

**CENTRAL ALABAMA COMMUNITY COLLEGE  
DUAL ENROLLMENT/DUAL CREDIT**

**Policies and Procedures**



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## **MISSION, PURPOSE, AND GOALS**

### ***Mission***

The Dual Enrollment/Dual Credit Program substantiates the mission of Central Alabama Community College by enhancing the availability of higher education at convenient instructional sites. Working in partnership with area high schools, the College offers educational programs and services that provide flexibility for administrators while enabling students to achieve their potential and to seek continued higher education.

### ***Purpose***

Dual Enrollment/Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college campuses or at the student's high school, earning college and high school credit simultaneously.

### ***Goals***

The goals of the Dual Enrollment/Dual Credit Program are to:

- Provide students with greater options in meeting rigorous education and career objectives;
- Enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities; and
- Provide flexibility for administrators

## **STUDENT ELIGIBILITY**

### ***Eligibility***

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria.

- The student meets the admission requirements of the College as stipulated in the ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Students, as outlined in 801.01, 801.02, AND 801.03 (See Appendix for Policies).
- The student must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. Special permission from the Chancellor's Office can be requested for students who are not in 10<sup>th</sup> grade or higher, if the student meets all other eligibility requirements and provides documentation of gifted or talented in accordance with the Administrative Code of Alabama, §290-8-9.12 along with a letter of recommendation from a high school official.
- The student must have a minimum of a 2.5 unweighted high school GPA on a 4.0 scale. This must be verified by the submission of an official high school transcript.
- The student must have written permission of approval from the appropriate high school official as indicated on the Eligibility for Dual Enrollment form
- Students registering for college level English or math, must meet pre-requisite requirements for the approved class via ACT or Placement test scores, or completion of pre-requisite classes as determined by the college. Dual Enrollment students are NOT ELIGIBLE to take developmental courses. Students must meet all applicable pre-requisites prior to enrolling in a course.
- The student attends a high school that has a signed dual enrollment for dual credit agreement (See Appendix for Agreement).

### ***Continuous Eligibility***

A student may continue eligibility for Dual Enrollment for Dual Credit if he or she meets all of the following criteria.

- The student earns a “C” or higher in all dual enrollment classes.
- Students who do not earn a “C” or higher in a dual enrollment class will be suspended for a period of 1 semester, which cannot be served during the summer term, in accordance with state *Dual Enrollment For Dual Credit Agreement*, outlined in the “Student Eligibility” section F (See Appendix for copy of *Dual Enrollment For Dual Credit Agreement*).
- Students who are suspended will be notified of the suspension by the Office of Records upon completion of the grading process. The Dual Enrollment Specialists will receive a copy of the letter sent to the student as well as a listing of the suspended students from the Office of Records within two weeks of grades posting at the end of each term. The copy of the letter will be placed in the student’s admission file. The listing of the suspended students will be placed with the registration forms for the upcoming semester to ensure that the Dual Enrollment Specialists can check registration forms against the listing before the end of the drop/add period. If the Dual Enrollment Specialists do not receive a copy of the letters and/or the listing of suspended students, he/she will contact the Student Records Manager to request these documents.
- Students who wish to re-enter the dual enrollment program after serving the suspension, must reapply and meet all eligibility and admission requirements.
- The student must not withdraw from a dual enrollment class.
- Students who do withdraw from a dual enrollment course will be suspended from participating in dual enrollment courses for a period of one semester, which cannot be served during the summer semester, in accordance with state *Dual Enrollment for Dual Credit Agreement*, outlined in the “Student Eligibility” section F (See Appendix for copy of *Dual Enrollment for Dual Credit Agreement*).
- Students who are suspended will be notified of the suspension by the Office of Records upon the completion of the grading process. The Dual Enrollment Specialists will receive a copy of the letter sent to the student as well as a listing of the suspended students from the Office of Records within two weeks of grades posting at the end of each term. The copy of the letter will be placed in the student’s admission file. The listing of the suspended students will be placed with the registration forms for the upcoming semester to ensure that the Dual Enrollment Specialists can check registration forms against the listing before the end of the drop/add period.
- If the Dual Enrollment Specialists does not receive a copy of the letters and/or the listing of suspended students, he/she will contact the Student Records Manager to request these documents.
- Students who wish to re-enter the dual enrollment program after serving the suspension, must reapply and meet all eligibility and admission requirements.
- Students who withdraw from a dual enrollment course must complete the partial or total withdrawal process as described under “Withdrawal” section of this manual.
- The student maintains a 2.5 cumulative high school GPA on a 4.0 scale.
- The student continues to receive approval from appropriate high school officials as evidenced by official’s signature on the eligibility for dual enrollment for dual credit form submitted for continued semesters.

- Any suspended student who wishes to appeal the suspension must contact the Dual Enrollment Specialists and submit a Request for Reinstatement Form. The student must include an unofficial copy of his dual enrollment transcripts and a letter explaining the circumstances and reason for request. Reinstatements for CTEDE students will only be granted if the course was an academic course in which the student will only be eligible for technical courses and will not be allowed to take an academic course for at least one term, not to include the summer term. Reinstatement may be granted if the student had extenuating circumstances that are approved by the Dean of Students and the Dean of Instruction.

## **RECRUITMENT FOR DUAL ENROLLMENT STUDENTS**

### ***Recruitment of New Students***

Central Alabama Community College may recruit dual enrollment students who reside within or attend a high school within the service area. The Dual Enrollment Specialists may request a current service area map from the Coordinator of Public and High School Relations via email. Common recruitment methods for new dual enrollment students include student presentations, parent presentations, and meetings to discuss dual enrollment opportunities with high school administrators and counselors and other high school or school board officials. The Dual Enrollment Specialists is contacted by interested parties after the CACC recruiters have provided basic information to an individual about dual enrollment. The Dual Enrollment Specialists may also participate in recruitment opportunities at schools who have an agreement in place at events such as Parent/Teacher nights, open houses, school tours, college fairs, job fairs, competition events via vendor tables, PTA presentations, etc. Refer to the appendix for a copy of the student/parent power point presentation and dual enrollment brochure.

### ***“Recruitment” of Current Dual Students for Dual Student Retention***

Currently enrolled dual enrollment students will be encouraged to remain in their dual enrollment programs of study through the use of:

- **Dual Enrollment CACC Connect:** During Dual Enrollment CACC Connects, the facilitator will encourage continued participation in dual enrollment opportunities by helping students understand the benefits of participation in accruing college credits that can be transferred to a student’s choice of colleges and highlighting the time that participation in dual enrollment saves students who participate from time of high school graduation to college graduation.
- **CACC Mobile App.** The CACC mobile app will be used to remind currently enrolled students of dual enrollment registration deadlines, tuition due dates, and other reminders that may encourage students to maintain eligibility for dual enrollment participation and retention through mobile app pushes and reminders.
- **Social Media:** The Dual Enrollment Specialists will contact the Coordinator of Public and High School Relations, via email, to request announcements regarding dual enrollment students be posted on CACC social media sites.
- **Counselor and Technical Center Director Notifications:** The Dual Enrollment Specialists will inform the high school counselors of registration and tuition deadlines annually at the counselor luncheon. Follow up emails will be sent by the recruiting office, via email request to the Coordinator of Public and High School Relations, to

current service area counselors when announcements are made about other registration and tuition deadlines. The Dual Enrollment Specialists will remind the counselors of deadlines when sending dates that CACC can offer on-site registrations and Connect sessions. Reminders will also be sent when semester class offering schedules are emailed to the counselors.

### ***Recruitment of Current Dual Enrollment High School Seniors as First Time Freshmen and Transients***

Current dual enrollment students who are seniors will be recruited to continue their enrollment with CACC upon graduation from their high school or upon transferring to a four year college or university as a transient student.

