Dual Enrollment Checklist

Name: _____________________________________ Date of Birth: __________________________________

High School: ________________________________________ Entry Term: _____________________________

Students must meet the entrance requirements of the College as stipulated in the ACCS best practices manual:

☐ Completed / signed Dual Enrollment / Accelerated High School Admission Application.
☐ Copy of ID
☐ Statement of Eligibility for Dual Enrollment Dual Credit Students Form (with required signature of principal or counselor).
☐ Official high school transcript - required each term for repeating DE enrollees.
☐ Completed, signed Trial Schedule Form, including course call numbers.
☐ Official copy of ACT scores if not on high school transcript – (IF TAKING ENG101 or a MATH CLASS ONLY!)

For Career / Technical Students (in addition to items listed above)

☐ Copy of Career Assessment (Kuder) to determine suitability for chosen CT field.
☐ Copy of four-year career plan which clearly indicates the chosen CT field.

Additional Important Information

- The ___________________ term admission deadline is: _____/_____/_____
- Please submit items personally, by U.S. mail, or electronically to admissions@lawsonstate.edu
- Students desiring online courses will be evaluated and approved by the College before online class participation is approved.
- Make sure you provide a valid email address which you regularly check. Our primary way of communicating will be by way of email.
application for admission for dual enrollment for dual credit

this application is for accelerated credit and/or dual enrollment purposes. once you have graduated high school, you must complete the regular college application for admission to be admitted as a college student.

<table>
<thead>
<tr>
<th>For Office Use Only: Student #</th>
<th>Photo ID</th>
<th>Staff</th>
<th>Date</th>
</tr>
</thead>
</table>

which college location will you attend?

<table>
<thead>
<tr>
<th>program of study</th>
</tr>
</thead>
</table>

what term will you enroll?

- □ fall
- □ spring
- □ summer year

social security number
date of birth

name

<table>
<thead>
<tr>
<th>last name</th>
<th>first name</th>
<th>middle name</th>
</tr>
</thead>
</table>

if applicable, please provide any other names under which transcripts from other institutions may be listed

address

<table>
<thead>
<tr>
<th>county</th>
<th>city, state, zip</th>
</tr>
</thead>
</table>

home phone
cell phone

e-mail
alternate e-mail

high school you attend?

city/state

<table>
<thead>
<tr>
<th>anticipated year of graduation</th>
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</table>

emergency contact person

emergency phone number

have you lived in the state of alabama for the past twelve months?

- □ yes
- □ no

are you a united states citizen?

- □ yes
- □ no

self-identification of information regarding sex, ethnicity, and race is optional. if you choose to self-identify, the information will be used only for federal/state reporting and will not affect the admission decision in any way.

what is your ethnicity:

- □ hispanic or latino
- □ other

what is your race:

- □ american indian or alaskan native
- □ asian
- □ black or african american
- □ native hawaiian or other pacific islander
- □ white

the college may release directory information without obtaining permission from the student. examples of directory information include but are not limited to, student’s name, address, telephone number, program of study, dates of attendance, and degrees awarded.

do you wish to prohibit the release of your directory information?

- □ yes
- □ no

the college will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. the college assumes no liability for honoring your instructions that directory information be withheld.

have you previously attended any other college?

- □ yes
- □ no

if yes, list all colleges previously attended.

<table>
<thead>
<tr>
<th>name of institution</th>
<th>city/state</th>
<th>dates of attendance</th>
<th>degree earned</th>
<th>are you on suspension?</th>
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</table>

i certify that the information contained on this application is true and correct to the best of my knowledge. i understand that any false statements or information may result in disapproval of this application or expulsion from the college.

<table>
<thead>
<tr>
<th>student signature</th>
<th>date</th>
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the college is committed to equal opportunity education. the college is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, religion, color, sex, age, national origin, or disability, and that legitimate and reasonable access to facilities shall be available to all. this principle particularly applies to the admission of students in all programs of the college in their academic pursuits. it is also applicable in extracurricular activities, all student development services, employment of students by the college, and employment of faculty and non-instructional staff. therefore, the college is in compliance with titles vi and vii of the civil rights act of 1964, as amended; the civil rights act of 1991: executive order 11246, as amended; title ix of the educational amendments of 1972; section 504 of the rehabilitation act; and the americans with disabilities act of 1990. the college is an affirmative action/equal employment and educational opportunity institution. if you require reasonable accommodations under ada, please let us know.
This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.

Type of Dual Enrollment courses: ☐ Academic ☐ Technical Program of Study____________________________________

Social Security Number______________________________________________

Name Last Name First Name Middle Name

Address__________________________________________________________________________________________________________________________ Zip

City/State

Parent/Legal Guardian Name (please print)_________________________________________________________________________

This Section is to be completed by the High School Counselor:

This student is enrolled in the ☐ 10th, ☐ 11th, ☐ 12th grade at ___________________________ High School. Student has a minimum cumulative GPA of 2.5 (unweighted). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program at ___________________________ College. (Transcript must be attached.)

Please list College course(s) student is approved to take during the current semester/term.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Term</th>
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<tbody>
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Counselor’s Signature_________________________ Date________________

Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students’ educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, Lawson State Community College shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of Lawson State Community College to release my grades to my high school and/or secondary educational entity. My signature below authorizes the College to release the information noted in this section.

Student's Signature_________________________ Date________________

Parent/Legal Guardian Signature_________________________ Date________________
The Alabama College System ID Policy:

Board Policy 801.01, Admissions General, requires that all applicants to colleges in the Alabama Community College System, including dual enrolled or accelerated high school students, provide one form of appropriate identification to be admitted. This is usually accomplished using a photocopy or snapshot of one’s valid, state issued driver’s license, such as a State of Alabama driver’s license. Snapshots or photocopies may be (1) personally presented in one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format file to admissions@lawsonstate.edu

Other Acceptable Forms of Identification:

- Unexpired Alabama Driver’s License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver’s License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date
- Copy of birth certificate and a copy of the INOW printout signed by the principal.