

Pelham High School Dual Enrollment Guidelines and Permission Form

Student Name: _____ **Grade Level for 2023-2024:** _____

You are receiving this packet because you either attended the DE meeting or you signed up to take Dual Enrollment (DE) courses next school year. Please return these signed forms to Brooke Self (Grade 11 & 12 Counselor) by **Friday, February 10th**. If you no longer want to take a DE class next school year and you turned that in on your course selection sheet, please notify Mrs. Self by **Friday, February 10th**.

What is Dual Enrollment? A high school student can take a college class and could earn high school credit, as well as college credit. DE courses are usually about 50% reduction in price that a first-time freshmen student pays. The student/parent is solely responsible for registering for these classes and paying the college any associated fees they require.

Dual Enrollment Eligibility:

- You must be in grades 10, 11 or 12
- To take academic courses, you must have a 3.0 high school GPA in the same content area of the course you wish to take through DE. (Ex. For ENG 101, you must have a 3.0 GPA in your high school English courses)
- To take career technical courses, you must have a 2.5 high school GPA
- You must have approval from the principal and school counselor
- You must meet the placement testing requirements (ACT, Accuplacer, etc.)

What Dual Enrollment courses can I take? There are a variety of academic or career tech courses at our local 2-year and 4-year public institutions. Colleges that we have an articulation agreement with where you can take DE classes: Jeff State, Montevallo, UA Early College, Auburn First, and UAB. Once you decide what course(s) you want to take, meet with your counselor to stay on track for graduation.

Does the Dual Enrollment grade go on my high school transcript and count towards my GPA? Yes, the grades are listed on your high school transcript and you receive 1 credit per course, as long as the college credit is 3 or 4 hours. The grades are permanent college grades and are a part of your permanent high school transcript. Regarding your GPA, the college courses are weighted like an advanced course. For example, if you receive an A in a college course, you receive a 4.5 on a 4.0 scale.

When can I take a college course? Students may take college courses during the afternoon, evening, or online – during the school year or in the summer. (Summer courses are ONLY for students who have earned a DE credit prior to summer.) Depending on the credits you need for graduation, it is possible that you could leave school after 4th period because you are taking DE classes. Please check with Mrs. Self to see if this is an option for you.

Will my college course credits transfer to other colleges? It depends on the course(s) you take. Academic courses transfer to most four-year colleges or universities in the US, but career tech courses are typically not designed to transfer. To ensure courses transfer, students need to register with STARS (State-Wide Transfer Articulation System). STARS provides information on courses that transfer from

Alabama community colleges to public Alabama four year institutions. For more information on STARS and transfer credit in Alabama, consult the STARS website – www.stars.troy.edu. If you plan on attending a college or university outside Alabama, you should contact that institution for specific transfer information.

What if I want to start in a technical career track? These courses can lead to an Associate in Applied Science degree or certificate and can help with early opportunities for employment in today’s technically demanding workforce. Currently, the state of Alabama is offering certain courses FREE for high school students! Depending on the course and its requirements, there may be supplies required at a minimal charge. Career Technical programs are a VERY important area offered to high school students. Please see www2.labor.alabama.gov/OES/WAGE/Statewide.pdf for more details.

Is Dual Enrollment right for me? Students should understand that they are registering for college courses for college credit. The grades in these courses will become a part of the student’s **permanent** college record. It is important that students do well in their first college courses so they begin their college career with success.

Keep in mind these important things:

- Attendance for DE courses is determined by the college/university.
- Students taking DE courses will follow the university calendar for these courses.
- If a DE course is failed and is fulfilling a graduation requirement (e.g. ENG 101 in place of English 11), the student must complete the corresponding high school course in order to graduate.
- It is the student’s responsibility to follow drop/add procedures at the university **and notify** your high school counselor.
- High school credit will be awarded for a D and above.
- It is the student’s responsibility to verify that all DE classes qualify and are accepted by NCAA.
- It is the student’s responsibility to apply to the college at which they want to obtain DE credit. It is the college’s decision who will be accepted. Enrollment in any of these classes is contingent upon acceptance into the college and the student meeting all course prerequisites.

How do I get started?

1. Decide what course(s) you are interested in taking.
2. Decide where you would like to take the course.
3. Follow the application procedures for that specific college.
4. Talk to your high school counselor about the course(s) you are interested in pursuing.
5. Once you are registered for the course(s), communicate with Mrs. Self by email.

I have read the above guidelines and will abide by them.

Student Signature _____ Date _____

Parent Signature _____ Date _____

ARE YOU READY FOR DUAL ENROLLMENT?

Circle the response which best addresses the questions below. At the end of the survey, tally your scores based on the response that you circled. Your scores are just an indicator as to whether you are a good candidate for dual enrollment. This assessment will not tell you how successful you will be in dual enrollment.

1. I am self-motivated, and I do my schoolwork and homework without being told twice.
1 = Never 3 = Sometimes 5 = Always
2. I am an independent learner who does not require much attention from my teacher.
1 = Never 3 = Sometimes 5 = Always
3. I stay on task when doing my school work without redirection from my teacher.
1 = Never 3 = Sometimes 5 = Always
4. I schedule my time well.
1 = Never 3 = Sometimes 5 = Always
5. I schedule my time well outside of school, and I complete schoolwork with minimal effort.
1 = Never 3 = Sometimes 5 = Always
6. I follow through on requests from my teachers,
1 = Never 3 = Sometimes 5 = Always
7. I am a student who takes personal responsibility for my learning.
1 = Never 3 = Sometimes 5 = Always
8. I am an academically honest student who always submits original work.
1 = Never 3 = Sometimes 5 = Always
9. I submit classwork, homework, projects, or any teacher given assignment on time without constant reminders about what is expected and the due date.
1 = Never 3 = Sometimes 5 = Always
10. I have a system for keeping up with the dates that assignments/projects are due. I do not depend on the teacher to continuously inform me of due dates.
1 = Never 3 = Sometimes 5 = Always
11. I handle academic and personal situations independently without a lot of involvement from my parents.
1 = Never 3 = Sometimes 5 = Always
12. I am willing to put in extra time to be successful in a challenging class.