#### ***First Time Freshman***

The Dual Enrollment Specialists will encourage dual enrollment students who are seniors to complete the application for admission to CACC by:

- Discussing admissions to CACC with high school seniors during visits to the high school and during registration during their final fall and spring terms.
- CACC Mobile App pushes to provide information on where to complete and submit the CACC Application for Admission during the national application week, pushes providing info on where to find CACC Scholarship applications as well as scholarship deadlines, and pushes to remind about CACC Connect dates and registration dates and deadlines.
- Presentations to senior classes about the application process.

#### ***Transient***

CACC recognizes that many dual enrollment students, especially those enrolled in a general studies curriculum, plan to graduate high school and attend a 4-year college or university immediately after high school graduation. These students participate in dual enrollment to be more competitive for scholarships and to enter their chosen four year colleges having already completed many of their “core courses” allowing them to go directly into the classes specific to their programs of study/career pathways. CACC also recognizes that these students benefit from attending as a transient student during the summer before they begin attending their college or university as well as during the summers between the spring and fall terms thereafter.

These students will be recruited as potential transient students for these summer semesters. The Dual Enrollment Specialists will encourage dual enrollment students who are seniors planning to go directly to a 4 year college or university to attend CACC as a transient student by:

- Discussing transient application processes with high school seniors who are dual enrolled during presentations to senior classes,
- Using the CACC Mobile App to push information about the transient application process and encouraging these students to contact their chosen four year college or university to obtain a transient letter and more information about the transient process for entering freshmen,
- Discussing the transient process with dual students who indicate they plan to attend a four year college or university after high school graduation, during the spring registration period,

- Providing presentations and discussion opportunity options to counselors and instructors teaching on-site during instructor absences. (Example, if a high school has a different spring break schedule than the college and the college instructor is not holding class during the CACC spring break, the Dual Enrollment Specialists may offer to speak to the class during that class period about the opportunities CACC may offer to these students after high school graduation and assist them with the CACC application process).

## **REQUESTS FOR DUAL ENROLLMENT CLASSES**

### ***Off-Site***

When the Dual Enrollment Specialists is contacted by a high school or Board of Education in reference to offering dual enrollment classes on a high school campus, the Dual Enrollment Specialists will:

- Ask the contacting official if he/she knows the specific courses that the school wants to offer and request that the official complete the form for proposed classes to be submitted to the Dean of Students and Dean of Instruction (See Appendix for request for proposed classes form). If the contacting official does not know what classes would be requested, the Dual Enrollment Specialists will schedule a time to discuss the dual enrollment process with the high school administrators to review the dual enrollment options. The specialists will ensure that the high school contact is aware that the classes must be taught at the college level, may require a minimum enrollment number, must have a site visit by appropriate college administrator/division chair to ensure adequate facilities for the course, and that the instructor for the class will be employed by the College and must follow college policies and practices for the class.
- Advise the contacting official that we will need to verify that an agreement with the high school's school system is in place. Once this agreement is verified, the Dual Enrollment Specialists will contact the Dean of Student and Dean of Instruction via email to notify them of the request. The email will include:
  - The requested classes
  - Locations
  - Potential number of students
  - Potential instructors at the high school or not
  - The term classes will be offered
  - Class date and time.

**THE DUAL ENROLLMENT SPECIALISTS MUST ADVISE THAT THE COLLEGE WILL HAVE TO APPROVE THE REQUEST TO DETERMINE IF THE COLLEGE CAN OFFER THE DUAL CLASSES AT THE OFF-SITE LOCATION.** The Dual Enrollment Specialists will notify the contacting official, via phone, when the Dean of Students and Dean of Instruction have advised if CACC will be able to offer the requested classes at the off-site location, and at that time will schedule the recruiting, application, testing and registration.

### ***On CACC Campuses***

- A high school that contacts the Dual Enrollment Specialists requesting a particular class, a specific class time, a specific location, or combination thereof, will be advised to complete a request for proposed classes form. The Dual

Enrollment Specialists may complete the form on behalf of the high school official. The high school official will be advised that the form will be submitted to the Office of Instruction for approval and the Dual Enrollment Specialists will contact the high school official once the Office of Instruction provides an approval or denial, via email.

## **THE DUAL ENROLLMENT HANDBOOK**

The Dual Enrollment Specialists will review the Dual Enrollment Handbook annually during the catalog revision period as determined by the College. The Dual Enrollment Specialists will make any needed revisions to the Mission, Goals, and Purpose; Funding; FAQ; Dual Enrollment Agreements; Student Eligibility; College Functions; Student Responsibilities; ADA; FERPA; and College Calendar sections included in the handbook. The Dual Enrollment Specialists will also request via email any changes that need to be included regarding courses and course equivalences; course descriptions; instructional sites, or other instructional department information to be included in the handbook. The Dual Enrollment Specialists will also request the ADA Coordinator and Student Records Manager to review the ADA and FERPA sections of the handbook respectively, in order to ensure the processes and information contained in the ADA and FERPA sections are current. Upon completion, the Dual Enrollment Specialists will forward the updated handbook to the Associate Dean of Student Services for review. Once approved by the Associate Dean of Student Services, the handbook will be forwarded to the Dean of Students for approval.

The Dual Enrollment Handbook will include but not be limited to sections addressing the following:

- Mission, Goals, and Purpose
- Funding
- FAQ
- Dual Enrollment Agreements
- Student Eligibility
- Admissions Process
- College Functions
- Student Responsibilities
- Course Development and Policies (to be reviewed by the Office of Instruction)
- ADA (request review by ADA Coordinator before submission)
- FERPA (request review by Student Records Manager before submission)
- College Calendar
- Course Descriptions (to be reviewed by the Office of Instruction)
- Courses and Course Equivalences (to be reviewed by the Office of Instruction)
- Appendix (referenced materials)

Upon approval from the Dean of Students, the handbook will be updated on the website. The Dual Enrollment Specialists will provide an electronic copy of the Dual Enrollment Handbook to the Dean of Students Office to be provided to the IT Department for placement on the CACC



website. IT will not update the CACC website unless the requests are provided by the Dean of Students Office.

After IT updates the website with the revised handbook, the Dual Enrollment Specialists will email the Coordinator of High School and Public Relations to request an email be sent to all high school counselors advising them that the updated Dual Enrollment Handbook has been placed on the CACC website. The Dual Enrollment Specialists will also request, via email, that Full Measure send all currently dual enrolled students a text message notifying them that the updated handbook is available on the CACC website. If there are changes in the CTEDE funding guidelines included in the handbook updates, that information will be specifically mentioned in the message that Full Measure is requested sends via text message to dual enrollment students.

A sample message might be: “Dear Dual Enrollment Student, the updated Dual Enrollment Handbook is now available on the CACC website at the following link: (provide link here). Please review the handbook for updates that may affect your dual enrollment status. Dual students who receive Career Technical Education Scholarship Funds must pay special attention to the information included in the funding section, as it may effect funding eligibility for these students. Any questions about updates will be directed to the Dual Enrollment Specialists at [your local campus.](#))

## **ESTABLISHMENT OF COURSE OFFERINGS**

The Dual Enrollment Specialists will provide course request/proposal forms to high school administrators and counselors for completion. These forms will be provided on an annual basis during the counselor appreciation luncheon, during scheduled meetings with high school administrators for planning purposes, and upon request thereafter. Upon meeting with area high schools, the Dual Enrollment Specialists will collect course proposal forms and verbal requests for courses from principals and counselors. The Dual Enrollment Specialists will scan and email paper forms and will complete forms on the high school administrators’ behalf for emailed and verbal requests to the appropriate division chairs and Office of Instruction, to include the Dean of Instruction and Administrative Assistant to the Dean of Instruction. If a specific instructor is requested by the school administration, that instructor will also be notified with the email at this time.

