

Directions for Dual Enrollment Registration

1. Go to sheltonstate.edu/dual, and click **Get Started**.



2. Follow the steps that apply to your status in the dual enrollment program. Read carefully to determine if you are a **first-time** dual enrollment student or a **returning** dual enrollment student. All highlighted words are hyperlinks to submit your forms electronically.

Steps For First Time Dual Enrollment Student

- Submit the **Shelton State admission application**. Select the Application Type – *Dual Enrollment (High School and College Credit for the same course)*.
- Submit the **Signature/Residency Form and upload photo ID**.
 - In the absence of a government-issued photo ID, a certified copy of the student's birth certificate along with a printout of the student information profile sheet from iNow, signed and dated by the high school counselor, can be submitted. The profile sheet must show the student's home address and include the student's photo.
- Submit the **Dual Enrollment Approval Form**.
 - As part of the Dual Enrollment Approval Form, a student must upload a current high school transcript.
 - If selecting a math or English course, a student must upload qualifying ACT scores (18 math subscore – MTH 100, 20 math subscore – MTH 112, 18 English subscore – ENG 101).
- If a student chooses to take a math or English course and **does not** have the qualifying ACT scores, the student must take the Accuplacer Placement Assessment. To register, visit **Accuplacer**.

Steps For Returning Dual Enrollment Student

Students who wish to continue to take college courses through dual enrollment for subsequent terms **are not** automatically reenrolled. They must submit the documents listed below. Also, if a student does not take a dual enrollment course for two consecutive terms, the student must apply as a first time dual enrollment student.

- Submit the **Dual Enrollment Approval Form**.
 - As part of the Dual Enrollment Approval Form, a student must upload a current high school transcript.
 - If selecting a math or English course, a student must upload qualifying ACT scores (18 math subscore – MTH 100, 20 math subscore – MTH 112, 18 English subscore – ENG 101).
- If a student chooses to take a math or English course and **does not** have the qualifying ACT scores, the student must take the Accuplacer Placement Assessment. To register, visit **Accuplacer**.

- To complete the online admission application, create a User ID and password. This User ID will only be used to submit your admission application.

Admissions Login - New User

Admission policies at Shelton State Community College are administered by the Student Services Division which operates under the direction of the Dean of Student Services. Enrollment Services is responsible for interpreting and implementing Alabama Community College System Policy as well as federal, state, and local laws and policies in regard to admission of students to the College and the maintenance of academic records.

Please Read First: All students must provide at least one primary form of identification for admission to community colleges in Alabama. Examples of a primary form of documentation include the following: an unexpired state-issued driver's license, an unexpired state-issued identification card, or an unexpired U.S. passport. Applicants must submit the documentation either in person, email, or U.S. Mail.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

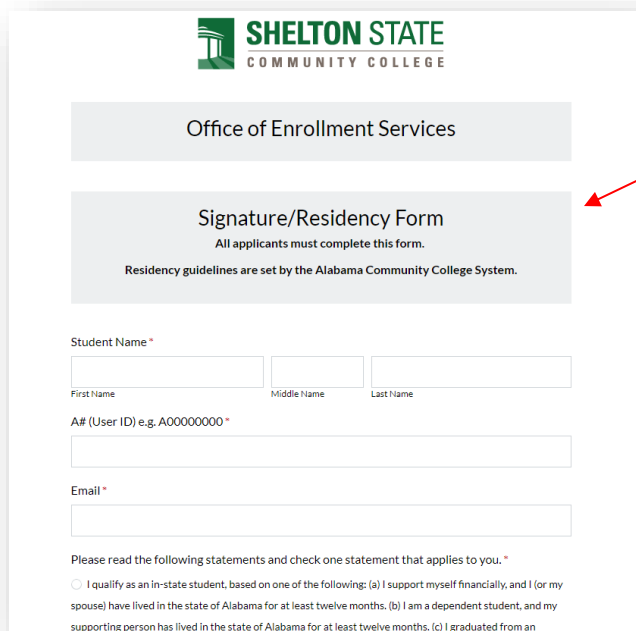
Create a Login ID:

Create a PIN:

Verify PIN:

[Return to Homepage](#)

- Once the admission application is submitted, complete the **Signature/Residency Form** which is the next link below the admission application.



SHELTON STATE
COMMUNITY COLLEGE

Office of Enrollment Services

Signature/Residency Form
All applicants must complete this form.
Residency guidelines are set by the Alabama Community College System.

