

# DUAL ENROLLMENT AMBASSADOR STUDENT HANDBOOK



**SHELTON STATE**  
COMMUNITY COLLEGE

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SSCC Dual Enrollment Staff  
(l-r, Anthony Winston, Eren McBride, Beverly Foster, Jacelyn Fitch, KiErra Bailey)

## **A Message from the Dual Enrollment Director**

Welcome to the Shelton State Dual Enrollment Ambassador Program!

The Dual Enrollment staff and I look forward to working with you in the upcoming academic year. In addition to providing educational opportunities, we hope to strengthen your leadership skills and prepare you for the future.

As a Dual Enrollment student, you'll earn college credit while fulfilling your high school course requirements. What's more, Dual Enrollment will allow you to graduate from high school better prepared for college. From academics to applications, we are excited to join you on this journey and ease your transition from high school to college.

In choosing to become a Dual Enrollment Ambassador, you've taken an additional step. As a representative on your high school campus, you will serve as a liaison for other students seeking to emulate your choices. With this in mind, you are encouraged to carefully review the guidelines and information this handbook provides. Although we will work closely together, the decisions you make and the example you set will be central to your success.

To put it simply, you're getting a jumpstart on your future! The possibilities are endless, and we can't wait to get started!

*Beverly Foster*

**Beverly Foster**

Shelton State Dual Enrollment Director

## Dual Enrollment & Advising Contact Information

Contact	Phone	Email
<b>Beverly Foster,</b> Dual Enrollment Director	205.391.2308	<a href="mailto:bfoster@sheltonstate.edu">bfoster@sheltonstate.edu</a>
<b>Jacelyn Fitch,</b> Dual Enrollment Specialist	205.391.2327	<a href="mailto:jfitch@sheltonstate.edu">jfitch@sheltonstate.edu</a>
<b>KiErra Bailey,</b> Dual Enrollment Support	205.391.2307	<a href="mailto:kbailey@sheltonstate.edu">kbailey@sheltonstate.edu</a>
<b>Eren McBride,</b> Dual Enrollment Support	205.391.2267	<a href="mailto:emcbride@sheltonstate.edu">emcbride@sheltonstate.edu</a>
<b>Anthony Winston,</b> Dual Enrollment Support	205.391.2337	<a href="mailto:awinston@sheltonstate.edu">awinston@sheltonstate.edu</a>

### Introduction

Shelton State Dual Enrollment Student Ambassadors serve as positive role models for new, current, and prospective students. Ambassadors are exemplary leaders who will promote College recruitment and enrollment, support student engagement, increase awareness of College services and programs, foster pride in the College, and act as liaisons between Shelton State and their current high school.

### Mission Statement

Shelton State Community College Dual Enrollment Ambassadors serve the College, fellow students, and the campus community by demonstrating professionalism, dedication, and knowledge of programs, opportunities, and resources defining the mission and goals of Shelton State.

### Purpose

The Shelton State Community College Dual Enrollment (SSCC DE) Ambassador program provides leadership opportunities for recipients through campus and community service.

Shelton State Community College considers all students instrumental in sharing opportunities for SSCC DE with their peers and others. SSCC DE Ambassadors will play critical recruitment roles by communicating their experiences with other high school students.

## **Requirements**

A SSCC DE student must meet the requirements listed below to be considered for the Dual Enrollment Ambassador program.

1. Maintain a 2.5 GPA (grade point average) and maintain enrollment in the dual program enrollment for the duration of high school senior year.
2. Receive a satisfactory performance evaluation at the conclusion of each semester.
3. Attend all scheduled functions. More than three absences for any reason will result in a dismissal from the Ambassador program.
4. Respond to correspondence from sponsors as necessary. All Ambassadors must have and regularly check their Shelton State email address.

A SSCC DE student must possess the skills listed below to be considered for the Dual Enrollment Ambassador program.