When a high school counselor or official contacts the Dual Enrollment Specialists after release of the upcoming semester schedule, to inquire about classes that were requested but are not listed, the email will be forwarded to the Office of Instruction for response, and the Dual Enrollment Specialists will respond to the high school official that the concern has been forwarded to the Office of Instruction for review. Once the Office of Instruction reviews the concern, the Dual Enrollment Specialists will work with the Office of Instruction to determine the appropriate response and the Dual Enrollment Specialists will reply to the high school official. If a response has not come from the Office of Instruction within a week, the Dual Enrollment Specialists will follow up with the Office of Instruction to request an update that can be provided to the high school official.

## DUAL ENROLLMENT FOR DUAL CREDIT APPLICATION PROCESS

The admission process for both NEW and RETURNING dual enrollment students can be found on the CACC website under the Dual Enrollment section. All required forms are accessed online and submitted by the student.

For a NEW dual enrollment student, the following forms must be electronically completed and signed for enrollment and registration to be considered complete.

- Dual Enrollment for Dual Credit Application.
- Dual Enrollment for Dual Credit Eligibility Form, with ALL required signatures including student, parent/guardian, counselor and principal.
- Dual Enrollment Registration Form including LEA approved classes.
- Copy of unexpired government issued photo ID, as outlined by state policy; students who do not have a state issued ID can provide an iNow profile page signed by the high school principal AND a copy of their birth certificate to satisfy this requirement, as these contact forms are verified by the high school.
- Official in-progress high school transcript showing a 2.5 or higher unweighted GPA.
- Qualifying ACT or Accuplacer test scores will be required before the student registers for an English or math course, however, these are not admission requirements.

For a RETURNING dual enrollment student, a completed packet will include the following items.

- Dual Enrollment for Dual Credit Eligibility Form, with ALL required signatures including student, parent/guardian, counselor and principal.
- Dual Enrollment Registration Form including LEA approved classes.
- Official in-progress high school transcript showing a 2.5 or higher GPA

All forms MUST be submitted before the student is registered for the following semester.

Applications and other enrollment forms must be submitted by the following dates.

November 15<sup>th</sup>- Spring enrollment

March 1<sup>st</sup>- Summer enrollment

May 1<sup>st</sup>- Fall enrollment

Applications will be processed by the Office of Enrollment Services and Dual Enrollment Specialists upon submission of a completed online application. Applications will be processed according to the application processing manual to ensure proper data entry. Students who are returning dual enrollment students from the previous term do not have to complete a new application packet, and are only required to submit an eligibility form and registration form, which will be entered as directed in the application processing manual.

After processing new dual enrollment applications, a file will be created for the dual enrollment student. When creating the file, the student's name will appear on the file label in, Last Name,

First Name format with the social security number provided under the student name. To set up the file, the student's eligibility form will be placed in the fastener on the right hand side of the folder. The left hand side fastener will include the application for dual enrollment for dual credit, photo ID, and test scores, with the test scores being on top for ease of use. New eligibility forms for returning dual enrollment students will be placed on the top right hand side, with the most recent form being placed on top. Any additional documentation will be filed on the left side of the folder at the bottom of the fastener. Once a student applies to CACC as a first time freshman, after his/her senior year, the documentation in the dual enrollment folder will be transferred to the students' new admission file.

## **CAREER TECHNICAL DUAL ENROLLMENT FUNDS AND BUDGETS/TUITION FOR DUAL ENROLLMENT STUDENTS**

Career Technical Education Dual Enrollment Funds are awarded to the College on an annual basis, and are contingent on allocations by the Alabama Legislature. The grant RFP is completed by the Dean of Instruction, therefore, the Dual Enrollment Specialists will request information about the awarded amount from the Dean of Instruction at the beginning of the fiscal year, October 1<sup>st</sup> of each year. Due to the fiscal cycle calendar and academic calendar cycle, the funds announced for the fiscal year will be allocated for use beginning for the following spring term and will be utilized as a spring, summer, and fall term cycle. Funding guidelines and restrictions are subject to change annually, and these guidelines will be discussed upon announcement of the award with the Dean of Instruction and Dean of Students. If there are any changes in funding eligibility requirements or categories that the funding will cover, the Dual Enrollment Specialists will contact the current dual enrolled students via a text message generated from Full Measure through the CACC mobile app (Ex. Dear Dual Enrolled Student, Please be advised that CACC has been notified that there are changes in the Career Technical Education Dual Enrollment Scholarship Fund guidelines/requirements. The following changes have been made and will become effective (enter date and semester here). If you have any questions about how this might affect your scholarship eligibility, please contact the Dual Enrollment Specialists at your local campus.)

Students entering into a career technical education program of study automatically apply for a CTEDE scholarship upon submission of the completed application and enrollment forms. The scholarship will cover two (2) classes in the fall, two (2) classes in the spring, and up to four (4) classes in the summer, providing funding is available and the student maintains continuous eligibility.

In an effort to assist with planning and budgeting of the CTEDE funds, the Office of Instruction will ensure that the class schedule is posted to the CACC website by February 1<sup>st</sup> of each year, as detailed in the Dual Enrollment for Dual Credit Agreement and State Policy. At this time, the Dual Enrollment Specialists will also remind high school counselors of the deadlines for submitting enrollment forms to the College (May 1<sup>st</sup> for fall semester, November 15<sup>th</sup> for spring semester, and March 1<sup>st</sup> for summer semester) as outlined in the Dual Enrollment Agreement. High School counselors will also be reminded that efforts will be made to enroll dual enrollment students in the spring of each year for the upcoming summer and fall terms before the high

school students are dismissed for summer break. The College will set internal deadlines for dual enrollment registration as well, to ensure that dual enrollment students are registered before summer dismissal from high school and to help ensure adequate funding for CTE funds, site locations, and class/instructor availability. When the College sets an internal deadline for dual enrollment registration, the Dual Enrollment Specialists will communicate this deadline to the high school counselors via email from the recruiting points of contact. The email will also include a statement advising the counselors that students who are not registered for classes before the deadline may not be allowed to register for the term, and that special permission will have to be requested and granted from the Dean of Students to allow students to enroll after the internal deadline. During this deadline announcement, the counselors will also be provided with dates from the Dual Enrollment Specialists that are available for their students to test and register for classes as well as dates that the Dual Enrollment Specialists is available for student and parent presentations.

To ensure that correct CTEDE funds are used to pay for textbooks for career technical dual students, the Dual Enrollment Specialists will create and load a spreadsheet through downloading an ARGOS report that is made available to the Business Office, Records Manager, Dean of Workforce Development and any additional staff member responsible for ordering books. This spreadsheet will include the students' name, student ID number, CTEDE covered classes, CTEDE covered hours, classes being paid for out of pocket, credit hours paid out of pocket, registration date, total credit hours the student is registering for, program of study, and high school attended. This spreadsheet will be made available by the Dual Enrollment Specialists on the first day of registration for each term. This spreadsheet will allow the Business Office to award CTEDE funds as students are registered and provide information about the classes that the CTEDE funds will cover as well as the classes that the funds may not cover for each student, allowing for a more accurate award to be applied to the students' accounts. The CACC library locations will determine the need for additional ordering of books made available to students via the CTEDE book loan program and for the CTEDE fund budget manger to order and calculate funds needed to purchase books for the CTEDE funded programs as allowed for by grant guidelines.

The following steps must also be followed for students CTEDE covered classes to be paid by available funds.

- 1-When a student is approved for CTEDE scholarship, the Dual Enrollment Specialists will complete a CTEDE Award Notification Form and submit it first to the Dean of Students for signatures and second to the Business Office in Alexander City. The form must be submitted once the student is approved for the scholarship and registration has been completed. The only courses listed on the CTEDE Award Notification Form will be the courses covered by the scholarship. Do not list courses that are not covered by the scholarship. The forms must be turned in immediately to the Dean of Students and then the Business Office for processing. We cannot hold the forms. A copy of the form will be maintained in the dual enrollment admissions file. The original will go to the Business Office. All forms must be signed and approved by the Dual Enrollment Specialists.

