Career Technical Dual Enrollment Checklist

1. Have you completed these steps in enrollment services? (Submit items to enrollment services)
   - ☐ Complete online application
   - Student ID number: S____________________
   - ☐ Submit current photo ID (Government issued)
   - ☐ Submit signature page
   - ☐ Submit unofficial transcript indicating GPA of 2.5 or higher
   - ☐ Submit ACT scores of 18 or higher in ENG, 20 or higher in RDG and MTH or appropriate placement testing scores

2. Have you met with your counselor? (Submit items below to Dual Enrollment Coordinator)
   - ☐ Signed Dual Enrollment Permission Form by high school
   - ☐ Career Assessment Evaluation:
     - _____ Kuder  _____ Career Cruising  _____ Other
   - ☐ Four year plan Career Pathway
   - ☐ Signed Dual Enrollment Application for Admission

3. Have you submitted all applicable items in section 2 to the Dual Enrollment Coordinator? (Choose one below)
   - ☐ Email: recruiting@sheltonstate.edu  or
   - ☐ Mail: Shelton State Community College
             9500 Old Greensboro Road
             Box 207
             Tuscaloosa, AL 35405

My signature below verifies all checklist items and admissions process is complete. Incomplete or late packets will not be considered. Scholarship contingent upon funding.

Signature: __________________________________________ Date: ______________

For College Use Only

Verified by: _______________ Date: ___________ Approved/Denied Date: ___________