

# DUAL ENROLLMENT HANDBOOK



**SHELTON STATE**  
COMMUNITY COLLEGE

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## A Message from the Dual Enrollment Director

Welcome to Shelton State Dual Enrollment!

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.

This handbook provides information to support your experience at Shelton State. Our Dual Enrollment team will work closely with your high school to ensure you have accurate information to make decisions about your college goals, but how you choose to follow these guidelines will ultimately determine your success. By understanding these expectations, you'll be set to join the ranks of countless other dual enrollment students who have taken academic, technical, or health services courses and charted a course toward their career.

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
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<b>Grace Mancil,</b> Dual Enrollment Support	205.391.2267	<a href="mailto:jmancil@sheltonstate.edu">jmancil@sheltonstate.edu</a>
<b>Kayla White,</b> Dual Enrollment Support	205.391.2327	<a href="mailto:kayla.white@my.sheltonstate.edu">kayla.white@my.sheltonstate.edu</a>
<b>Anthony Winston,</b> Dual Enrollment Support	205.391.2337	<a href="mailto:awinston@sheltonstate.edu">awinston@sheltonstate.edu</a>

## Contact Information

Resource	Phone	Email
<b>SSCC Martin Campus</b>	205.391.2211	9500 Old Greensboro Rd. Tuscaloosa, AL 35405
<b>SSCC Fredd Campus</b>	205.391.2611	3401 Martin Luther King Jr. Blvd. Tuscaloosa, AL 35401
<b>Enrollment Services – Office of Admissions</b>	205.391.2411	<a href="mailto:admissions@sheltonstate.edu">admissions@sheltonstate.edu</a>
<b>SOAR Institute - Tutoring</b> (Student Opportunities of Achievement and Resources)	Amy Henderson 205.391.2204	ahenderson@sheltonstate.edu
<b>Office of Disability Services - ADA Accommodations</b>	Michele Minor 205.391.3958	<a href="mailto:mminor@sheltonstate.edu">mminor@sheltonstate.edu</a>
<b>Library Services</b>	Kelly Griffiths 205.391.2268	<a href="mailto:kgriffiths@sheltonstate.edu">kgriffiths@sheltonstate.edu</a>
<b>Barnes &amp; Noble Bookstore</b>	Rhiannon Davidson  Elizabeth Bezak 205.391.2222	<a href="mailto:rh davidson@bncollege.com">rh davidson@bncollege.com</a>  <a href="mailto:ebezak@bncollege.com">ebezak@bncollege.com</a>
<b>Student Helpdesk</b>	John Alexander 205.391.2343	<a href="mailto:jalexander@sheltonstate.edu">jalexander@sheltonstate.edu</a>
<b>Testing and Assessment Services</b>	Martha Key 205.391.2231	<a href="mailto:mkey@sheltonstate.edu">mkey@sheltonstate.edu</a>
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## SSCC Mission, Vision, and Values



### Mission Statement

Shelton State Community College is a comprehensive institution committed to providing the community innovative and accessible learning opportunities to advance academic excellence, cultural enrichment, workforce training, and economic development.

### Vision Statement

Our vision for Shelton State Community College: Empowerment and economic development through excellence in education, workforce training, and community involvement

### Institutional Values

- Excellence
- Accountability
- Responsiveness
- Integrity
- Respect
- Accessibility

## Dual Enrollment

The purpose of dual enrollment is to permit eligible high school students to enroll in college courses concurrently with high school classes, either at one of SSCC's campuses or at the student's high school, earning college and high school credit simultaneously. Courses may be reflected on both the high school and college transcripts. Students will be able to experience college-level courses, explore career options, and shorten the time required to complete a college degree.

Shelton State's Dual Enrollment advisors work closely with high school facilitators and counselors to assist with successful learning opportunities.

### Benefits

- Students are provided with greater options in meeting rigorous educational and career objectives.
- Students who attend high schools that have limited curriculum offerings and/or are geographically isolated experience equal learning opportunities.
- Students earn high school and college credit simultaneously.
- Students have access to all services provided by the Institution.
- Students complete coursework during high school which will transfer to four-year institutions, thereby reducing the amount of time required to earn a degree.
- Students avoid unnecessary duplication of coursework.
- Students are prepared to exceed and thrive in a higher educational atmosphere.
- Students gain a head start on achieving an associate degree or higher.
- Students are provided with a seamless transition from the high school to the college classroom.
- Dual enrollment courses enrich opportunities and academic experiences for high school students to navigate and explore career options.