2-If a student on a CTEDE scholarship has a schedule change, a revised form must be completed with the schedule change and submitted to the Specialists the same day as the schedule change occurs. It can be scanned if needed and hard copy sent in campus mail. The Specialists must review the schedule and the form to ensure that the student is enrolled in approved courses. The only courses listed on the CTEDE Scholarship Notification Form will be the courses covered by the scholarship. DO NOT list courses that are not covered by the scholarship. PLEASE NOTE THAT THE DUAL ENROLLMENT SPECIALISTS MAKES FINAL DECISIONS ON APPROVED COURSES FOR THE CTEDE SCHOLARSHIPS IN ACCORDANCE WITH THE GRANT REQUIREMENTS THUS IT IS THE SPECIALISTS'S RESPONSIBILITY TO ENSURE THERE ARE NO ERRORS AND THAT FINANCIAL AID RECEIVES THE CORRECT INFORMATION IN A TIMELY MANNER.

Students who are enrolled in classes not funded by the Career Technical Education Dual Enrollment scholarship grant funds are required to pay all costs associated with the classes for which they are enrolled.

### **TESTING**

- The Dual Enrollment Specialists will contact off site locations, via email, to provide potential dates for testing and will then schedule testing with the testing specialists.
- The Testing Coordinator will assign a test administrator for the chosen dates and add the testing dates to the testing schedule provided to the Associate Dean of Student Services for approval.
- The Dual Enrollment Specialists will send the assigned testing administrator a google invite for the date and times scheduled.
- The Dual Enrollment Specialists will confirm the dates with the high school officials and will place the testing date on the internal student services calendar.

On campus Dual Enrollment CACC Connect Dates will be scheduled by the Dual Enrollment Specialists. Due to COVID-19, revisions have been made to CACC Connect which is now being offered ONLINE made available through the CACC website under the Dual Enrollment section. Students do not need to sign up for CACC Connect. The CACC Connect link will be available for students throughout the semester as an additional source of information.

The test administration will follow the process outlined in the testing process manual.

### **REGISTRATION**

The Dual Enrollment Specialists and other members of Student Services will register a dual enrollment student who has a completed application packet, appropriate testing scores and approvals on file, and who has completed a registration form for the semester he/she plans to enroll. Students must complete registration with a CACC staff member. CACC policy is dual students cannot web-register or self-register due to high school approvals. Students will only be allowed to register for courses that are listed on the eligibility form or approved via email from the high school administrator.

Upon completion of registration for a dual enrollment student, the student services staff member will provide a copy of the schedule to the student and attach a copy of the schedule to the registration form to be submitted to the Dual Enrollment Specialists. The staff member will provide a brief written statement of relevant information provided to the student during the registration session and will have the dual enrollment student initial any notifications that are given to the student regarding payment, attendance policies, etc. The staff member will access the dual enrollment registration list for that semester located on the google drive and add the student information as outlined in the spreadsheet and complete the CTEDE Financial Aid Notification Form, if needed. Please see instructions under the “Career Technical Education Dual Enrollment Funds and Budgets” section for step-by-step instructions on updating the google drive and CTEDE financial aid notification form. Any changes made to the schedule of a dual enrollment student will also be updated in this spreadsheet to ensure proper reporting and scholarship funding, and a new CTEDE financial aid notification form will be required. The student services staff member will advise the dual enrollment student of the classes that will and will not be covered under the CTEDE scholarship funds upon completion of registration. The staff member will web authorize the student once registration is complete allowing the student to pay tuition charges online via OneACCS.

The Dual Enrollment Specialists will check the google drive spreadsheet for the term to ensure that the information is listed on the spreadsheet and that the classes the student is registered for are a part of the program of study for the student by verifying the classes on the registration form against the students program of study form included in the students file. If discrepancies are found, the Dual Specialists will contact the student via CACC email and phone to provide the student with the correct information. The Dual Specialists will also email the high school counselor or appropriate administrator and student service staff member who registered the student of the changes.

After the registration period for dual enrollment students has ended, the Dual Enrollment Specialists will request, via email, from the Student Records Manager, a listing of dual students by high school and the classes for which they are registered. The Dual Enrollment Specialists will provide each high school counselor with the list of the students registered for the term, and request that the counselors review the list and provide confirmation of students’ appropriate registration via email. A second list will be requested after the drop/add and reinstatement periods have ended each term, and the dual specialists will request written confirmation of that list.

The Dual Enrollment Specialists will have students complete and sign registration forms during the dual enrollment registration sessions off campus. The dual specialists will use the eligibility forms to verify the students’ program of study forms. Three copies of the schedule will be printed to provide to the high school counselor, the student, and the registration form. The copies for the counselor and student will be delivered or mailed to the high school counselor for his/her files and to disburse to the students.

## WITHDRAWAL FROM CLASS(ES)

Any dual enrollment student who wishes to withdraw from a dual enrollment class(es) must complete a dual enrollment withdrawal form (see appendix for form), and acquire all signatures before the withdrawal will be processed.

- In addition to the form, the dual enrollment student must receive written approval from the high school administrator, on high school letterhead, that states the student has spoken with the high school administrator and has the high school official's permission to withdraw from the class. This letter must be attached to the withdrawal form before the withdrawal is processed.
- When a dual enrollment student contacts the Dual Enrollment Specialists with a withdrawal form and the letter from the high school, the Dual Enrollment Specialists will review with the student any consequences of withdrawing from the class, such as, but not limited to: tuition owed, suspension for upcoming term(s), failure to complete a certificate or credential, etc.
- After discussing the consequences of withdrawal with the student, the Dual Enrollment Specialists will sign off on the withdrawal form to complete the withdrawal.
- Students who are not able to come to the campus to complete the withdrawal process, may request, via CACC email, that the Dual Enrollment Specialists send the withdrawal form to the student's CACC email account.
- The student must complete the form and scan the withdrawal form back to the Dual Enrollment Specialists.
- The student will request the letter from the high school counselor/official on letterhead be sent to the Dual Enrollment Specialists via the high school official's employee email. The original letter from the high school on letter head and the original withdrawal form signed by the student will be mailed to the attention of the Dual Enrollment Specialists.
- The Dual Enrollment Specialists will contact the other college departments for signature on the student's behalf to complete the form. The Dual Enrollment Specialists will request the student contact the Dual Enrollment Specialists via phone to advise the student of any consequences of the withdrawal at the college.

## DUAL ENROLLMENT CACC CONNECT

All first time dual enrollment students are required to attend a Dual Enrollment CACC Connect. This "pre-college orientation session" is designed specifically for dual enrollment students to be advised of college policies, procedures, and practices and is designed specifically to highlight the processes and policies that are most relevant to dual enrollment students. Dual Enrollment CACC Connect sessions are to be scheduled by the Dual Enrollment Specialists and Associate Dean of Student Services to establish a date that allows for appropriate staffing. These sessions will be held prior to the first day of class each semester and held at off-campus locations and on campus. These sessions are held on campus after 5:00 p.m., to allow students and parents to attend, and at high school locations during the school day.

Dual Enrollment CACC Connect sessions are normally facilitated by the Dual Enrollment Specialists; however, they may also be facilitated by another member of the student services staff, as assigned by the Associate Dean of Student Services, to accommodate session dates, times, and locations. Dual Enrollment CACC Connect sessions will include the required information presented to all students as provided in the Student Services Process Manual as well as the following items:

- College academic calendar vs. High School academic calendar
- Difference between college level courses and high school courses
- FERPA requirements and differences in access to information for parents
- Difference in ADA process vs IEP/504 process; specifically, self-reporting requirement (only an outline of ADA process at the college level and contact info for ADA Coordinator is needed; ADVISE STUDENTS THAT A CLASS BEING TAUGHT ON THE HIGH SCHOOL CAMPUS DOES NOT MEAN THE HIGH SCHOOL ACCOMMODATIONS WILL BE PROVIDED; STUDENTS MUST GO THROUGH OFFICE OF DISABILITY SERVICES TO RECEIVE ACCOMMODATIONS FOR COLLEGE CLASSES
- Access to College resources as a college student
- Withdrawal process and consequences
- Registration processes
- Directions for students to download CACC Mobile App
- Attendance policy
- CTEDE and local guidelines regarding the dual technical scholarship funds

Special attention will also be placed on encouraging students to access their CACC email account, Moodle account, and One ACCS account during Dual Enrollment CACC Connect. Students will also be provided student ID numbers, if they do not already have them, as well as their passwords for these accounts.

