

CENTRAL ALABAMA COMMUNITY COLLEGE

**DUAL ENROLLMENT/DUAL CREDIT
HANDBOOK**



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**Dual Enrollment/Dual Credit
Central Alabama Community College**

MISSION, PURPOSE, AND GOALS

Mission

The Dual Enrollment for Dual Credit Program (DE/DC) substantiates the mission of Central Alabama Community College (CACC) by enhancing the availability of higher education at convenient instructional sites. Working in partnership with area high schools, the College offers educational programs and services that provide flexibility for administrators while enabling students to achieve their potential and to seek continued higher education.

Purpose

Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college locations or at the student's high school, earning college and high school credit simultaneously.

Goals

The goals of the Dual Enrollment for Dual Credit Program are to: (a) provide students with greater options in meeting rigorous educational and career objectives; (b) enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities; (c) provide a qualified workforce while providing training for students in high demand, high wage careers; and (d) provide flexibility for administrators.



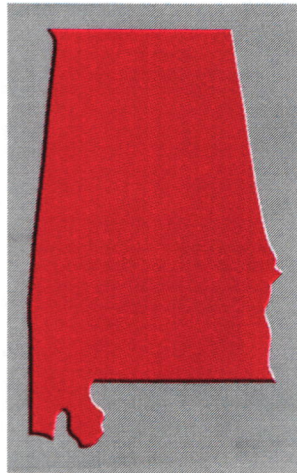
FUNDING AND TIMELINES

Career and Technical Education Dual Enrollment (CTDE) Scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges must prioritize the scholarships to be awarded based on the allocation received for the spring, summer, and fall semesters of the school year that funds are received. Program administrators must consider that the first semester of enrollment typically has higher costs due to the materials and supplies required for the Career and Technical Education (CTE) Program. Enrollment planning and budgeting of these funds require that

colleges provide annual course schedules for dual enrollment classes to the partner high schools by **February 1** of each year and that the partner high schools provide complete enrollment application packets to the college by **May 1** for enrollment in the fall semester; **November 15** for enrollment in the spring semester; and **March 1** for enrollment in the summer semester.

Semester	Deadline
Fall	May 1
Spring	November 15
Summer	March 1

Efforts should be made to enroll high school dual enrollment students in the spring of each year prior to the fall semester. Last minute enrollment of dual enrollment students for each semester should be limited and only completed in emergency situations. The College is responsible for ensuring that funds are available for enrollment of all CTDE students.



DUAL ENROLLMENT QUESTIONS AND ANSWERS

1. What does dual enrollment/dual credit mean?

Eligible 10th, 11th, and 12th grade high school students may enroll in a course that provides both college credit and high school credit.

2. Who are eligible students?

Students must be in the 10th, 11th, or 12th grades. Serious consideration and advising should be provided for 10th grade students to ensure they have the social maturity for college level work. An exception may be granted by the Chancellor for students documented as gifted or talented. Students must have a minimum cumulative (unweighted) grade point average (GPA) of 2.5 on a 4.0 scale.

3. What courses are offered for dual enrollment credit?

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of

mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus(es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Only English, science, and math are covered by the CTDE grant/scholarship. If a student wishes to enroll in additional classes, the costs must be paid out of pocket. Developmental courses (those numbered below 100) are not eligible for this program. Dually enrolled students may not audit a course.

4. Does a dual enrollment class complete requirements for high school requirements?

One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the college and the LEA based on additional instructional or lab time.

5. What paperwork is required by the College to enroll in dual enrollment courses?

It is important that complete dual enrollment application packets are submitted to the Office of Enrollment Services. Upon receipt of an incomplete application packet, CACC will notify the school liaison and the student via email of any outstanding documents. If the missing documents are needed from the high school counselor's office (e.g. 4-year plan, high school transcript, eligibility form) the application packet will be returned to the high school counselor for completion. If the outstanding forms are generated from the student (e.g. copy of photo ID, TB questionnaire, signatures, etc.), a letter will be emailed to the student requesting these requirements be submitted.

- A completed *Application for Admission for Dual Enrollment for Dual Credit* form (**Appendix B**)
- A completed *Eligibility for Dual Enrollment for Dual Credit* form with required signature of principal or CTE representative and/or counselor (**Appendix C**)
- High school transcript documenting the required grade point average (minimum cumulative, unweighted, high school grade point average of 2.5 on 4.0 scale)
- A copy of the student's four-year plan that clearly indicates the career pathway
- Primary form of identification (Alabama Driver's License or state issued identification card. A photo ID issued by and notarized by the LEA OR INOW profile is acceptable. Returning students are not required to submit the ID if it has been previously submitted and received.
- A signed tuberculosis form
- A CACC Dual Enrollment registration form.

6. What are the costs associated with dual enrollment courses?

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the published tuition deadline are not considered enrolled and may be dropped from

course rolls. The identified LEA will be notified by the Dual Enrollment/Student Services Specialist if the student is no longer enrolled in the course. **Tuition and fees must be paid BY the tuition deadline.**

7. Is there financial assistance available for dual enrollment courses?

High school students are not eligible for Pell grants, and there are no state grants at this time for academic classes.