### Student Eligibility

- Students must meet the entrance requirements of the College as stipulated in the ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Students.
- Students must be enrolled in 10th, 11th, or 12th grade at the time of enrolling in a dual enrollment course.
- Students must have a minimum cumulative GPA of 2.5 (unweighted) for academic courses and technical courses (HIT and CIS) and a minimum cumulative GPA of 2.0 (unweighted) for other technical courses.
- Students must have a minimum cumulative GPA of 3.0 and be enrolled in 12<sup>th</sup> grade to enroll in RPT 211 and RPT 256 for the Respiratory Therapy Program.
- First time students must provide current high school transcripts as documentation of the student's cumulative grade point average.



- Students must meet the admission requirements of the College for the academic or career technical program selected.
- Students must provide the Dual Enrollment Approval Form for Dual Credit (with required signatures).
- Students must complete the ACT, SAT, or assessment test to determine placement in English and math courses and must meet pre-requisites for all approved courses at the College.
- Students must enroll in courses at or above 100 level. Physical education (PED) classes are not eligible for dual enrollment.
- Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

### Continuous Eligibility for Dual Credit

Students who meet the criteria for initial admission in Dual Enrollment will remain in continuous eligibility provided a grade of “C” or better is earned in all attempted courses. 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 technical courses (HIT, RPT, and CIS) and a minimum cumulative GPA of 2.0 (unweighted) for other technical courses.

### Advising

The Dual Enrollment Office offers academic advising to all dual students at SSCC. Upon receiving an assigned student email address, students are granted access to myShelton and may then schedule an advising session with the dual enrollment staff. Dual students should visit [sheltonstate.edu/dual](http://sheltonstate.edu/dual) to review steps for requesting advising.

### Registering for Dual Credit

Eligible high school students enrolled in school systems, homeschools, and private schools with an active dual enrollment agreement with SSCC are eligible to participate in the Dual Enrollment/Dual Credit program.

The process detailed below ensures successful enrollment in the program.

- All students who wish to participate in dual enrollment classes should discuss their interest with his/her parent(s)/guardian(s) and school counselor.
- Each student should complete an application for admission to the College which may be found at [sheltonstate.edu/dual](http://sheltonstate.edu/dual). Select “Apply Today” to apply online. Once the A# has been assigned, submit the Dual Enrollment Approval Form for Dual Credit along with a current high school transcript. The form will be signed electronically by the student and counselor.
- The Dual Enrollment Staff registers all dual students once the required documents listed above are submitted. Dual students receive a confirmation email once registration is completed to their myShelton email address.

### Transferring Dual Credit

Transfer courses may be used toward the completion of a baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, biology, mathematics, psychology, history, etc.). General education courses typically transfer to most public and private colleges and universities. However, SSCC cannot guarantee that all colleges and universities will accept all credits, and students are strongly encouraged to contact an advisor at the institution they plan to attend before enrolling in classes. Students transferring to public universities in the state of Alabama can find transfer information in the online Alabama Transfers guide at <https://alabamatransfers.com/>. Courses offered by SSCC shall be drawn from the existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. A semester hour of credit is based upon the average number of hours of instruction taught weekly. Unless otherwise specified, one three credit hour college course is equivalent to one high school credit.

### Transitioning from Dual Credit to First Time Freshman

Students who are interested in continuing at Shelton State Community College as first-time freshmen are required to complete the following checklist:

- Complete admission application.
- Apply for scholarships before the deadline.
- Apply for financial aid during the senior year.
- Request official high school transcript to be sent to SSCC.
- Take the placement test.
- Attend/complete Shelton State Days.
- Meet with a SSCC advisor.

## Accelerated High School

The Accelerated High School Program allows eligible high school juniors and seniors to enroll in college courses to earn college credit only.