## DISTRIBUTION OF DUAL ENROLLMENT GRADES

The posting of grades, including dual enrollment grades, is a function of the Office of Records. All inquiries from students or high school officials regarding grades for dual enrollment students will be forwarded to the Office of Records, in accordance with FERPA regulations. Upon receipt of an email from a student or high school official requesting grades or transcripts, the Dual Enrollment Specialists will forward the request to the Office of Records. If a student is requesting an unofficial transcript, the Dual Enrollment Specialists will direct the student to his/her OneACCS account to access an unofficial transcript. If the student is requesting an official transcript, the Dual Enrollment Specialists may refer the student to the link for transcript release request, available on the CACC website at [www.cacc.edu](http://www.cacc.edu). If a counselor is requesting grades, the Dual Enrollment Specialists will forward the email request to the Office of Records. All dual enrollment student grades are reported both numerically and by letter grade; however, these grades will only be distributed from the Office of Records.

If the Dual Enrollment Specialists is notified that a counselor email or mailing address has changed, the Dual Enrollment Specialists will forward the new contact information to the Office



of Records via email, to ensure that the Office of Records maintains current contact information to use for grade distribution. Colleges are authorized to enroll accelerated high school students who may earn college credit while still in high school. Unlike the Dual Enrollment program, college credit earned under this classification may not substitute for high school credit.

## CHANCELLOR'S PROCEDURE FOR POLICY

### 801.02: Admission: Accelerated High School Student

1. A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:
  - 1.1. The student has completed the 10th grade;
  - 1.2. The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 2.5 average and recommends the student be admitted under this policy;
  - 1.3. The student has completed the high school prerequisites for the courses in which he/she wants to enroll.
2. Student must satisfy admission requirements outlined in Policy and Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. In the absence of an Alabama driver's license or state issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. Citizenship and a printout of the student info profile sheet from iNow, signed and dated by their high school principal to establish current residency and ID.
3. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.
4. Enrolled students must pay tuition and fees as required by the institution.
5. Exceptions: Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to requirements 1.1 and 1.3 above.
6. Eligible Students

This admission status is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors.

- 1.2.1. Status: There are two types of admission status: unconditional and conditional.

1.2.1.1. Unconditional status: Students who have submitted all required documentation may be admitted unconditionally.

1.2.1.2. Conditional status: All students must submit a primary form of identification. Students who have not submitted other required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

## APPENDIX A

In accordance with Policy 801.01: Admission: General, all applicants must provide one (1) primary form of identification.

One primary form of identification

Type of Identification: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

College Representative

POLICY NAME:	801.03: Admission: Dual Enrollment/Dual Credit for High School Students
EFFECTIVE:	May 10, 2017
SUPERSEDES:	
SOURCE:	ACT #2015-125
CROSS REFERENCE:	

Colleges are authorized to admit any eligible high school student in grades 10, 11, or 12. High school students seeking admission under this policy must satisfy the requirements in Board of Trustees Policy and Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. Students admitted under this policy may enroll in academic, career and technical, and/or health courses/programs in accordance with approved procedures. Individual courses or programs may have additional, specific admission or pre-requisite requirements.

#### CHANCELLOR’S PROCEDURE FOR POLICY

##### **801.03: Admission: Dual Enrollment/Dual Credit for High School Students**

###### 1. Dual Enrollment for Dual Credit

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975.

An institution within the ACCS is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies (LEAs) in the institution's service area. Institutions may also establish agreements with private, home school/private tutor, parochial, or church/religious secondary entities. Establishment of Dual Enrollment for Dual Credit agreements with LEAs and other secondary educational entities outside of an institution's service area must be through written, mutual consent of the respective ACCS institutions' presidents. All out-of-service-area agreements must be filed with the Academic and Student Affairs Division of the ACCS and the LEAs or other secondary educational entities.

###### 2. To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:

- 2.1. Students must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
  - 2.2. In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
  - 2.3. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
  - 2.4. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
  - 2.5. Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. 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.
  - 2.6. The ACCS institution has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.
3. Placement and Pre-Requisites

All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, math or reading courses

Students must meet all applicable pre-requisites prior to enrolling in courses.

Developmental courses (those numbered below 100) are not offered through dual enrollment.

4. Continuous Eligibility for Dual Enrollment for Dual Credit

Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified in Section 2 will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may

not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements as identified in Section 2C.

## 5. Course Offerings

Dual Enrollment for Dual Credit courses offered by the postsecondary institution shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject-matter. Course curricula will not be modified. Courses may be offered at approved locations on or off the institution's campus(es). Courses may be cancelled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered by postsecondary institutions shall be drawn from the respective institution's existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not offered through dual enrollment.

## 6. Course Auditing

Dually enrolled students may not audit courses.

## 7. Combined Courses

Dually enrolled and non-dually enrolled high school students may be concurrently taught in the same course. It is the responsibility of the college to ensure that the instruction is taught at the collegiate level and is in compliance with the syllabus of the college course and that such compliance is documented and monitored on a regular basis. Prior coordination between the college and the LEAs must be properly conducted to eliminate any issues with this type of course delivery.

## 8. Adherence to College Policies and Requirements

Dual Enrollment for Dual Credit programs must operate on the ACCS institution schedule, which may vary greatly from the high school schedule. Students must follow the institution schedule for Dual Enrollment for Dual Credit courses. The institution is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. The institution reserves the right to refuse re-admission to any student who violates institutional policies.

## 9. Provisions for Disability Services and Accommodations

ACCS institutions must comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for ACCS programs and services.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the college. Decisions regarding accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions 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, unless required to do so by applicable law. Students with disabilities who meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access. Some accommodations available at the high school may not be provided by the postsecondary institution.

## 10. Payment of Tuition, Fees and Additional Associated Costs

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Dual Enrollment scholarship funds may be provided for required items that are listed in the college course syllabus.

Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may automatically be dropped from course rolls. The appropriate LEAs and/or other secondary educational entities will be notified.

## 11. Dual Enrollment for Dual Credit Limitations

Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the institution and the LEA and/or other secondary educational entity.

## 12. Dual Enrollment for Dual Credit Agreement

Participating LEAs and/or other secondary educational entities and colleges shall develop a Dual Enrollment for Dual Credit Agreement that includes, but is not limited to, the following:

12.1. Mutually approved Dual Enrollment for Dual Credit courses. Courses offered must be of postsecondary/college level and shall be drawn from the respective institution's existing academic inventory of credit courses.

12.2. Faculty qualifications and requirements. Dual Enrollment for Dual Credit instructors shall be faculty of the college. Faculty must be under the ultimate control and supervision

of the college for the dual enrollment class or classes. The institution must provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the institution and must meet the credentialing requirements of the ACCS and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed these requirements must be on file at the institution. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate secondary system accrediting agencies.

