Dual Enrollment Approval Form
Directions for Completion
For additional assistance, please contact dualenrollment@sheltonstate.edu.

1. To complete the dual enrollment approval form, visit the link below.
   https://sheltonstate.formstack.com/forms/dual_enrollment_form

First Name, Middle Name, Last Name

Student A#

2. Enter student information. (Double-check for accuracy before submitting.)
   a. Date of birth (MMDDYYYY)
   b. Student's email address (Must be different from parent's email address)
   c. Student's physical address including city, state, and zip code
   d. Student's phone number (Must be different from parent's phone number)

Date of Birth *

Student's Email Address *

Address *

Address Line 1

City
State
ZIP Code

Student Phone Number *

3. Check the box(es) applicable to the courses the student wishes to take. Use the **Program of Study** drop down to select **non-degree seeking.**

Select all dual enrollment courses that apply. *

☐ Academic   ☐ Technical
Academic e.g. (ENG), (MTH); Technical e.g. (Welding), (Drafting)

Program of Study *

4. Enter parent and counselor information. (Double-check for accuracy before submitting.)
   a. Parent's first name and last name
   b. Parent's email address (Must be different from student's email address)
   c. Parent's phone number (Must be different from student's phone number)
   d. Counselor's name and email address

Parent/Legal Guardian Name *

Parent/Legal Guardian Email (Must be different from the student's email address) *

Parent Phone Number *

Counselor Name *

Counselor Email *

5. Answer the following questions:

Is your parent currently employed by Shelton State? *

○ Yes
○ No

First-time students MUST upload a copy of the unofficial high school transcript in pdf format.

Are you a returning dual enrollment student? *

○ Yes
○ No

Have you recently transferred from another high school? *

○ Yes
○ No

During the selected semester of dual enrollment, the student will be enrolled in the *

○ 10th grade
○ 11th grade
○ 12th grade

6. Enter student's high school information, ACT scores (if available), and how student's tuition and fees will be covered.

Test scores are REQUIRED for English and math classes.

ENG 101: 18 ACT English subscore required for placement

MTH 100: 18 ACT Math subscore required for placement

High School Graduation Date *

High School Name *

Unweighted High School GPA *

Student must have a minimum cumulative GPA of 2.0 (unweighted) for Career Technical Dual Enrollment or a minimum cumulative GPA of 2.5 (unweighted) for Academic Dual Enrollment. (Transcript must be attached.)

Have you taken the ACT? *
- Yes
- No

Attach ACT Scores (if enrolling in English or Math)

Choose File Remove File No File Chosen

Please indicate how the student's tuition and fees will be covered: *
- By High School
- By Parent or Student
- Elevate Scholarship
- SSCC Employee Waiver
- Career Technical / STEM Scholarship
- Foundation Scholarship (Only Awarded students)

7. List course(s) student is approved to take during the current semester/term. View the Schedule of Classes.

Courses

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

Review the **Schedule of Classes**. Students should only take courses that meet their 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.

Course Prefix (e.g. BIO) *	Course Num/Sec (e.g. 101 - W01) *	Location/Campus of Course *
e.g. BIO	e.g. 101 - W01	e.g. High School, Online, Martin Campus, Fredd Campus
Course Prefix 2	Course Num/Sec 2	Location/Campus of Course 2
Course Prefix 3	Course Num/Sec 3	Location/Campus of Course 3
Course Prefix 4	Course Num/Sec 4	Location/Campus of Course 4

8. **Read carefully before checking the box and submitting the form.** Once the form is submitted, you will receive an email from Formstack requesting your signature. **The student, parent, and counselor must sign before the student will be enrolled in the course(s).**

Accept and Agree

☐ By checking this box, I understand that the dual enrollment admission process is not complete until I check my email and sign the dual approval form. I understand that submitting this form alone does not ensure enrollment into the program and that all three parties (student, parent, counselor) must sign the dual approval form indicating that I have met all requirements to participate.

Submit Form

9. See below for remaining steps.
   First time students, visit sheltonstate.edu/dual and click, "Apply today!" Then, click on Next Steps for First Time Dual Enrollment Student and ensure steps 1-5 are done to complete the enrollment process.

Next Steps for First Time Dual Enrollment Student

1. Submit the Shelton State Admission Application.

2. Submit and upload a copy of your photo ID within your application portal. **In the absence of a government-issued photo ID, a printout of the student information profile sheet, 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.**

3. Review the Schedule of Classes.
   Students should only take courses that meet their 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.

4. Please note: DO NOT submit more than ONE Dual Enrollment Approval Form.
   Contact the Dual Enrollment Office to modify any changes to your form at dualenrollment@sheltonstate.edu.
   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.
   Once the form is submitted, the form is circulated via email for review and electronic signature in the following order:
   i. Student reviews parent and student section and signs electronically.
   ii. Parent reviews parent and student section and signs electronically.
   iii. Counselor reviews parent and student section and signs electronically.
   iv. The form is submitted to dualenrollment@sheltonstate.edu, and the student, parent, and counselor receive a copy of the completed form.

5. 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.

After completing the steps listed above, the Dual Enrollment Staff will register the student for class(es). Students are required to check their myShelton email to receive their registration confirmation email.

10. **Returning students, visit sheltonstate.edu/dual and click, "Apply today!" Then, click on Next Steps for Returning Dual Enrollment Student and ensure steps 1-4 are done to complete the enrollment process.**

Next 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.

1. **Maintain continuous eligibility.**
   Students who meet the criteria for initial admission in Dual Enrollment will remain in continuous eligibility as long as a grade of "C" or better 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 Dual Enrollment 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 meet the minimum cumulative GPA of 2.5 (unweighted) for academic courses and a minimum cumulative GPA of 2.0 (unweighted) for technical courses.

2. **Review the Schedule of Classes.**
   Students should only take courses that meet their 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.

3. **Please note: DO NOT submit more than ONE Dual Enrollment Approval Form.**
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