



Dual Enrollment Checklist

Name: _____ Date of Birth: _____

High School: _____ Entry Term: _____

Students must meet the entrance requirements of the College as stipulated in the ACCS best practices manual:

- Completed / signed Dual Enrollment / Accelerated High School Admission Application.
- Copy of ID
- Statement of Eligibility for Dual Enrollment Dual Credit Students Form (with required signature of principal or counselor).
- Official high school transcript - required each term for repeating DE enrollees.
- Completed, signed Trial Schedule Form, including course call numbers.
- Official copy of ACT scores if not on high school transcript – (IF TAKING ENG101 or a MATH CLASS ONLY!)

For Career / Technical Students (in addition to items listed above)

- Copy of Career Assessment (Kuder) to determine suitability for chosen CT field.
- Copy of four-year career plan which clearly indicates the chosen CT field.

Additional Important Information

- The _____ term admission deadline is: ____/____/____
- Please submit items personally, by U.S. mail, or electronically to admissions@lawsonstate.edu
- Students desiring online courses will be evaluated and approved by the College before online class participation is approved.
- Make sure you provide a valid email address which you regularly check. Our primary way of communicating will be by way of email.



Application for Admission for Dual Enrollment for Dual Credit

This application is for accelerated credit and/or dual enrollment purposes. Once you have graduated high school, you must complete the regular College Application for Admission to be admitted as a college student.



For Office Use Only: Student # _____ Photo ID _____ Staff _____ Date _____

Which College location will you attend? _____ What term will you enroll? Fall Spring Summer Year _____

Program of Study _____

Social Security Number _____ Date of Birth _____

Name _____
Last Name First Name Middle Name

If applicable, please provide any other names under which transcripts from other institutions may be listed _____

Address _____ County _____ City, State, Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Alternate Email _____

High School You Attend? _____ City/State _____ Anticipated Year of Graduation _____

Emergency Contact Person _____ Emergency Phone Number _____

Have you lived in the State of Alabama for the past twelve months? Yes No Are you a United States Citizen? Yes No

Self-identification of information regarding sex, ethnicity, and race is optional. If you choose to self-identify, the information will be used only for federal/state reporting and will not affect the admission decision in any way. Sex: Male Female

What is Your Ethnicity: Hispanic or Latino Other

What is Your Race: (You may choose one or more of the listed categories.)

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The College may release directory information without obtaining permission from the student. Examples of directory information include but are not limited to, student's name, address, telephone number, program of study, dates of attendance, and degrees awarded.

Do you wish to prohibit the release of your directory information? Yes No

The College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. The College assumes no liability for honoring your instructions that directory information be withheld.

Have you previously attended any other college? Yes No If yes, list all colleges previously attended.

Name of Institution	City/State	Dates of Attendance	Degree Earned	Are you on suspension?

I certify that the information contained on this application is true and correct to the best of my knowledge. I understand that any false statements or information may result in disapproval of this application or expulsion from the College.

Student Signature _____ Date _____

The College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, religion, color, sex, age, national origin, or disability, and that legitimate and reasonable access to facilities shall be available to all. This principle particularly applies to the admission of students in all programs of the College in their academic pursuits. It is also applicable in extracurricular activities, all student development services, employment of students by the College, and employment of faculty and non-instructional staff. Therefore, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991: Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990. The College is an Affirmative Action/Equal Employment and Educational Opportunity Institution. If you require reasonable accommodations under ADA, please let us know.



Statement of Eligibility for Dual Enrollment for Dual Credit Students

Your acceptance to the Dual Enrollment for Dual Credit program at Lawson State Community College will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.



This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.

Type of Dual Enrollment courses: Academic Technical Program of Study_____

Social Security Number_____

Name _____
Last Name First Name Middle Name

Address _____ Zip _____
City/State

Parent/Legal Guardian Name (please print)_____

This Section is to be completed by the High School Counselor:

This student is enrolled in the 10th 11th 12th grade at _____ High School. Student has a minimum cumulative GPA of 2.5 (*unweighted*). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program at _____ College. (Transcript must be attached.)

Please list College course(s) student is approved to take during the current semester/term.	Fall Semester	Spring Semester	Summer Term

Counselor's Signature _____ Date _____

Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, Lawson State Community College shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of Lawson State Community College to release my grades to my high school and/or secondary educational entity. My signature below authorizes the College to release the information noted in this section.

Student's Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

For College Use Only

Verified by _____ Date _____ Approved by _____ Date _____



The Alabama College System ID Policy:

Board Policy 801.01, Admissions General, requires that all applicants to colleges in the Alabama Community College System, including dual enrolled or accelerated high school students, provide one form of appropriate identification to be admitted.

This is usually accomplished using a photocopy or snapshot of one's valid, state issued driver's license, such as a State of Alabama driver's license.

Snapshots or photocopies may be (1) personally presented in one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format file to admissions@lawsonstate.edu

Other Acceptable Forms of Identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date
- Copy of birth certificate and a copy of the INOW printout signed by the principal.