### Student Eligibility for Accelerated Program

- The student has successfully completed the 10th grade.
- The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative (unweighted) 3.0 average and recommending the student be admitted under this policy.
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed). The student must take placement test and place in eligible courses.
- Provide the Statement Accelerated High School Permission Credit Form (with required signatures).
- The student must meet admission requirements established by the College.
- Accelerated high school students converting to a first-time freshman must notify Enrollment Services of a change of status if they have not graduated from high school prior to attempting to register for classes. (Usually this only occurs in the spring semester when the student plans to enroll in the summer semester.)
- Accelerated high school students will have a restriction on their account preventing them from obtaining an official transcript until after high school graduation.

### Registering for Accelerated

- The student should discuss options with their high school counselor to determine eligibility for accelerated credit.
- Complete an online application for admission to the College at [sheltonstate.edu](http://sheltonstate.edu).
- Students must submit appropriate ACT/SAT scores or complete placement testing.
- Accelerated students will only be approved to register for the specific courses listed on the [Accelerated High School Permission Form](#).
- Students will be able to self-register online in myShelton once all documentation and approvals have been granted.

## Placement Testing

Shelton State Community College Testing & Assessment Services supports the educational mission of the College by providing quality testing services. The mission of Testing & Assessment Services is to provide reliable testing management and high-quality customer service in a secure environment that supports academic success. To promote student success, Testing & Assessment Services seeks to provide comprehensive, quality testing services in a

calm, secure environment. The goal is to offer prompt, courteous, and knowledgeable service to all students and promote honesty, integrity, and fairness in all testing procedures.

All dual enrollment students must complete the ACT, SAT, or assessment test to determine placement in English and math courses and meet pre-requisites for all approved courses at the College. ACCUPLACER is a computerized test. The test is untimed, but on average, students take approximately 2-3 hours to complete. There is no charge for the first time the student takes the placement exam. ACT/SAT scores do affect the need for an ACCUPLACER test. Students should contact the SSCC Dual Enrollment Office for additional information.

A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes but is not limited to academic help sessions, online pre-tests, and placement test applications. Shelton State will charge a one-time fee for retesting per subject area of \$10.00. Placement test scores will be valid for three years from the date of the original or retest assessment. No fee is charged to retest if scores are invalid.

## **Student Information**

### **Attendance**

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the College schedule of classes to include holidays and breaks unless agreements have been made between the College and high schools that dictate otherwise.
- Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- Attendance for CTE students whose tuition is paid by the CTE scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last date to withdraw as published in the College's Academic Calendar.
- Although System Colleges are designated as "non-attendance taking," students should follow the College's and/or program's attendance policy.

## Progression

- Scholarships are available for up to two (2) classes per student, per semester, during the high school academic year (fall and spring semesters). It is recommended that students take two (2) classes per semester during the high school academic year (fall and spring semesters). During the summer term, students may take up to four (4) classes.
- Students in CTE programs that require academic courses to graduate and whose placement scores are sufficient may also take academic courses for Dual Enrollment credit. Payment of tuition, fees, and textbooks for general academic courses is covered by the CTEDE Scholarship. For example, if a student taking ILT 106-Concepts of Direct Current places in ENG 101-English Composition I, that student may also take the English class for dual credit during the same semester as the ILT class with both classes covered by the scholarship. The CTEDE scholarship will cover general academic courses as well as courses in eligible CTE programs of study.
- Students who receive the CTEDE Scholarship are required to earn a grade of “C” or better in each course to continue in the program.

## Grading System and Policies

All grades are subject to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA). In no case will grades be divulged via telephone or fax. The College’s credit and grading system as outlined in the Catalog applies to ALL students. For Dual Enrollment students, instructors will also submit a numeric grade to the Office of Enrollment Services. The Office of Enrollment Services will report the numeric grade to the student’s high school counselor. Additional information is provided below.

- Students will receive a final course grade each semester for the coursework during the semester. Grades are not averaged to determine a yearly grade. College courses are based upon semester.
- Students should do the very best work possible in their college courses. For courses to transfer to four-year schools, a grade of “C” or higher is required.
- Students will receive final grades in their myShelton account. Shelton State Community College does not report or release grades to parents or legal guardians.
- Due to FERPA, it is inappropriate for parents to speak to the College’s instructors even though they may have paid the student’s tuition. Parents or legal guardians are required to contact the high school counselor or administration.
- Before withdrawing, students are encouraged to consult with the high school counselor and College instructor to ensure withdrawal is warranted. Withdrawal dates are posted in the College calendar.
- Grades on transcripts are permanent, and they can never be deleted. If a student receives the grade of “F” and retakes the course, both grades will show on the transcript.