Students wishing to enroll in career technical dual enrollment programs may apply for assistance through the ACCS Career and Technical Education Dual Enrollment (CTDE) Scholarship, which provides tuition and fees. Central Alabama Community College may provide a textbook through a textbook loan program through the technical instructors and some associated materials and supplies for student checkout. Student are responsible for purchasing and securing their own personal protection gear. **CTDE Scholarship funds may be used to cover costs of the academic courses English, science, and math, in the eligible CTE program of study, but must be taken concurrently with the CTE courses.** Students should be committed to pursuing a career technical degree path and not enroll in a CTDE course only to use CTDE scholarship funds to cover the cost of an academic course.

Other scholarships may be available through the local school systems. Students should contact their high school counselors for additional information.

8. Do high school students have to travel to the College to take dual enrollment classes?

Students are required to take the course at the assigned location indicated on the official schedule of the College. With permission from parents and their principals, students may travel on their own to college locations to take classes. Due to the self-discipline required, it is recommended that high school counselors carefully consider mature and college ready students only for enrollment in online courses. Dual Enrollment students are encouraged to take summer classes to shorten their time toward a career and technical education certificate or degree.

9. How does withdrawal from the high school affect a dual enrolled student?

If a student transfers to another high school or withdraws from school and wants to maintain enrollment in dual enrollment classes, the student must submit a change form to the Student Services Office in order for grades to be provided to the new local educational agency. If the current dual enrollment class is being taught at the new high school, the student will need to request to be transferred to another section of the class or be withdrawn from the class.

If a student withdraws from the high school, please notify the Dual Enrollment/Student Services Specialist and provide documentation explaining that the student has withdrawn from school. Students who withdraw from high school and do not enroll in another high school will not be allowed to continue in dual enrollment classes.



DUAL ENROLLMENT/DUAL CREDIT AGREEMENT

The College will develop a Dual Enrollment for Dual Credit Agreement with the LEA (Appendix D) that is reviewed each year by the Dual Enrollment Specialists. Agreements are only required to be updated as changes are made by the LEA and the College. The agreement must be on file in the Office of the Dean of Students and Office of the President before class proposal forms will be accepted.

STUDENT ELIGIBILITY

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria:

- The student must meet the entrance requirements of the College as stipulated in ACCS dual enrollment policy.
- The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted or talented.
- The student must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Transcripts must be provided as documentation of the student's cumulative grade average.
- The student must have written approval of the appropriate counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official as approved by the Dean of Students. **Approval from secondary school officials must indicate that the student has demonstrated both academic readiness and social maturity for enrollment in college level courses.**
- Students registering for any college-level English or math courses must take the state approved placement assessment to determine their academic preparedness for college-level courses. *Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grade should not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th year of high school, or submit ACT scores which exempt them from the exam (20 or higher on ACT Reading and Mathematics, and 18 on English).
- Students must meet all applicable pre-requisites prior to enrolling in courses.

*CACC requires all students to take the placement test upon initial enrollment to ensure students are tested prior to start of their 12th grade year.

CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of “C” or above in all attempted college courses is earned, and the student maintains a 2.5 high school GPA. 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 term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale. Students may apply for reinstatement to the dual enrollment program in the event of extenuating circumstances. The Dean of Students and the applicable instructional dean must approve the reinstatement to waive the suspension prior to the student being able to re-enroll.

COST OF ENROLLMENT

Please refer to the schedule of costs and fees in **Appendix E**. Students must meet all deadlines for required payment to remain enrolled in classes.

Students applying to enter a CTE career path automatically apply for a CTDE Scholarship with completion of the Dual Enrollment for Dual Credit Application Form. The scholarship will cover two classes in the fall and spring terms and, if the funds are available, up to four (4) classes in the summer term. The Dean of Students must approve any exceptions. The scholarship only covers technical classes and English, science, and math that are required for the student’s declared career path.



COLLEGE FUNCTIONS

Office of Instruction

The Dean of Academic Programs (academic classes) and Dean of Workforce and Economic Development (career tech classes) are the points of contact for the College in the establishment of class sites. The Deans, with the assistance of the Dual Enrollment Specialist, will determine if a valid agreement exists between the College and the high school. If not, an agreement will be drafted between the two parties. The Deans will communicate with the appropriate division chair regarding instructor qualifications, classes to be offered, textbooks, and class evaluations and adherence to faculty compensation. The Dean will also be responsible for adherence to USDOE, ACHE, SACSCOC, and ACCS requirements, to include "Substantive Change" submissions for offsite locations, new programs, etc. as well as ensuring course contact hours are properly met. The Deans are responsible for:

- Scheduling of classes;
- Answering questions and concerns regarding classes;
- Updating the high school counselor of student schedules each term.