1 = Never 3 = Sometimes 5 = Always

13. I seek help from my teacher when necessary.

1 = Never 3 = Sometimes 5 = Always

14. I am on time for classes and prepared to learn

1 = Never 3 = Sometimes 5 = Always

15. I attend school on a regular basis.

1 = Never 3 = Sometimes 5 = Always

16. I have strong study skills and I study even when the teacher does not assign homework.

1 = Never 3 = Sometimes 5 = Always

17. I have strong readiness skills, and am constantly reading inside and outside of class.

1 = Never 3 = Sometimes 5 = Always

18. I have strong note taking skills which enable me to recall facts given during a classroom presentation.

1 = Never 3 = Sometimes 5 = Always

TOTAL:_____

Scores of 18-53:

Scores in this range may indicate that you are not a good candidate for dual enrollment because successful dual enrollment students possess strong study skills, reading skills, time management skills, and note-taking skills. Dual enrollment students should also be able to work well independently with little direction, possess strong motivation, and take personal responsibility for their course work. College professors will not remind students about turning in assignments/projects. It is the student's responsibility to maintain a system of organization to meet the professor's expectations. You may want to work on these areas before applying for dual enrollment

Scores of 54-70:

Scores in this range may indicate that you might be a good candidate for dual enrollment. However, there may be some areas that you will still need to improve if you want to be a successful dual enrollment student.

Scores of 71-90:

Scores in this range may indicate that you are a good candidate for dual enrollment- Talk with your counselor about the appropriate steps to complete the dual enrollment process.

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

Student Dual Enrollment Checklist

Student Name: _____

Grade for 2023-2024 school year: _____

Current Overall GPA: _____

Attend a Dual Enrollment meeting at your high school or go to the counseling center to get information regarding the program from your counselor.

_____ Discuss dual enrollment options with your parents or guardian. Discuss transportation to and from campus (if necessary), classes, and money for books and fees.

_____ Meet (student and parent/guardian) with high school counselor regarding your plans and complete Dual Enrollment paperwork (if needed).

Jeff State ONLY – Taking an ENG or MTH class at Jeff State? They have ACT score requirements for ENG and MTH courses. Please see their DE website for specifics. You can register for the ACT at www.myact.org. Contact Jefferson State Community College to arrange testing on Accuplacer.

Meet minimum admission requirements and apply to eligible college or university.

_____ Check the admissions requirements of the college you plan to attend.

_____ Complete and submit an admissions application on the college's website.

_____ Send an official transcript along with any other required documentation to the admissions office.

I have completed the following paperwork:

_____ DE GUIDELINES AND PERMISSION FORM

_____ ARE YOU READY FOR DUAL ENROLLMENT SURVEY

_____ DUAL ENROLLMENT AGREEMENT

_____ DUAL ENROLLMENT APPLICATION (completed on the college's website for DE application)

_____ TRANSCRIPT REQUESTED (Email Mrs. Self to send your transcript)

Student Signature _____ Date _____

Counselor Signature _____ Date _____

Parent/Student Dual Enrollment Agreement

Pelham High School

- 1.) Pelham City Schools is not responsible or liable for the student during the hours he/she is released from the high school campus, including the days and times that the college/university class does not meet.
- 2.) Pelham City Schools is not responsible for transportation and/or any other expenses incurred in this program.
- 3.) Permission to enroll in a college/university is on a per-semester/term basis only.
- 4.) A student wishing to drop a college/university class before a term is completed is subject to the drop/add procedures in effect at the college, university and high school. Prior to withdrawing from a college/university class, a student must notify his/her parent or guardian AND a high school counselor,
- 5.) Pelham City Schools has no control over the transferability to other colleges/universities of any college credit earned in this program.
- 6.) Pelham City Schools is not responsible for attendance records, sanctions, or discipline imposed by the college/university.
- 7.) The college/university class schedule is subordinate to the high school schedule.
- 8.) The college/university will release numerical grades earned to the high school.
- 9.) A student may not change from one college/university class to another without first discussing such change with the high school counselor. If such a change occurs, it is the responsibility of the student to discuss it with the parent before the change occurs.
- 10.) The grade earned at the college/university will become part of the student's overall cumulative high school record.
- 11.) A student who drops a college/university course after the 3rd week during the Fall or Spring Semester of the school year will receive a grade of "0" on the student's high school transcript for the college/university course.

My, child _____ will be participating in the Dual Enrollment program. Summer/ Fall / Spring (please circle all that apply) of the 2023-2024 school year.

Summer 2023 course(s): _____

Fall 2023 course(s): _____

Spring 2024 course(s): _____

I have thoroughly read and reviewed the Pelham High School Dual Enrollment Agreement stated above.

Student Signature / Date

Counselor Signature / Date

Parent/Guardian Signature / Date

Principal Signature / Date