- The grades of “A,” “B,” “C,” and “D” are passing. The grade of “F” is a failing grade. Most four-year institutions require a minimum grade of “C” for a course to be considered for transfer.

**IMPORTANT:** When students take a dual credit or accelerated credit class, they establish a college transcript and the courses become a part of the student’s permanent college transcript. This academic information is transferred to colleges or universities they wish to attend in the future. In addition, grades received for dual credit classes that also count toward the requirements of high school graduation may impact the student’s high school GPA.

**Grading System**

<b>A.....</b>	<b>Excellent (90-100)</b>
<b>B.....</b>	<b>Good (80-89)</b>
<b>C.....</b>	<b>Average (70-79)</b>
<b>D.....</b>	<b>Passing (60-69)</b>
<b>F.....</b>	<b>Failure (Below 60)</b>
<b>I.....</b>	<b>Incomplete</b>
<b>W.....</b>	<b>Withdrawal</b>
<b>AU.....</b>	<b>Audit</b>

**Release of Transcripts**

In compliance with the Family Educational Rights and Privacy Act, Shelton State does not release transcripts of a student’s grades except upon the student’s written request. A student or former student who needs a transcript from Shelton State must contact the Registrar to provide dates of attendance and the name of the institution or person to whom the record should be sent. Students should share all names which may have been entered on their College records. A student may secure an unofficial transcript for personal use, but official transcripts are sent to other colleges or organizations for reference purposes. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration, or obligations to the College. Additionally, Dual Enrollment credit is conditional until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize college credit award for dual enrollment courses.

**Grade Changes/Appeal**

Students are responsible for the review of their grades at the end of each semester. Students who appeal a grade must do so by the end of the schedule change period of the semester following the one in which the grade was assigned. No grades may be appealed after the schedule change period has ended. If the student feels that a grade is incorrect, he/she should

contact the instructor for that course, who will initiate a Change of Grade Form if necessary. If the instructor does not agree that the grade should be changed, the student can begin the Due Process for Student Academic Grievance outlined in the [Student Handbook](#) section of the SSCC Catalog.

### Schedule Changes & Drop/Add

All schedule changes for dual enrollment courses must be made during the official drop/add period. Students should contact the SSCC Dual Enrollment Office to initiate a schedule change.

After the drop/add period, a student who wishes to drop a course may do so by completing a Dual Enrollment Intent to Withdraw Form. Dual students can request the form from their counselors or contact the Dual Enrollment Office. A grade of “W” will be assigned and will appear on the student Shelton State’s college transcript.

### Withdrawal

Students must have permission from their high school counselor before withdrawing from a college course taken through the Dual Enrollment program as it will affect their high school grade. The last day to withdraw from classes can be found on the Academic Calendar for each term. To withdraw, students must complete the [Dual Enrollment Withdrawal Form](#).

Once the form is submitted, the form is circulated via email for review and electronic signature in the following order:

1. Student reviews and signs electronically.
2. Counselor reviews and signs electronically.
3. The form is automatically submitted to [dualenrollment@sheltonstate.edu](mailto:dualenrollment@sheltonstate.edu), and the student and counselor receive a copy of the completed form.

Students who withdraw from courses or fail to meet minimum grade requirements will be suspended from the program for a minimum of one term. To re-enroll, the student must meet the minimum grade point average requirements and reapply for admissions.

Course withdrawals can negatively affect future Pell grant and financial aid applications.

### Academic Calendar

The annual academic calendar in the SSCC College Catalog applies to all students including dual enrollment students. Calendars for each term appear in the registration guide along with the final examination schedule. Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty. To view the current year, visit [SSCC Academic Calendar](#) on the myShelton homescreen.

## **Cost of Dual Enrollment/Accelerated Courses**

Students are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course. All courses, both dual credit and accelerated credit, follow the Shelton State Community College tuition rate. For the College's current tuition rate, visit the catalog at [sheltonstate.edu](http://sheltonstate.edu). After completing the registration process, a student must pay tuition and fees unless scholarships have been awarded.

Note: High school students are not eligible for financial aid.

### **Methods of Payments**

**Phone:** Students may contact the Cashier's Office or email [cashier@sheltonstate.edu](mailto:cashier@sheltonstate.edu) to pay by Visa/MasterCard.