Dual Enrollment Specialist

The Dual Enrollment Specialist is the point of contact for enrollment, pre-college orientation, registration processes, and scholarship awards for Dual Enrollment and Dual Credit students. The Dual Enrollment/Student Services Specialist is responsible for:

- Receiving and processing dual enrollment forms;
- Notifying the LEA of missing student forms or incomplete dual enrollment forms;
- Submitting eligible CTDE scholarship student names to the Office of Financial Aid;
- Coordinating pre-college orientation for dual enrollment students;
- Notifying the LEA of dual enrollment students who fail to pay tuition and fees by the first day of class;
- Coordinating the registration of first time dual enrollment students;
- Awarding CTDE funds and notifying students if they are not eligible to enroll;
- Notifying the LEA of students that are not eligible for dual enrollment, students that withdraw from dual enrollment, or students that are dismissed from the College due to failure to abide by the published guidelines for dual enrollment students.

Dean of Students

The Division of Student Services is managed by the Dean of Students. The Dean of Students is available to assist students with interpretation of information contained in the Student Handbook and the Dual Enrollment Handbook. In the interest of assisting each student to achieve his/her maximum potential as an individual, the Student Services Office makes available a variety of services and information.

Director of Student Services and Student Records Manager

The Director of Student Services and Student Records Manager has the responsibility of managing the day to day activities of Student Services at the Childersburg and Talladega locations and providing direct supervision of the Dual Enrollment program. The Director of

Student Services and Student Records Manager is also the ultimate custodian of student records and is responsible for:

- State reports regarding Dual Enrollment;
- Entering grades into the system;
- Sending grades to the appropriate LEA;
- Reporting attendance and grades for CTE Dual Enrollment students;
- Sending suspension letters to students who have failed to meet eligibility requirements.

Director of Financial Aid

The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies. The Director of Financial Aid will award scholarship funds to a student's account and process any VA benefits or other financial aid a dual student may be qualified to receive.

SCHOOL FUNCTIONS

The high school or referring educational agency will inform the College of the point of contact for the school. The Point of Contact will be responsible for:

- Assisting with distribution of information to eligible high school students.
- Collecting and submitting forms to the Dual Enrollment Specialist for processing;
- Submitting the appropriate secondary course number that crosswalks with the postsecondary course number;
- Ensuring only completed dual enrollment applications are submitted to the College; and
- Ensuring that students are screened for "college class readiness."

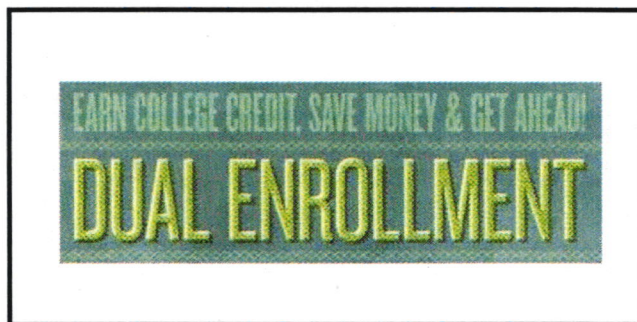
STUDENT RESPONSIBILITIES

Students are expected to:

- Comply with all college policies and procedures as outlined in the College Catalog and Student Handbook.
- Comply with the syllabus requirements of each course.
- Complete and submit all coursework on time.
- Attend all class meetings, arrive on time, and stay in class for the entire scheduled time.
- Notify their instructors (in advance if possible) if they are going to be out of class.

CTE students who fail a course will not be allowed to continue in the CTDE program.

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of "C" or above in all attempted college courses is earned. 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 term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.



COURSE DEVELOPMENT AND POLICIES

General Guidelines

- High schools interested in offering a Dual Enrollment for Dual Credit class on their campuses should contact the Dean of Academic Programs, Dean of Workforce and Economic Development, or Dual Enrollment Specialist. The point of contact at the high school should complete and submit a course proposal form (**Appendix F**) for the upcoming academic year by May 1. Submission of a request does not guarantee approval.
- Courses offered are traditional college level academic or CTE courses in accordance with accreditation standards. Courses numbered below 100 and physical education (PED) courses are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses.
- Minimum enrollment for a Dual Enrollment for Dual Credit class taught off site is determined by the College. The College reserves the right to cancel courses when they do not meet the minimum enrollment requirements.
- Certain courses will require a site visit by the Dean of Academic Programs, Dean of Workforce and Economic Development, division chairperson, or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require lab evaluation through a site visit.
- Dual Enrollment classes may not be a combination of dual enrolled and non-dual enrolled students. Only students who are eligible and enrolled in the dual enrollment program may take a dual enrollment class.

Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instruction and/or the prescribed course syllabus while meeting all course objectives.
- Course content will be monitored by site visits. The appropriate division chair, Dean of Academic Programs, or Dean of Workforce and Economic Development, or his/her designee will visit each class to observe instruction and review evaluation instruments.

