following:

1. **Contact Sarah Cox or Darin Baldwin** to notify that you will have students that are planning to participate in dual enrollment for the upcoming semester.
2. Have each student fill out a **General Admission Application**. Along with the application, send a notarized copy of the student's driver's license, official high school transcripts, and a **Dual Enrollment Form** with the class information listed for the student. Make sure to include with the student's packet, the students' ACT scores if they are not listed on the transcripts. If the student did not score 20 or above on MTH, ENG, RDG, they will be required to take the Compass Placement Test.

NOTE: Please mail ALL of the students' information that will be enrolling in the dual enrollment class together in the same packet, separated by student. Send to: **Catherine Stringfellow, P O Box 1000, Wadley, AL 36276.**

3. Please email Darin Baldwin or Sarah Cox all of the student's names that will be included in the application packet to Catherine Stringfellow. Please place all the students' files together for the dual enrolled class in one packet to Ms. Stringfellow.
4. Take the placement test – For students who did not score 20 or above on the ACT contact Robbie Whaley at 334-745-6437 ext. 5416 or Cyndey Matthews at 334-745-6437 ext. 5488 to schedule a time for testing. Students have to take the placement test before they can register.
5. All of this must take place before the student can be registered. If this is not completed before the first day of class a \$25.00 late fee is charged.

Items that must be complete before we can register them for technical class: Overall 2.5 GPA (Note: 3.0 GPA required for any academic concurrent course) requirement, Dual Enrollment Form, General College Application, transcript, ACT scores, placement test.

Darin Baldwin
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dbaldwin@suscc.edu

Sarah Cox
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Dual enrollment is offered in the following technical programs:

Manufacturing Technology
Industrial Electricity/Electronics
Machine Shop Technology
Engineering Graphics and Design

Welding Technology
Automotive Service Technology
Air Conditioning and Refrigeration