1. Excellent oral and written communication skills
2. Punctuality
3. Good organizational skills
4. Positive attitude

## **Code of Conduct**

1. Ambassadors are official representatives of Shelton State Community College. As a representative, an Ambassador will embody the mission statement of the organization at all times.
2. Ambassadors will refrain from using electronic devices while representing Shelton State. This is a serious violation that will be monitored continuously.
3. Ambassadors will not bring negative attention to the College or the organization. This includes activity on all forms of social media and will be monitored continuously.
4. Ambassadors whose behavior in the community is inappropriate or unlawful will be dismissed from the program.
5. Ambassadors may not have a disciplinary action record at their respective high school.
6. Ambassadors must refrain from personal habits such as chewing gum, smoking or using any tobacco products, and possessing or consuming alcoholic beverages or non-prescribed, controlled drugs while in SSCC Ambassador uniform and while serving as a representative of the College.

## **Transportation**

Ambassadors must have reliable transportation to and from all required events.

## **Dual Enrollment Ambassador Events and Activities**

### **Mandatory Events**

1. “Shelton State on Your Campus” recruitment events at respective high school
2. Dual Enrollment workshops at respective high school
3. Dual Enrollment Student Ambassador training

### **Volunteer Activities**

1. Dual Enrollment orientation
2. Shelton State campus events as needed

Responsibilities at many events will center around informing new and prospective students about the College’s range of academic programs. Occasionally, Dual Enrollment Student Ambassadors will serve as hosts at orientation or sit on panels answering questions regarding Shelton State Dual Enrollment. Ambassadors are required to exhibit professional behavior and language while working or representing the College.

### **Guidelines for Events and Activities**

SSCC DE Ambassadors may volunteer at many different types of events throughout the year. While responsibilities may vary, the expectations are always the same.

1. Arrive at events ten (10) minutes prior to the time indicated by the event organizer. Please see “Policy Violation and Program Termination” below for more information.
2. Dress appropriately for events. Clothing should have no wrinkles, stains, or holes. Shirts must be tucked, and the name tag must be straight.
3. Keep abreast of current events, programs, and procedures relevant to visiting groups.
4. Unless a change is specifically requested by the event coordinator, remain at post and provide assistance when possible. There should be no idle conversation between Ambassadors and no phone usage at any time.
5. Behavior, language, and demeanor should be appropriate at all times. Check personal problems at the door. Respect others and behave with integrity and maturity.
6. Maintain current records of events and hours.
7. Attend all scheduled events. If a cancellation is necessary, the SSCC Dual Enrollment staff must be notified no later than 48 hours prior to the start of the event.

### **Dress Code**

The uniform for the Dual Enrollment Student Ambassadors is dependent upon the event being worked. Some events may be casual, and a uniform will not be required. Other events will be formal, and the appropriate uniform will be worn. Dual Enrollment will supply one collared shirt, one t-shirt, and one name tag. Ambassadors will be responsible for replacing any lost or damaged items.

1. Maintain proper hygiene. This position involves frequent interaction with people, and poor hygiene will not be tolerated. (e.g., Brush teeth; wash and comb hair, etc.)
2. Uniforms and shoes (no flip flops) must be clean and neat.
3. Ambassadors must wear uniforms and nametags while representing the College. Hats or caps may not be worn while in uniform. Uniforms may only be worn while working assigned events.

4. Ambassadors (females) have a limit of (2) two earrings in each earlobe while in Ambassador uniform and serving as a representative of the College. Ear gauging is prohibited.
5. Ambassadors (males) are prohibited from wearing visible body piercings while in Ambassador uniform and serving as a representative of the College. Ear gauging is prohibited.
6. Ambassadors may not have visible tattoos. Tattoos must not be visible in Ambassador uniform.
7. Ambassadors may not have any facial piercings while in uniform.
8. Ambassadors may only dye their hair a natural hair color.

## **Grades**

Students' grades will be checked at the beginning and end of each semester to ensure a 2.5 GPA or higher. If a GPA is lower than 2.5, then the student will be put on probation and required to skip two weeks of tour hours to focus on academics. If grades do not improve, then the student will be terminated until the GPA is brought up to a 2.5.

## **Academic Misconduct**

Academic misconduct includes all acts of dishonesty in any academic matter. Knowledge of helping, intentionally helping, attempting to help, or conspiring to help another student commit academic misconduct are forms of academic dishonesty.

Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.

### **Cheating**

Cheating is the use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.