Student Name *

First Name Middle Name Last Name

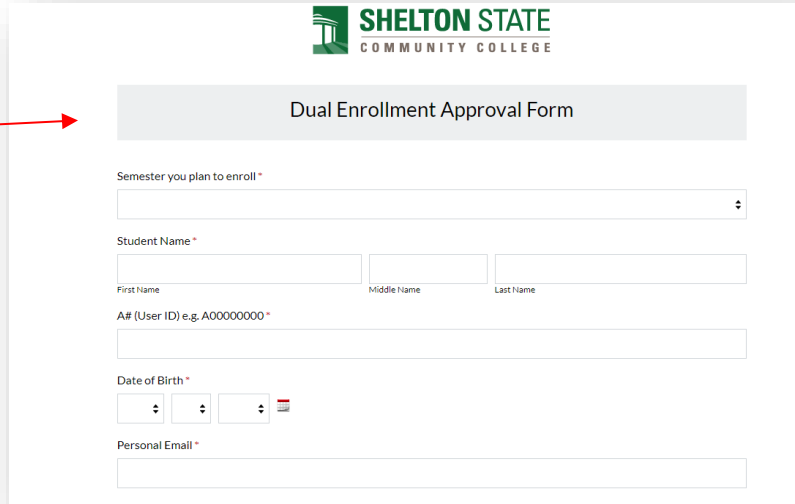
A# (User ID) e.g. A00000000 *

Email *

Please read the following statements and check one statement that applies to you. *

I qualify as an in-state student, based on one of the following: (a) I support myself financially, and I (or my spouse) have lived in the state of Alabama for at least twelve months. (b) I am a dependent student, and my supporting person has lived in the state of Alabama for at least twelve months. (c) I graduated from an

- Following this process, you will receive your assigned **A# User ID**. (24 to 48 hours after the application is submitted.) Revisit the dual enrollment webpage (sheltonstate.edu/dual - Get Started) to complete the **Dual Enrollment Approval Form**, and follow the instructions below on signing your form. Please be sure to enter correct email addresses to ensure that the form is delivered to the appropriate people.

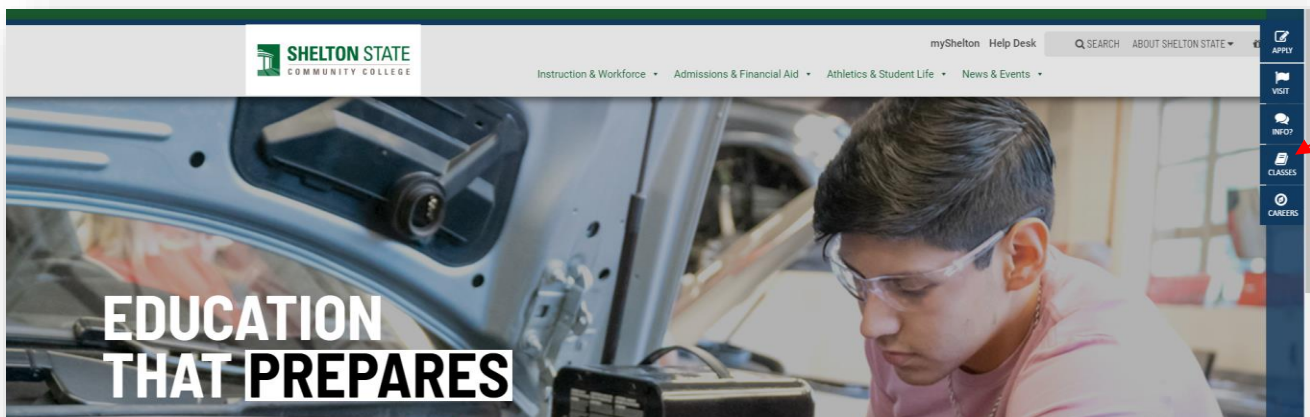


A screenshot of the 'Dual Enrollment Approval Form' from Shelton State Community College. The form is titled 'Dual Enrollment Approval Form' and includes the following fields: 'Semester you plan to enroll' (a dropdown menu), 'Student Name' (three input boxes for First Name, Middle Name, and Last Name), 'A# (User ID) e.g. A00000000' (a text input field), 'Date of Birth' (three dropdown menus for month, day, and year), and 'Personal Email' (a text input field). A red arrow points to the top left corner of the form area.

Once submitted, the **Dual Enrollment Approval Form** is sent via email in the following order:

- Student review (**parent and student section**) and sign electronically.
- Parent review (**parent and student section**) and sign electronically.
- Counselor review (**course section and GPA**) and sign electronically.
- Finally, the email is received at dualenrollment@sheltonstate.edu, and everyone receives a copy of the completed form via email.

An A#(User ID) is not required to access the Shelton State [Class Schedule](#). You may view the Shelton State class schedule on the College website to select courses to include on your dual enrollment approval form. See the image below to locate on the website.



REGISTRATION INFORMATION

SCHEDULE OF CLASSES

To view classes, visit [Search for Classes](#).



Important Note: You may review the Shelton State class schedule to find classes to take, but please ensure that you only take courses that meet your high school requirements, transfer to the college you are planning to attend, or apply to the degree in which you plan to major. **Speak with your high school counselor to determine course approval for classes at either SSCC campus or on your high school campus.**

6. When the dual enrollment approval form is submitted with all signatures (student, parent, and counselor) and approved courses, your student request will be evaluated for registration. If you have met all testing requirements and prerequisites for your desired courses, the dual enrollment staff will register you for the semester.
7. Once you are registered, an email will be sent to confirm registration and provide next steps on how to obtain textbooks. As a dual enrollment student, you will receive instructions on how to register for your dual enrollment orientation sessions. This orientation will provide guidelines on how to be a successful dual enrollment student and help acclimate you to Shelton State.

For any additional information or questions, please contact dualenrollment@sheltonstate.edu.