- 12.3. Faculty compensation. The college shall be responsible for the compensation (examples include but are not limited to salaries, stipends or supplements) of faculty in accordance with ACCS and institutional policy. New consortia arrangements and/or contractual agreements whereby the institution pays the secondary system or high school to provide the instruction for Dual Enrollment for Dual Credit classes are prohibited as they may (1) lessen the institution's ability to exercise control and supervision of the instructor and (2) increase the complexity of compliance with accreditation standards related to educational programs. (Current agreements of this type may be phased out and brought into compliance with the new requirement at the end of the current agreements.) Faculty may not receive dual compensation for instructional time.
- 12.4. Credit awarded. One (1) three-semester-credit-hour course at the postsecondary level shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional action is required. LEAs may determine, in conjunction with the college, how credit for English 11 and/or English 12 is awarded. For courses that are more than three credit-hour, the college and LEA will need to agree to a cross-walk of courses.
- 12.5. Transcripts. Courses approved for dual credit shall be posted on both secondary and postsecondary transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit. It shall be the responsibility of the postsecondary institution to report grades (in numerical format) to secondary officials. Dual Enrollment credit is transcribed conditionally until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize the awarding of college credit for dual enrollment courses.
- 12.6. Annual evaluation plan. A plan for an annual evaluation of the institution's Dual Enrollment for Dual Credit program shall be prepared and shall adhere to procedures established by the Chancellor. The institution and the LEA and/or other secondary educational entity shall assume the responsibility for reporting required information in a timely manner.
- 12.7. Student issues. Methods for addressing student related issues such as admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and

verification of student attendance must be addressed in the agreement. The local education agency and the community college must jointly develop written policies and procedures detailing information that includes, but is not limited to, attendance and critical dates, drop/add and withdrawal policies, student code of conduct (discipline/in-school suspensions), and grading policies. The procedures shall be outlined in the Dual Enrollment Student Policies and Procedures Handbook.

- 12.8. Provisions for Disability Services and Accommodations. Roles and responsibilities regarding accommodations and disability services must be clearly defined in the agreement developed between ACCS institutions and LEAs and/or other secondary educational entities. Participation in a Dual Enrollment for Dual Credit program is considered to be 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 for Dual Credit courses.

Alternatively, postsecondary institutions must 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 of ACCS courses will be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the college. Decisions regarding accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions 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, unless required to do so by applicable law. Some accommodations available at the high school may not be provided by the postsecondary institution.

- 12.9. Transportation responsibility. Transportation is the responsibility of the parent/guardian of such students unless otherwise negotiated between the institution and the secondary educational entity.
- 12.10. Communication to parents and students. ACCS institutions must have a provision for communicating to parents and students the educational and economic benefits of the Dual Enrollment for Dual Credit program as well as requirements for participation and enrollment procedures. The institution will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.



At a minimum, the information above will be included in the postsecondary institution's appropriate publications and on its website.

- 12.11. Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds. CTEDE scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges must begin to phase in a system to 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. Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year, and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 15 for enrollment in the Spring semester; and, March 1 for enrollment in the Summer semester.

Colleges may maximize the CTEDE scholarship funds by providing textbooks, tool kits, personal protective equipment, and other associated materials and supplies for student checkout, but details must be listed in the agreement.

CTEDE scholarship funds may be used to cover costs of academic course(s) in the eligible CTE program of study but must be taken concurrently with CTE course(s). The Anatomy and Physiology course is an exception if the dual enrolled student is on a healthcare career pathway.

### 13. Compliance

Failure to comply with the foregoing procedures may result in reduced funding.

**CENTRAL ALABAMA COMMUNITY COLLEGE  
DUAL ENROLLMENT FOR DUAL CREDIT  
COURSE PROPOSAL FORM**

Date: \_\_\_\_\_

High School: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Course(s) Requested:

Course #	Course Description	Carnegie Unit	Semester Offered

Proposed Class Site: \_\_\_\_\_

Do you have an instructor(s) who is or are qualified to teach the course(s) proposed?

Please indicate name and contact information.

Name	Contact Information

<b>For Office Use Only</b>	
<input type="checkbox"/> Proposal Reviewed	Date _____
<input type="checkbox"/> Forwarded to Division Chair	Date _____
Division Chairperson and or Dean of Instruction Approval _____ Date _____	
_____ Date _____	

**CENTRAL ALABAMA COMMUNITY COLLEGE**

**DUAL ENROLLMENT/DUAL CREDIT  
HANDBOOK**



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**Dual Enrollment/Dual Credit**  
**Central Alabama Community College**

**MISSION, PURPOSE, AND GOALS**

**Mission**

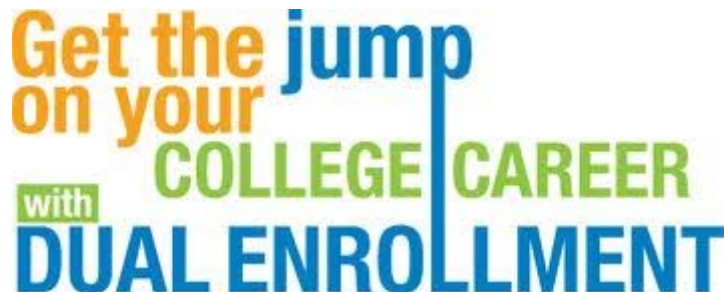
The Dual Enrollment for Dual Credit Program (DE/DC) supports the mission of Central Alabama Community College (CACC) by enhancing the availability of higher education at all locations and convenient instructional sites. Working in partnership with area high schools, the College offers educational programs and services that provide flexibility for administrators while enabling students to achieve their potential and seek continued higher education.

**Purpose**

Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college locations or at the student's high school, in order to earn college and high school credit simultaneously.

**Goals**

The goals of the Dual Enrollment for Dual Credit Program are to: (a) provide students with greater options in meeting rigorous educational and career objectives; (b) enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities; (c) provide a qualified workforce while providing training for students in high demand, high wage careers; and (d) provide flexibility for administrators.

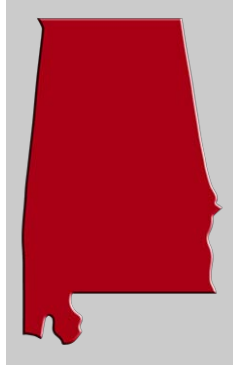


## FUNDING AND TIMELINES

Career and Technical Education Dual Enrollment (CTDE) Scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges 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. Enrollment planning and budgeting of these funds requires that colleges provide annual course schedules for dual enrollment classes to the partner high schools by **February 1** of each year and that the partner high schools provide complete enrollment application packets to the College by **May 1** for enrollment in the fall semester; **November 15** for enrollment in the spring semester; and **March 1** for enrollment in the summer semester.

Semester	Deadline
Fall	May 1
Spring	November 15
Summer	March 1

Colleges may maximize the CTEDE scholarship funds by providing textbooks, tool kits, personal protective equipment, and other associate materials and supplies for student checkout if funding allows, but details must be listed in the Dual Enrollment for Dual Credit Agreement. Efforts should be made to enroll high school dual enrollment students in the spring of each year prior to the fall semester. Last minute enrollment of dual enrollment students for each semester should be limited and only completed in emergency situations.



## DUAL ENROLLMENT QUESTIONS AND ANSWERS

### 1. **What does dual enrollment/dual credit mean?**

Eligible 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade high school students may enroll in a course that provides both college credit and high school credit.

### 2. **Who are eligible students?**

Students must be in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades. Serious consideration and advising should be provided for 10th grade students to ensure they have the social maturity for college level work. An exception may be granted by the Chancellor for students documented as gifted or talented. Students must have a minimum cumulative (unweighted) grade point average (GPA) of 2.5 on a 4.0 scale.

### 3. **What courses are offered for dual enrollment credit?**

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College locations. Courses may be cancelled at the discretion of the College for reasons such as; but not limited to, low enrollment, lack of credentialed faculty, and scheduling conflicts.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Only English, science, and math are covered by the CTDE grant/scholarship. If a student wishes to enroll in additional classes, the costs must be paid out of pocket. Developmental courses (those

numbered below 100) are not eligible for this program. Dually enrolled students may not audit a course.

**4. Does a dual enrollment class complete requirements for high school requirements?**

One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the college and the LEA based on additional instructional or lab time.

