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Dual Enrollment

Registration Process for OFF-CAMPUS Dual Enrollment Courses

Off-Campus dual enrollment courses are college courses that are taught on a high school campus within Southern Union's service area. Southern Union's **Dual Enrollment Liaisons** will visit participating high schools and assist with the enrollment and registration process for approved dual enrollment courses. For additional information not addressed in this document, please contact Dean Eddie Pigg at epigg@suscc.edu or (334)-745-6437 ext. 5513.

Step 1: CREATE A SOUTHERN UNION STUDENT ACCOUNT

Deadline: PRIOR to the 1st Week of August (Fall) or 1st Week of December (Spring)

NEW dual enrollment students must complete and submit the following items to create a Southern Union student account **prior** to the **1st week of August** for **Fall semester** and **prior** to the **1st week of December** for **Spring semester**:

Online Application For General Admission

All **new** dual enrollment students must complete and submit an **online Application for General Admission**. This application is available on our website at www.suscc.edu by clicking the **APPLY NOW** tab in the upper right-hand corner of the homepage.

Valid Form Of Photo Identification

All **new** dual enrollment students must provide the Admissions Office with either (1) a primary form of photo documentation such as an unexpired driver's license, **OR** (2) a certified copy of the student's birth certificate **and** an iNow student information profile sheet signed and dated by their high school principal.

Please submit all valid forms of photo identification to the Admissions Office by scanning and emailing the document to admissions@suscc.edu

NOTE: **New** dual enrollment students will receive an SUSCC **student ID number** and **email account** once these two items are processed by the Admissions Office.

Step 2: ENROLL IN OUR DUAL ENROLLMENT PROGRAM

Deadline: PRIOR to the 1st Week of August (Fall) or 1st Week of December (Spring)

All **new** dual enrollment students must complete and submit the following items to enroll in our Dual Enrollment Program **prior** to the **1st week of August** for **Fall semester** and **prior** to the **1st week of December** for **Spring semester**:

Statement Of Eligibility For Dual Enrollment For Dual Credit Students

All dual enrollment students must complete and submit the **Statement of Eligibility for Dual Enrollment for Dual Credit Students** form to their high school counselor **each** semester. This form identifies each student's list of approved courses and must be signed by the student, the student's parents or guardians, high school principal and counselor. These approved course(s) will be determined by the list of eligible courses for your school system and the current SUSCC schedule.

High School Transcript

All **new** dual enrollment students must submit a copy of their current high school transcript to verify the **2.5** high school GPA requirement.

Placement Test Scores (If Applicable)

Any dual enrollment students wishing to enroll in academic courses such as college-level English, math or science courses must complete **ACT® College Entrance Exam** and/or the **Next-Generation ACCUPLACER® Placement Test**. Students in Career & Technical Education programs are not required to complete any placement tests unless they choose to concurrently enroll in an academic course that is required for their program.

ACT® College Entrance Exam Criteria

- **ACADEMIC students** who receive an **18 or higher ACT® English score** and/or a **20 or higher ACT® Math score** will be **exempt** from further placement testing in those subject areas.
- **HEALTH SCIENCES students** who receive a **17 or higher ACT® English score** and/or a **17 or higher ACT® Math score** will be **exempt** from further placement testing in those subject areas.
- **CAREER & TECHNICAL students** who wish to concurrently enroll in an academic course and receive an **18 or higher ACT® English score** and/or a **20 or higher ACT® Math score** will be **exempt** from further placement testing in those subject areas.

NOTE: Only ACT® College Entrance Exam scores submitted prior to the published first day of class will be considered for placement purposes.

Next-Generation ACCUPLACER® Placement Test Criteria

- Students who do not meet the **ACT®** criteria must successfully complete the WritePlacer and/or the Quantitative Reasoning, Algebra and Statistics section of the **Next-Generation ACCUPLACER® Placement Test** to determine their course placement. Students may choose to complete the **ACCUPLACER® Placement Test** in-person at any of our three campuses or remotely via ZOOM. To register to take the **ACCUPLACER® Placement Test**, visit our website and select the **Prospective Students** tab and choose the **Assessment Center** in the drop-down menu.
- Reviewing basic math and English concepts is helpful prior to taking the **Next-Generation ACCUPLACER® Placement Test**. For extra help, visit <https://accuplacerpractice.collegeboard.org/login>.
- For more information, contact Robbie Whaley, Coordinator of Testing Services, at 334-745-6437 ext. 5416 or rwhaley@suscc.edu.

Step 3: REGISTER FOR CLASSES

Deadline: DURING the 1st Week of August (Fall) or 1st Week of December (Spring)

A Southern Union **Dual Enrollment Liaison** will visit each high school and collect the items in Step 2 for each dual enrollment student from the high school counselor. Students who have completed these items will be registered for their approved courses by the **Dual Enrollment Liaison**.

Step 4: PAY TUITION AND FEES

Deadline: PRIOR to the published First Day of Class

Academic Students

The **Dual Enrollment Liaison** will notify the **High School Counselor (or Designee)** when registration has been completed. The **High School Counselor (or Designee)** will then notify the students that their tuition/fees payment is due. Students will pay their tuition and fees online using the **mySUSCC portal** located on our homepage at www.suscc.edu

NOTE: Failure to pay tuition and fees prior to Southern Union's first day of class will result in an additional \$25 late fee.

Career And Technical Students And Health Sciences Students

Students wishing to enroll in Career and Technical Dual Enrollment programs may be eligible for assistance through the ACCS Career and Technical Education Dual Enrollment (CTEDE) Scholarship which provides funding for tuition and fees. This scholarship may also be used to cover the costs of specific academic courses that are required in the eligible CTE program of study; however, each academic course must be taken concurrently with a CTE course. **The scholarship is available for up to two (2) classes per student, per semester, during the high school academic year (Fall and Spring semester).** It is available for up to four (4) classes per student during the Summer semester.

NOTE: Students who receive the CTEDE Scholarship are required to pass each course with a grade of "C" or higher to continue in the scholarship program.

CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to the Dual Enrollment for Dual Credit Program will maintain **CONTINUOUS ELIGIBILITY** as long as they earn a grade of "**C**" or higher in all attempted college courses. **Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term.** The one term suspension may not be served during the Summer semester. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