Methods of Evaluation

- DE/DC instructors will adhere to the course syllabus regarding student evaluation. A sufficient number of evaluations shall be determined and administered during a semester.

- Depending upon course content, the following may be appropriate for evaluation of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs, and homework.
- The instructor will follow the department policy regarding grading procedures.
- Grades awarded for Dual Enrollment for Dual Credit students will be aligned with grades awarded in the traditional college setting.

STUDENT INFORMATION

Attendance

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students are expected to attend each class session at the scheduled time, to arrive on time, and to remain for the entire class session.
- Students will follow the College schedule of classes to include holidays and breaks unless agreements have been made between the College and high schools that dictate otherwise.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor. Make up assignments may be given at the discretion of the instructor.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.
- In cases of excessive absences, the student may speak with the instructor regarding options available. In some cases, the instructor may give the student an Incomplete for the course per the policies and procedures in the College Catalog. A student may withdraw from the course before the last date to withdraw, as published in the Academic Calendar.

PROGRESSION

CTDE students are allowed to take two (2) classes per semester during the high school academic year (fall and spring semesters). During the summer term, students in the CTDE program may take up to four (4) classes in their program of study, if funding is available.

Students in the CTDE program that require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses for dual enrollment credit. The CTDE scholarship will cover English, science, and math courses in the program of study ONLY. Other academic courses required to graduate may be taken at the expense of the student.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED DISABILITIES

The Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 (as amended) prohibits discrimination against any qualified person with a disability

regardless of the disability. It is the policy of Central Alabama Community College that no qualified person with a disability shall be subjected to discrimination because of the disability under any program or activity conducted or sponsored by the College. Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond. Moreover, the college strives to foster a welcoming environment to all of its students and works in good faith to meet the needs of our students.

Disclosure of a disability is voluntary. However, if a student with a disability has a need related to his/her condition and would like to request reasonable accommodations; he/she must contact the ADA Coordinator to schedule an appointment to complete a Request for Services Application/Intake form and inform the official of his/her needs. The student must provide reasonable notice of the need for accommodations to the ADA Coordinator on the campus where he/she is enrolled. Before most accommodations can be made, the student must present documentation of his/her disability. Generally, the documentation must be dated within the last three years. If the disability is of a physical nature, the documentation must come from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional, testing agency, or medical physician. It is the student's responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator and is certified to receive reasonable accommodations, the ADA Coordinator will complete a Disability Certification form, which lists the reasonable accommodations to be provided. Reasonable accommodations may include priority registration, testing accommodations, alternate formats of assignments, recording and/or note takers, academic classroom aids, adaptive computer technology, academic assistance, and interpreter services.

After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator. The Disability Certification form will be reviewed, and the ADA Coordinator will complete a Reasonable Accommodation form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive, thus it is important that students meet with the ADA Coordinator and provide documentation of any disabilities as soon as possible. In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator on the campus where he/she is registered to discuss his/her need for reasonable accommodations.
2. During the appointment, the student will complete the Request for Services Application/Intake form.
3. During (or after) the appointment, the student must provide proper documentation of his/her disability to the ADA Coordinator. Please see the documentation criteria as listed in the section titled Criteria for Disability Documentation.

4. After being certified to receive reasonable accommodations at the College, the ADA Coordinator will complete a Disability Certification form which lists the reasonable accommodations to be provided.
5. At the beginning of each term of enrollment, the student must schedule a meeting with the ADA Coordinator. The Coordinator will review the Disability Certification form and complete Reasonable Accommodations form(s) for the student to present to his/her instructors.
6. The student should present the Reasonable Accommodations form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator who will copy the form and provide a copy to the instructor.
7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator at the following locations.

Location	ADA Coordinator	Contact Information
Alexander City and *Pratt's Mill	Tiffanie Character	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010 (256) 215-4269 tcharacter@cacc.edu
Childersburg and *Talladega	Leslie Mitchell	Administrative Building 34091 U.S. Hwy 280 Childersburg, AL 35044 (256) 378-2003 lmitchell@cacc.edu

*Students may contact the Student Services Office at the campus where the student is enrolled or contact the designated ADA Coordinator who will make arrangements to meet with the student at the campus where the student is enrolled.

For additional information about required documentation and available resources for students with disabilities, please refer to the Central Alabama Community College Student Handbook, located at www.cacc.edu.

VIRTUAL BOOKSTORE

Central Alabama Community College has partnered with MBS Direct to provide a customized online bookstore. Your textbooks and course materials will be shipped directly to you. All returns and buyback services are provided by MBS Service Company, LLC. Students may access the online bookstore at <https://bookstore.mbsdirect.net/cacc.htm>. A customer contact center is also available to take orders or answer questions at 1-800-325-3252 or customerservice@mbsdirect.com.