**5. What paperwork is required by the College to enroll in dual enrollment courses?**

It is important that COMPLETE dual enrollment application packets are submitted to the Office of Enrollment Services. Incomplete application packets will **NOT** be accepted. If the missing documents are needed from the high school counselor's office (e.g. high school transcript, eligibility form) the application packet will be returned to the high school counselor for completion. If the outstanding forms are generated from the student (e.g. copy of photo ID, signatures, etc.), the student and counselor will be notified.

- Completed and Signed Application for Admission
- Primary form of identification (Alabama Driver's License or state issued identification card. In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of his/her birth certificate to establish U.S. citizenship AND a printout of the student information profile sheet from iNow signed and dated by the high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo. Returning students are not required to submit the ID if it has been previously submitted and received.
- High School Transcript documenting the required grade point average
- Statement of Eligibility for Dual Enrollment for Dual Credit Students Form with required signature of principal and CTE representative and/or counselor.
- A signed and completed CACC Dual Enrollment registration form
- Test Scores (ACT, Placement) for Math and/or English course eligibility only

**6. What are the costs associated with dual enrollment courses?**

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the published tuition deadline are not considered enrolled and may be dropped from course rolls. The identified LEA will be notified by the Dual Enrollment Specialist if the student is no longer enrolled in the course. **Tuition and fees must be paid by the tuition deadline.**



**7. Is there financial assistance available for dual enrollment courses?**

High school students are not eligible for federal aid, and there are no state grants at this time for academic classes.

Students wishing to enroll in career technical dual enrollment programs may apply for assistance through the ACCS Career and Technical Education Dual Enrollment (CTDE) Scholarship, which provides tuition and fees. Central Alabama Community College may provide a textbook through a textbook loan program through the technical instructors and some associated materials and supplies for student checkout. Students are responsible for purchasing and securing their own personal protection gear. **CTDE Scholarship funds may be used to cover costs of the academic courses English, science, and math, in the eligible CTE program of study, but the course must be taken concurrently with the CTE courses.** The intent of the CTDE Scholarship funds is to assist eligible students in pursuing a college degree in a career technical program of study. Students must be committed to pursuing a career technical degree path and should not enroll in a CTDE course only to use CTDE scholarship funds to cover the cost of an academic course. This is a misuse of the funds and prevents many career technical students from the opportunity to work toward a college degree.

Other scholarships may be available through the local school systems. Students should contact their high school counselors for additional information.

**8. Do high school students have to travel to the College to take dual enrollment classes?**

Students are required to take the course at the assigned location indicated on the official schedule of the College. With permission from parents and their principals, students may travel on their own to college locations to take classes. Due to the self-discipline required, it is recommended that high school counselors carefully consider mature and college ready students only for enrollment in online courses. Dual Enrollment students are encouraged to take summer classes to advance their progress toward a career and technical education certificate or degree.

**9. How does withdrawal from the high school affect a dual enrolled student?**

If a student transfers to another high school or withdraws from school and wants to maintain enrollment in dual enrollment classes, the student must submit a change form to the Student Services Office in order for grades to be provided to the new local educational agency. If the current dual enrollment class is being taught at the new high school, the student will need to request to be transferred to another section of the class or be withdrawn from the class.

If a student withdraws from the high school, the Dual Enrollment Specialist must be notified and documentation provided explaining that the student has withdrawn from school. Students who withdraw from high school and do not enroll in another high school will not be allowed to continue in dual enrollment classes.



## DUAL ENROLLMENT/DUAL CREDIT AGREEMENT

The College will develop a Dual Enrollment for Dual Credit Agreement with the LEA (Appendix D) that is reviewed each year by the Dual Enrollment Specialists. Agreements are only required to be updated as changes are made by the LEA and the College. The agreement must be on file in the Office of the Dean of Students and Office of the President before class proposal forms will be accepted.

## STUDENT ELIGIBILITY

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria:

- The student must meet the entrance requirements of the College as stipulated in ACCS dual enrollment policy.
- The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted or talented.
- The student must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Transcripts must be provided as documentation of the student's cumulative grade average.
- The student must have written approval of the appropriate counselor. 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 as approved by the Dean of Students. **Approval from secondary school officials must indicate that the student has demonstrated both academic readiness and social maturity for enrollment in college level courses.**
- Students registering for any college-level English or math courses must take the state approved placement assessment to determine their academic preparedness for college-level courses or submit ACT scores which exempt them from the exam (20 or higher on

ACT Mathematics and 18 or higher on English). Students who do not register for college-level English or Math courses are not required to take any English or Math Placement Test, regardless of their grade levels.

**Note: The College, with approval of ACCS, may provide alternative methods for placement testing under exceptional circumstances i.e., remote testing due to COVID-19 pandemic.**

- Students must meet all applicable pre-requisites prior to enrolling in courses.

## CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of “C” or above in all attempted college courses is earned, and the student maintains a 2.5 high school GPA. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program 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. If a student has been awarded a CTEDE scholarship and withdraws from a technical course, the student will be financially responsible for the tuition of any remaining academic course previously covered by CTEDE funds.

For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale. Students may apply for reinstatement to the dual enrollment program in the event of extenuating circumstances. The Dean of Students and the applicable instructional dean must approve the reinstatement to waive the suspension prior to the student being able to re-enroll.

## COST OF ENROLLMENT

Please refer to the schedule of costs and fees in **Appendix E**. Students must meet all deadlines for required payment to remain enrolled in classes.

Students applying to enter a CTE career path automatically apply for a CTDE Scholarship with completion of the Dual Enrollment for Dual Credit Application Form. The scholarship will cover two classes in the fall and spring terms and, if the funds are available, up to four (4) classes in the summer term. The Dean of Students must approve any exceptions. The scholarship only covers technical classes and English, science, and math that are required for the student’s declared career path.



## COLLEGE FUNCTIONS

### **Office of Instruction**

The Dean of Academic Programs (academic classes) and Dean of Workforce and Economic Development (career tech classes) are the points of contact for the College in the establishment of class sites. The Deans, with the assistance of the Dual Enrollment Specialists, will determine if a valid agreement exists between the College and the high school. If not, an agreement will be drafted between the two parties. The Deans will communicate with the appropriate division chair regarding instructor qualifications, classes to be offered, textbooks, and class evaluations and adherence to faculty compensation. The Dean will also be responsible for adherence to USDOE, ACHE, SACSCOC, and ACCS requirements, to include “Substantive Change” submissions for offsite locations, new programs, etc. as well as ensuring course contact hours are properly met. The Deans are responsible for:

- Scheduling of classes;
- Answering questions and concerns regarding classes;
- Updating the high school counselor of student schedules each term.

### **Dual Enrollment Specialist**

The Dual Enrollment Specialist is the point of contact for enrollment, pre-college orientation, registration processes, and scholarship awards for Dual Enrollment and Dual Credit students. The Dual Enrollment/Student Services Specialist is responsible for:

- Receiving and processing dual enrollment forms;
- Notifying the LEA of missing student forms or incomplete dual enrollment forms;
- Submitting eligible CTDE scholarship student names to the Office of Financial Aid;
- Coordinating pre-college orientation for dual enrollment students;
- Notifying the LEA of dual enrollment students who fail to pay tuition and fees by the first day of class;
- Coordinating the registration of first time dual enrollment students;
- Awarding CTDE funds and notifying students if they are not eligible to enroll;
- Notifying the LEA of students that are not eligible for dual enrollment, students that withdraw from dual enrollment, or students that are dismissed from the College due to failure to abide by the published guidelines for dual enrollment students.

### **Dean of Students**

The Division of Student Services is managed by the Dean of Students. The Dean of Students is available to assist students with interpretation of information contained in the Student Handbook and the Dual Enrollment Handbook. In the interest of assisting each student to achieve his/her maximum potential as an individual, the Student Services Office makes available a variety of services and information.