**Online:** Students may sign in to myShelton to pay by Visa/MasterCard.

**In Person:** Students may visit the Cashier's Office on either campus to pay by Visa/MasterCard, cash, or check.

## **Scholarship for Career and Technical Education & General Academic Courses**

Students wishing to enroll in Career and Technical Education Dual Enrollment programs and general academic courses may apply for assistance through the Alabama Community College System Career and Technical Education Dual Enrollment (CTEDE) Scholarship which may provide tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course. Career and Technical Education Dual Enrollment Scholarship funds are contingent upon allocations by the Alabama Legislature. The College must prioritize the scholarships to be awarded based on the allocation received for the spring, summer, and fall semesters of the school year that funds are received.

### **Textbooks**

The student is responsible for buying textbooks and materials, unless receiving third-party funding to cover the cost. Textbooks and class materials are available at the Barnes & Noble Bookstore in the atrium of the College's Martin Campus. Please contact the bookstore for additional questions and specific hours (205.391.2222).



## **Student IDs and Parking Permits**

Students are only required to have a valid ID for proctored exams. Dual Enrollment students are eligible to obtain a Shelton State Student ID. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment. Student IDs may be obtained at the Student Services Office on the second floor of the Shelton State Martin Campus.

Parking permits are also required for students attending on-campus classes. Parking permits may be obtained at the Shelton State Martin Campus Cashier's Office. Students must complete the [Vehicle Registration Form](#).

## **Office of Disability Services (ADA)**

Dual enrollment students in need of accommodation for disabilities must follow College policy. Participation in the Dual Enrollment program is considered a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for dual enrollment courses.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Students with disabilities who meet the prerequisites for college courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation of his or her disability to the Office of Disability Services each semester. Decisions regarding accommodation provided in college courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

## Course Development and Policies

### General Guidelines

- High schools interested in offering a Dual Enrollment for Dual Credit class on their campus should contact the College's Director of Dual Enrollment. The point of contact at the high school should complete and submit a course proposal form for the upcoming academic year by April 1. Submission of a request does not guarantee approval.
- Courses offered are traditional college level academic or CTE courses in accordance with accreditation standards. Courses numbered below 100 and CTE "Special Topics" classes are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses.
- Minimum enrollment for a Dual Enrollment for Dual Credit class is determined by the College. If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor and College agree to compensation that is prorated based on student enrollment. The College reserves the right to cancel courses when the minimum enrollment requirements are not met.
- Certain courses offered on the high school campus will require a site visit by the division chairperson or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require lab evaluation through a site visit.

### Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instructions and/or the prescribed course syllabus while meeting all course objectives. The division chair must approve modifications to the course syllabus.
- Course content will be monitored by site visits. The appropriate division chair or a faculty mentor will visit each class to observe instruction and review evaluation instruments.

### Methods of Evaluation

- Dual Enrollment for Dual Credit instructors will adhere to the course syllabus regarding student evaluation. Evaluations will be administered during each semester.
- Depending upon course content, the following may be appropriate for evaluation of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs, and homework.
- The instructor should follow the College/department policy regarding grading procedures.
- Grades awarded for Dual Enrollment for Dual Credit students should be aligned with grades awarded in the traditional college setting.

### Course Goals

- Dual enrollment classes are taught at the collegiate level and adhere to curriculum guidelines.

- Dual enrollment faculty members have qualifications that meet both SSCC and SACSCOC requirements, as well as other external accreditation agencies (specialized and professional).
- Dual enrollment will build academic confidence through interaction with College instructors and provide a college-like experience for students to promote interest in attending college.
- To ensure the equivalency of the dual enrollment courses, SSCC will adhere to best practices pertaining to the goals of the Dual Enrollment for Dual Credit Program.
  - Provide students with greater options in meeting rigorous educational and career objectives.
  - Enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities.
  - Provide flexibility for administrators.