BOOK LOAN PROCESS

Textbooks for CTDE students may be available contingent upon funding and demand. When textbooks are provided, students taking online courses or attending campus for their courses will be required to check out their academic books at the assigned Learning Resource Center/location. Students will be required to sign a Book Agreement regarding the required return of the academic books. Books for students who are taking courses at other off campus locations will be given to the instructor for dissemination to the appropriate students. The instructor will be responsible for getting the student to sign the Book Agreement, disseminating the books, and collecting the books at the end of the semester. The books will be returned to the campus Learning Resource Center or established location for the Talladega Center or Pratt's Mill Center.

STUDENT RIGHT TO KNOW

Central Alabama Community College students and prospective students have the right to review certain relevant information concerning Central Alabama Community College graduation and transfer rates, retention rates, gainful employment, and athletic program participation and financial support as well as any instance(s) of on-campus criminal activity. Information related to these items may be obtained at the College website, www.cacc.edu.

OFFICIAL MEANS OF COMMUNICATION

The College created official email addresses for all employees and students and has adopted email as the official form of communication to these email accounts. The College considers other forms of campus communication as supplemental. **Dual Enrollment Students will be assigned official email accounts during pre-college orientation sessions.**

DRIVING AND PARKING REGULATIONS

Each campus of Central Alabama Community College provides parking spaces for students in designated parking lots. Students must obtain a parking decal from the Learning Resource Center on the Alexander City campus and Childersburg campus, and the front office at the Talladega Center and Pratt's Mill Center. On-campus parking space is limited; therefore, a parking decal is not a guarantee of an available parking space.

A student seeking a parking decal must present a valid driver's license and vehicle registration. Parking decals are not transferable from one vehicle to another or from one student to another. A registered vehicle is the responsibility of the registered owner, regardless of who is driving.

The parking decals must be displayed in the manner designated at the time the decal is issued. Each permit expires at the end of summer term each year.

A parking decal should be removed if a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to the Safety and Security Coordinator.

Parking for Students with Disabilities

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of disability or a state issued handicap tag. Parking accommodations for students with disabilities are handled through Student Services Office. Faculty, staff, and students requiring parking accommodations may park in any designated parking space on campus, regardless of parking lot restrictions.

TITLE IX

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Central Alabama Community College are:

Student Contact

**Dr. Sherri Taylor
Title IX Coordinator
Central Alabama Community College
1675 Cherokee Road
Alexander City, AL 35010
256-215-4273 PHONE
256-215-4268 FAX
staylor@cacc.edu**

**Region Four Office of Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center Suite
16770 61 Forsyth, St. S. W.
Atlanta, Georgia 30303-8909
800-368-1019 PHONE
404-562-7881 FAX
800-537-7697 TDD**

CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT HANDBOOK

The Central Alabama Community College administration has prepared the Student Handbook to assist students as they pursue their educational objectives. Included is general information about the College related to vehicle regulations, learning support services, virtual bookstore, buildings and grounds, advising and support services, student activities, college publications, clubs and organizations, student records, the Student Code of Conduct, dress and appearance, substance abuse policies, disciplinary procedures, complaint and grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and keep it available for handy reference; the Handbook is located on the College website, under the Students section, www.cacc.edu/students/.

COLLEGE CLOSURE DATES

Holidays

The College observes the following holidays each year, and will be closed:

- New Year's Day
- Martin Luther King Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holidays
- Christmas Holidays

In addition, the College will observe Spring Break each year. For these dates, students should refer to the website or college catalog.

CONTACT INFORMATION

LOCATIONS

Alexander City Campus
1675 Cherokee Road
Alexander City, AL 35010
(256)234-6346

Childersburg Campus
34091 U S Highway 280
Childersburg, AL 35044
(256)378-5576

Talladega Center
1009 South Street East
Talladega, AL 35160
(256)480-2066

Pratt's Mill Center
2074 Fairview Avenue
Prattville, AL 36066
(334)380-9600

Dual Enrollment/Dual Credit Handbook

For questions regarding dual enrollment, please contact your assigned Dual Enrollment Specialist.

Brittany McGregor Dual Enrollment/ Admissions Specialist AC (256)215-4272 Brgilliland01@cacc.edu	Caitlin Moore Dual Enrollment/Student Services Specialist CB (256)378-2002 camoore01@cacc.edu
Benjamin Russell	Fayetteville
Dadeville	BB Comer
Horseshoe Bend	Winterboro
Edward Bell Technical Center	Childersburg
Reeltown	Munford
Autauga County Technical Center	Lincoln
Prattville	Talladega County Central
New Hope Academy	Talladega
Elmore County Technical Center	Sylacauga
Stanhope Elmore	Talladega City Career Tech
Wetumpka	Alabama Institute for Blind
Elmore County	Alabama Institute for Deaf
Holtville	Hope/Ascension Academy
Marbury	Vincent
Central High of Clay County	Shelby County
Coosa Central	Chelsea
Ezekiel Academy	Shelby County Technical Center
	Cornerstone Christian
	Coosa Valley Academy
	Evangel Christian
	Crossroads Christian

For additional questions or concerns with dual enrollment, contact Marian Martin. For questions regarding Academic classes, contact Dean Danny Coleman, or for career technical classes, contact Dr. Doug Flor.