### **Plagiarism**

Plagiarism is claiming as one's own work (i.e., ideas, words, data, computer programs, creative compositions, artwork, etc.) what was done by someone else, improperly citing referenced works, using commercially available scholarly papers, failing to cite sources, or copying another's ideas.

### **Misrepresentation**

Misrepresentation is falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Any SSCC DE Student Ambassador displaying academic misconduct will be removed from the position.

## **Policy Violation and Program Termination**

An SSCC DE Student Ambassador may be dismissed for any of the following reasons:

1. Failing to abide by Ambassador Guidelines
2. Having excessive absences (more than three)
3. Violating the code of conduct as determined by the College and Ambassador Sponsor(s)
4. Falling below average on performance evaluation
5. Failing to maintain a 2.5 cumulative GPA based on enrollment throughout the semester

6. Behaving in any way that compromises the integrity of the DE SSCC Ambassador Program or the College (determined at the discretion of the sponsor(s), the DE Director, and the Dean of Students)
7. Receiving three (3) written reprimands

All disciplinary actions are at the discretion of the DE Director up to and including termination without notice.

## **Student Services Basic Information**

### **Dual Enrollment Admission**

To be eligible for dual enrollment, a student must be in grade 10, 11, or 12 and have a minimum 2.0 cumulative average in completed high school courses to take technical courses and a minimum cumulative 2.5 average in completed high school courses to take academic courses. New students must submit their current high school transcript.

### **Dual Enrollment Advising**

Students interested in dual enrollment should speak with their high school counselor to begin the process. Students may also schedule an advising appointment with a member of the dual enrollment staff to select appropriate dual enrollment courses.

### **Dual Enrollment Scholarship**

The Shelton State Community College Career Technical and Academic Scholarship is available to all eligible dual enrollment students. Students who complete the Shelton State Admission Application and the Dual Enrollment Approval Form will receive the SSCC Career Technical and Academic Scholarship when funds are available. The scholarship will cover all fees and books for two (2) courses. Please see the College's website ([sheltonstate.edu](http://sheltonstate.edu)) for current tuition rates and fees.

## **Alabama Transfers**

Alabama Transfers (formerly STARS) is a web-accessible database system which provides guidance and direction for prospective transfer students in the state of Alabama.

Alabama Transfers allows students, advisors, faculty, and administrators to obtain the most current approved transfer information. Prospective transfer students can log in to the system and obtain a transfer guide for their chosen major that prescribes coursework needed in the first 60-64 semester hours (SH) of their degree program. If a student follows the guide and does not change majors, they should receive degree credit upon transfer to the receiving institution.

Alabama Transfers allows public two-year students in Alabama to obtain a transfer guide/agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama. Although transfer guides/agreements can only be generated for two-year to four-year transfers, Alabama Transfers can still provide guidance and direction to transfer students who have a different transfer situation.



The information that students receive from the Alabama Transfers system has been approved by the Articulation and General Studies Committee (AGSC) for the state of Alabama. Transfer guides/agreements can be generated by visiting [alabamatransfers.com](http://alabamatransfers.com).

## **Office of Disability Services**

Students who request accommodation based on a documented disability are advised to make the request known as soon as possible prior to enrollment to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to College programs and services. Students should contact the Office of Disability Services (ODS) for specific information.

Students seeking accommodations and services based on a disability are required to submit documentation to verify their eligibility for services. Sources of information used for determining a disability and/or accommodations may include a student's self-report, direct observation and interaction with the student, and documentation from evaluators or professionals.

Disability accommodations are not retroactive. It is imperative for students to visit ODS as soon as possible.

205.391.2983  
Fax: 205.391.3912  
[ods@sheltonstate.edu](mailto:ods@sheltonstate.edu)

## **SOAR**

Student Opportunities for Achievement and Resources (SOAR) offers free tutoring and services for all currently enrolled Shelton State students to include computer usage, internet access, word processing, and other multimedia programs, placement assessment help sessions, and "Technology Basics" help sessions.

[soar@sheltonstate.edu](mailto:soar@sheltonstate.edu)  
Martin Campus 2456  
205.391.2984  
Hours:  
Monday – Thursday, 7:30 a.m. – 5:30 p.m.  
Friday, 8:00 a.m. – 12:00 p.m.

Prepared by Dual Enrollment staff  
and students