## **General Guidelines for High Schools**

- Participating local boards of education and Shelton State Community College will develop a Dual Enrollment/Dual Credit Agreement.
- High schools must submit a Course Proposal Form to the Dual Enrollment Director for the upcoming academic year by April 1.
- Courses offered shall be drawn from the College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for Dual Credit.
- Minimum enrollment for a Dual Enrollment class is ten students. If a proposed class does not meet the minimum enrollment requirement, the College reserves the right to cancel the course.
- Dual enrollment courses will be taught at the college level. Instructors are required to follow the prescribed course syllabus in meeting all course objectives.
- Course content will be monitored by site visits. The appropriate department head or staff member will visit each class site to observe instruction and review evaluation instruments.
- High schools must provide a classroom for each on-site dual enrollment course that is consistent throughout the semester and provide equipment necessary for a successful learning environment. Unless otherwise designated, the high school counselor will serve as the high school point of contact.

## Frequently Asked Questions

### **What is Dual Enrollment/Dual Credit?**

Dual enrollment is an opportunity for eligible 10th, 11th, and 12th grade high school students to enroll in a college level course to provide both college credit and high school credit simultaneously. Serious consideration and counseling should be provided for 10th grade students to ensure they have the social maturity for college level work.

### **What is the difference between Dual Enrollment and Accelerated High School?**

Dual Enrollment means a high school student is enrolled in a college course that will be used for both high school credit and college credit. Accelerated High School allows a high school student to enroll in a college class to earn college credit only.

### **What is the difference between Dual Enrollment/Dual Credit and Articulated Credit?**

Dual Enrollment/Dual Credit means a high school student is enrolled in a college course that will be used for both high school credit and college credit. Articulated credit allows a student to receive credit for a high school course when the content matches the college curriculum for a “like course.” The course has been approved by both the local school system and the College. The student receives the articulated college credit for the course upon graduation from the high school and admission to SSCC.

### **When and where can I take classes?**

Classes may be offered at a local high school, online/virtually, or on one of SSCC’s campuses. Students can schedule classes at their high school with approval from their high school counselors. Students may take courses at SSCC during the day, evening, or online during the school year or during the summer semester.

### **Will Dual Enrollment courses transfer to other colleges and universities?**

Academic transfer courses will transfer to college and universities in Alabama. The Alabama General Studies Committee (AGSC) Alabama Transfers provides information on courses that transfer from SSCC to Alabama’s public four-year institutions. For information on transfer credit in Alabama, visit [Alabama Transfers](#). Students who plan to attend a college or university out of state should contact the institution for specific transfer information.

Career technical courses are not designed for transfer. However, these courses allow students to get a jump start on a technical career program at SSCC. These courses can lead to an associate in applied science degree or certificate and help with early employment opportunities in today’s highly skilled workforce.

### **Is Dual Enrollment right for everyone?**

The dual enrollment program is an opportunity to take challenging courses and accelerated educational opportunities. Students who successfully complete dual enrollment courses will receive credit toward their college degree. Students should understand, however, that dual

enrollment courses are college courses and the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses.

## Student Resources

### myShelton

myShelton is the portal for all student information. The information listed below can be accessed in myShelton.

- Student Records
- Financial Aid
- Registration
- Student Personal Info
- Dual Enrollment Resources

**Email:** Shelton State email address ([AXXXXXXXX@alabama.edu](mailto:AXXXXXXXX@alabama.edu))

**PIN/password:** Student password

### Student Email

All dual enrollment and accelerated students should regularly check and use their Alabama email address. This is the primary method of communication with the College and instructors and may be accessed through myShelton.

After signing in, click on the Microsoft office outlook card to launch your email account.

### Canvas

Whether students are enrolled in an online course (which can be accessed 24/7) or a traditional course, instructors will be using Canvas (an online course management system) to deliver assignments, announcements, homework, and more. Students should log in to Canvas daily and follow all instructions posted by instructors.

To log in to Canvas, students may follow the instructions below.

- Go to [sheltonstate.edu](http://sheltonstate.edu).
- Click myShelton at the top of the webpage.
- Sign in with student email and password.
- Click on the Canvas dashboard icon.
- Click “Dashboard” to the left of the screen to view registered courses.

**Note:** Canvas is only available when the course is active and published.

## SSCC Alert!

Shelton State Community College utilizes a state-of-the-art emergency notification system called SSCC Alert! This system allows students to receive instant notification should an emergency occur. Students can receive alerts via email, text messaging, landline, and/or cell phone.

Students may sign in using their myShelton information.

Prepared by Dual Enrollment Staff and Students  
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