WHO TO CONTACT			
Dr. Sherri Taylor Dean of Students (256)215-4275 staylor@cacc.edu	Dean Danny Coleman Dean of Academic Programs (256)378-2022 (256)215-4311 dcoleman@cacc.edu	Dr. Doug Flor Dean of Workforce and Economic Development (256)215-4319 dflor@cacc.edu	Marian Martin Director Student Services and Student Records Manager (256)378-2001 Mmartin8@cacc.edu

Location	ADA Coordinator	Contact Information
Alexander City and *Pratt's Mill	Tiffanie Character	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010 (256) 215-4269 tcharacter@cacc.edu
Childersburg and *Talladega	Leslie Mitchell	Administrative Building 34091 U.S. Hwy 280 Childersburg, AL 35044 (256) 378-2003 lmitchell@cacc.edu

DUAL ENROLLMENT OFF SITE LOCATIONS AND PROGRAMS

<u>Location</u>	<u>Program</u>
Benjamin Russell High School	Medical Assisting Technology
Edward Bell Technical Center	Welding Automotive Technology Manufacturing Medical Assisting Technology
Reeltown	Academics Only
Autauga County Technical Center	Welding
Elmore County Technical Center	Industrial Electronics
Central High School of Clay County	Welding
Shelby County High School	Academics Only
Cornerstone Christian School	Academics Only
Dadeville High School	Academics Only
Sylacauga High School	Academics Only

*All academic courses are available for dual enrollment students at CACC locations. The availability of academic courses at off site locations is contingent on many factors, thus may vary each semester. Please confer with the Dual Enrollment Coordinators and Dean of Academic Programs to confirm availability of academic courses at off site locations.



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.



For Office Use Only: Student # _____ Photo ID _____ Staff _____ Date _____

Which College location will you attend? _____ What term will you enroll? Fall Spring Summer Year _____

Program of Study _____

Social Security Number _____ Date of Birth _____

Name _____
 Last Name First Name Middle Name

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

Address _____ County _____ City, State, Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Alternate Email _____

High School You Attend? _____ City/State _____ Anticipated Year of Graduation _____

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. **Sex:** Male Female

What is Your Ethnicity: Hispanic or Latino Other

What is Your Race: (You may choose one or more of the listed categories.)

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.**

Name of Institution	City/State	Dates of Attendance	Degree Earned	Are you on suspension?

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.

Student Signature _____ Date _____

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.



Statement of Eligibility for Dual Enrollment for Dual Credit Students

Your acceptance to the Dual Enrollment for Dual Credit program at Central Alabama Community College will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.



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 to be Completed by 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.	Fall Semester	Spring Semester	Summer Term

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, _____ 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 _____ 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 _____

For College Use Only			
Verified by _____	Date _____	Approved by _____	Date _____



CENTRAL ALABAMA COMMUNITY COLLEGE

DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

This Agreement is entered into by and between _____, hereinafter referred to as the “College,” and _____, the Local Educational Agency hereinafter referred to as the “LEA.” The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and/or a postsecondary educational credential.

The parties hereto believe that this Agreement will provide essential enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

The College and the LEA do hereby agree as follows:

STUDENT ELIGIBILITY

- A. Students must satisfy the requirements prescribed in Alabama Community College System Board of Trustees Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. Students must submit the following paperwork to the College by the deadline designated by the College in order to be enrolled.
- Application for Admission
 - *Photo ID (Alabama Driver’s License or State Issued Identification Card)
 - High School Transcript documenting the required grade point average
 - Statement of Eligibility for Dual Enrollment for Dual Credit Students Form with required signature of principal or ETC representative and/or counselor
 - Four Year Plan that clearly indicates the chosen Career Pathway
- *A photo ID issued and notarized by the LEA or INow Profile ID is acceptable.
- B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.

- D. Students must have written approval of the appropriate principal or counselor and/or career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- E. Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework. All dually enrolled students must take a state approved placement test, where minimum placement is required, specifically for college-level English, math or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state approved placement test but are not required to do so. The College must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.
- F. Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified in this section will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum 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. The student may not re-enroll until the suspension has been served. For re-entry, the student must apply to the program and must meet the minimum grade point average requirements as identified in this section.

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus (es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students may not audit courses under the terms of this agreement.

See the *Dual Enrollment Student Policies and Procedures Handbook* for a detailed list of recommended courses and course equivalencies mutually agreed upon and available under the program.

FACULTY

Faculty Qualifications and Requirements. Dual Enrollment for Dual Credit instructors shall be

faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies.

Faculty compensation. The College shall be responsible for the compensation of faculty in accordance with Alabama Community College System and/or College policies. Faculty may not receive dual compensation for instructional time.

CREDITS

One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional action will be required between the College and the LEA. For courses that are more than three credit-hour, the College LEA will agree to a cross-walk of courses. See the attached *Dual Enrollment for Dual Credit Program Courses and Course Equivalencies Form* for specific course equivalency information.

TRANSCRIPTS

Courses approved for dual credit shall be posted on both the College and LEA transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement on the College transcript indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials.

STUDENT ISSUES AND INFORMATION

Adherence to College Policies and Requirements. The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. Students must adhere to all published dates and deadlines for registration, drop/add, reinstatement, and tuition payment. Students must adhere to the published attendance and withdrawal policies of the College. In the event of a student's suspension or expulsion from the LEA, the LEA liaison will immediately notify the Dual Enrollment identified contact at the College. The College has the right to restrict a student's continued enrollment on the basis of social maturity and safety concerns. Students who are expelled or no longer enrolled at the LEA will be immediately removed from the College classroom roll. The College reserves the right to refuse re-admission to any student who

violates College policies. See the *Dual Enrollment Student Policies and Procedures Handbook* for additional information.

Provisions for Disability Services and Accommodations. Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The College will comply with Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (ADA), as amended, which guarantees that “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified.” Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student’s responsibility to disclose and provide current documentation of his or her disability to the Disability Services Office at the College. Decisions regarding reasonable accommodations provided in College courses will be made by the College upon submission of the required disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

Transportation responsibility. Transportation is the responsibility of the parent/guardian of such student unless otherwise negotiated between the College and the LEA.

Communication to parents and students. The College will provide information to parents and students regarding the educational and economic benefits of the Dual Enrollment for Dual Credit program, requirements for participation, and enrollment procedures. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

FINANCIAL ARRANGEMENTS

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the College tuition deadline will not be considered enrolled and will be automatically dropped from course rolls. The LEA will be notified of such action.

Career and Technical Education Dual Enrollment (CTEDE) Scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges must prioritize the scholarships to be awarded

based on the allocation received for the spring, summer, and fall semesters of the school year that funds are received.

Programs covered by the CTEDE Scholarship funds are limited to the following programs: Automated Manufacturing Technology (AUT), Child Development (CHD), Computer Science (CIS), Drafting (DDT), Health Information Technology (HIT), Industrial Electronics Technology (ILT), Machine Shop Technology (MSP), Office Administration (OAD), and Welding (WDT).

Colleges must provide the annual course schedule for dual enrollment classes to the LEA by February 1 of each year, and the LEA must provide completed enrollment forms to the College by May 1 for enrollment in the fall semester; November 15 for enrollment in the spring semester; and March 1 for enrollment in the summer semester.

OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES

The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local College policy. Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the LEA.

A plan for an annual evaluation of the College's Dual Enrollment for Dual Credit program shall be prepared and shall adhere to procedures established by the Chancellor of the Alabama Community College System. The institution and the LEA and/or other secondary educational entity shall assume the responsibility for reporting required information to the College so that the annual evaluation may be completed in a timely manner.

TERMS OF AGREEMENT

The terms of this Agreement shall be effective for the current academic year for which it is signed. Thereafter, this Agreement shall automatically renew for successive 12-month periods unless either party requests a change or termination of the agreement, which change or termination will be given in writing by either party at least 90 days prior to such termination.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of _____, 20____.

President

Superintendent/Chief Administrative Officer

2019-2020 Tuition and Fee Schedule												
In-State						Out-of-State						
Credit Hours	In-State Tuition	Facility Fee	Technology Fee	Bond Fee	Special Building Fee	In-State Total	Out-of-State Tuition	Facility Fee	Technology Fee	Bond Fee	Special Building Fee	Out-of-State Total
1	\$131	\$9	\$9	\$1	\$12	\$162	\$262	\$9	\$9	\$1	\$12	\$293
2	\$262	\$18	\$18	\$2	\$24	\$324	\$524	\$18	\$18	\$2	\$24	\$586
3	\$393	\$27	\$27	\$3	\$36	\$486	\$786	\$27	\$27	\$3	\$36	\$879
4	\$524	\$36	\$36	\$4	\$48	\$648	\$1,048	\$36	\$36	\$4	\$48	\$1,172
5	\$655	\$45	\$45	\$5	\$60	\$810	\$1,310	\$45	\$45	\$5	\$60	\$1,465
6	\$786	\$54	\$54	\$6	\$72	\$972	\$1,572	\$54	\$54	\$6	\$72	\$1,758
7	\$917	\$63	\$63	\$7	\$84	\$1,134	\$1,834	\$63	\$63	\$7	\$84	\$2,051
8	\$1,048	\$72	\$72	\$8	\$96	\$1,296	\$2,096	\$72	\$72	\$8	\$96	\$2,344
9	\$1,179	\$81	\$81	\$9	\$108	\$1,458	\$2,358	\$81	\$81	\$9	\$108	\$2,637
10	\$1,310	\$90	\$90	\$10	\$120	\$1,620	\$2,620	\$90	\$90	\$10	\$120	\$2,930
11	\$1,441	\$99	\$99	\$11	\$132	\$1,782	\$2,882	\$99	\$99	\$11	\$132	\$3,223
12	\$1,572	\$108	\$108	\$12	\$144	\$1,944	\$3,144	\$108	\$108	\$12	\$144	\$3,516
13	\$1,703	\$117	\$117	\$13	\$156	\$2,106	\$3,406	\$117	\$117	\$13	\$156	\$3,809
14	\$1,834	\$126	\$126	\$14	\$168	\$2,268	\$3,668	\$126	\$126	\$14	\$168	\$4,102
15	\$1,965	\$135	\$135	\$15	\$180	\$2,430	\$3,930	\$135	\$135	\$15	\$180	\$4,395
16	\$2,096	\$144	\$144	\$16	\$192	\$2,592	\$4,192	\$144	\$144	\$16	\$192	\$4,688
17	\$2,227	\$153	\$153	\$17	\$204	\$2,754	\$4,454	\$153	\$153	\$17	\$204	\$4,981
18	\$2,358	\$162	\$162	\$18	\$216	\$2,916	\$4,716	\$162	\$162	\$18	\$216	\$5,274
19	\$2,489	\$171	\$171	\$19	\$228	\$3,078	\$4,978	\$171	\$171	\$19	\$228	\$5,567
20	\$2,620	\$180	\$180	\$20	\$240	\$3,240	\$5,240	\$180	\$180	\$20	\$240	\$5,860
21	\$2,751	\$189	\$189	\$21	\$252	\$3,402	\$5,502	\$189	\$189	\$21	\$252	\$6,153
22	\$2,882	\$198	\$198	\$22	\$264	\$3,564	\$5,764	\$198	\$198	\$22	\$264	\$6,446
23	\$3,013	\$207	\$207	\$23	\$276	\$3,726	\$6,026	\$207	\$207	\$23	\$276	\$6,739
24	\$3,144	\$216	\$216	\$24	\$288	\$3,888	\$6,288	\$216	\$216	\$24	\$288	\$7,032



CENTRAL ALABAMA COMMUNITY COLLEGE
DUAL ENROLLMENT FOR DUAL CREDIT
COURSE PROPOSAL FORM

Date: _____

High School: _____

Contact Person: _____

Course(s) Requested:

Course #	Course Description	Carnegie Unit	Semester Offered

Proposed Class Site: _____

Do you have an instructor(s) who is qualified to teach the course(s) proposed?
 Please indicate name and contact information.

Name	Contact Information

For Office Use Only	
Proposal Reviewed	Date _____
Forwarded to Division Chair	Date _____
Division Chairperson and or Dean of Instruction Approval	Date _____
	Date _____



**COURSE APPROVAL CHANGE TO CENTRAL ALABAMA COMMUNITY COLLEGE
STATEMENT OF ELIGIBILITY FOR DUAL ENROLLMENT FOR DUAL CREDIT STUDENTS
FORM**

Student's Name (print) _____

Name of School (print) _____

Grade _____

The above named student has submitted a Statement of Eligibility for Dual Enrollment for Dual Credit Students Form, which was approved by the parent, student, school counselor or official, and CACC representative.

Due to changes in the CACC or school schedule, the student has been approved to take the following course(s) in lieu of the courses initially approved on the original Statement of Eligibility form.

Fall Semester 2019	Spring Semester 2020	Summer Term 2020

Counselor's Signature _____

Date

Student's Signature _____

Date

Parent's Signature _____

Date

For College Use Only

Verified by Name and Date _____

Approved by Name and Date _____



Dual Enrollment Checklist



Student Name: _____

Meta Major: _____

High School: _____

Term: _____

CACC ID#: _____

Current Grade: _____

IMPORTANT

The dual enrollment forms MUST be completely filled out with the appropriate signatures and attached to this check list. The check list must be completed by the counselor.

Failure to complete or submit complete forms may result in delayed processing and the inability to register for classes.

New Student

___ CACC Dual Enrollment Admissions Application (*must be completed with SS# for processing*)

___ CACC Dual Enrollment Eligibility Form with **ALL** signatures (*MUST have approved courses listed*)

___ TB Questionnaire Form

 If **YES** on any TB question, Need TB Skin test documents: _____

___ Copy of Photo ID Expired Date: _____ **OR** iNOW Profile ID

___ ACT or Accuplacer Test Scores (**Required for academic meta majors and seniors**)

Math _____ **English** _____

___ In Progress High School Transcript with Student's GPA _____ (**MUST be 2.5 or higher**)

___ CACC Dual Enrollment Registration Form

___ Copy of 4 Year Plan (**Dual Technical Only**)

Readmit Student:

___ CACC Dual Enrollment Eligibility Form with **ALL** signatures (*MUST have approved courses listed*)

___ Updated in progress High School Transcript with Student's GPA _____ (**MUST be 2.5 or higher**)

___ Dual Enrollment Registration Form

Additional Notes:

Counselor's initials: _____

Date: _____

Office Use Only: Processed by: _____ Date: _____