### **Director of Student Services and Student Records Manager**

The Director of Student Services and Student Records Manager has the responsibility of managing the day to day activities of Student Services at the Childersburg and Talladega locations and providing direct supervision of the Dual Enrollment program. The Director of Student Services and Student Records Manager is also the ultimate custodian of student records and is responsible for:

- State reports regarding Dual Enrollment;
- Entering grades into the system;
- Sending grades to the appropriate LEA;
- Reporting attendance and grades for CTE Dual Enrollment students;
- Sending suspension letters to students who have failed to meet eligibility requirements.
- Ensuring the annual evaluations are completed.

### **Director of Financial Aid**

The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies. The Director of Financial Aid will award scholarship funds to a student's account and process any VA benefits or other financial aid a dual student may be qualified to receive.

## SCHOOL FUNCTIONS

The high school or referring educational agency will inform the College of the point of contact for the school. The Point of Contact will be responsible for:

- Assisting with distribution of information to eligible high school students.
- Collecting and submitting forms to the Dual Enrollment Specialist for processing;
- Submitting the appropriate secondary course number that crosswalks with the postsecondary course number;
- Ensuring only completed dual enrollment application packets are submitted to the College; and
- Ensuring that students are screened for “college class readiness.”

## STUDENT RESPONSIBILITIES

Students are expected to:

- Comply with all college policies and procedures as outlined in the College Catalog and Student Handbook.
- Comply with the syllabus requirements of each course.
- Complete and submit all coursework on time.
- Attend all class meetings, arrive on time, and stay in class for the entire scheduled time.
- Notify their instructors (in advance if possible) if they are going to be out of class.

**CTE students who fail a course will not be allowed to continue in the CTDE program.**

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of “C” or above 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 the program 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 must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.



## COURSE DEVELOPMENT AND POLICIES

### General Guidelines

- High schools interested in offering a Dual Enrollment for Dual Credit class on their campuses should contact the Dean of Academic Programs, Dean of Workforce and Economic Development, or Dual Enrollment Specialists. The point of contact at the high school should complete and submit a course proposal form (**Appendix F**) for the upcoming academic year by May 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 physical education (PED) courses are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses.
- Minimum enrollment for a Dual Enrollment for Dual Credit class taught off site is determined by the College. The College reserves the right to cancel courses when they do not meet the minimum enrollment requirements.
- Certain courses will require a site visit by the Dean of Academic Programs, Dean of Workforce and Economic Development, 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.
- Dual Enrollment classes may not be a combination of students that are dually enrolled and non-dually enrolled. Only students who are eligible and enrolled in the dual enrollment program may take a dual enrollment class.

### Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instruction and/or the prescribed course syllabus while meeting all course objectives.
- Course content will be monitored by site visits. The appropriate division chair, Dean of Academic Programs, or Dean of Workforce and Economic Development, or his/her designee will visit each class to observe instruction and review evaluation instruments.

### Methods of Evaluation

- DE/DC instructors will adhere to the course syllabus regarding student evaluation. A sufficient number of evaluations shall be determined and administered during a 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 will follow the department policy regarding grading procedures.
- Grades awarded for Dual Enrollment for Dual Credit students will be aligned with grades awarded in the traditional college setting.

## 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 are expected to attend each class session at the scheduled time, to arrive on time, and to remain for the entire class session.
- 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.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor. Make up assignments may be given at the discretion of the instructor.
- 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 may speak with the instructor regarding options available. In some cases, the instructor may give the student an Incomplete for the course per the policies and procedures in the College Catalog. A student may withdraw from the course before the last date to withdraw, as published in the Academic Calendar.

## **PROGRESSION**

CTDE students are allowed to take two (2) classes per semester during the high school academic year (fall and spring semesters). During the summer term, students in the CTDE program may take up to four (4) classes in their program of study, if funding is available.

Students in the CTDE program that require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses for dual enrollment credit. The CTDE scholarship will cover English, science, and math courses in the program of study ONLY. Other academic courses required to graduate may be taken at the expense of the student.

## **REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED DISABILITIES**

The Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 (as amended) prohibits discrimination against any qualified person with a disability regardless of the disability. It is the policy of Central Alabama Community College that no qualified person with a disability shall be subjected to discrimination because of the disability



under any program or activity conducted or sponsored by the College. Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond. Moreover, the college strives to foster a welcoming environment to all of its students and works in good faith to meet the needs of our students.

Disclosure of a disability is voluntary. However, if a student with a disability has a need related to his/her condition and would like to request reasonable accommodations; he/she must contact the ADA Coordinator to schedule an appointment to complete a Request for Services Application/Intake form and inform the official of his/her needs. The student must provide reasonable notice of the need for accommodations to the ADA Coordinator on the campus where he/she is enrolled. Before most accommodations can be made, the student must present documentation of his/her disability. Generally, the documentation must be dated within the last three years. If the disability is of a physical nature, the documentation must come from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional, testing agency, or medical physician. It is the student's responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator and is certified to receive reasonable accommodations, the ADA Coordinator will complete a Disability Certification form, which lists the reasonable accommodations to be provided. Reasonable accommodations may include priority registration, testing accommodations, alternate formats of assignments, recording and/or note takers, academic classroom aids, adaptive computer technology, academic assistance, and interpreter services.

After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator. The Disability Certification form will be reviewed, and the ADA Coordinator will complete a Reasonable Accommodation form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive, thus it is important that students meet with the ADA Coordinator and provide documentation of any disabilities as soon as possible. In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator on the campus where he/she is registered to discuss his/her need for reasonable

- accommodations.
2. During the appointment, the student will complete the Request for Services Application/ Intake form.
  3. During (or after) the appointment, the student must provide proper documentation of his/her disability to the ADA Coordinator. Please see the documentation criteria as listed in the section titled Criteria for Disability Documentation.
  4. After being certified to receive reasonable accommodations at the College, the ADA Coordinator will complete a Disability Certification form which lists the reasonable accommodations to be provided.
  5. At the beginning of each term of enrollment, the student must schedule a meeting with the ADA Coordinator. The Coordinator will review the Disability Certification form and complete Reasonable Accommodations form(s) for the student to present to his/her instructors.
  6. The student should present the Reasonable Accommodations form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator who will copy the form and provide a copy to the instructor.
  7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator at the following locations.

Location	ADA Coordinator	Contact Information
<b>Alexander City and *Pratt's Mill</b>	Tiffanie Character	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010 (256) 215-4269 tcharacter@cacc.edu
<b>Childersburg and *Talladega</b>	Leslie Mitchell	Administrative Building 34091 U.S. Hwy 280 Childersburg, AL 35044 (256) 378-2003 lmitchell@cacc.edu

\*Students may contact the Student Services Office at the campus where the student is enrolled or contact the designated ADA Coordinator who will make arrangements to meet with the student at the campus where the student is enrolled.

For additional information about required documentation and available resources for students with disabilities, please refer to the Central Alabama Community College Student Handbook, located at [www.cacc.edu](http://www.cacc.edu).

## **VIRTUAL BOOKSTORE**

Central Alabama Community College has partnered with MBS Direct to provide a customized online bookstore. Your textbooks and course materials will be shipped directly to you. All returns and buyback services are provided by MBS Service Company, LLC. Students may access the online bookstore at <https://bookstore.mbsdirect.net/cacc.htm>. A customer contact center is also available to take orders or answer questions at 1-800-325-3252 or [customerservice@mbsdirect.com](mailto:customerservice@mbsdirect.com).

## **BOOK LOAN PROCESS**

Textbooks for CTDE students may be available contingent upon funding and demand. When textbooks are provided, students taking online courses or attending campus for their courses will be required to check out their academic books at the assigned Learning Resource Center/location. Students will be required to sign a Book Agreement regarding the required return of the academic books. Books for students who are taking courses at other off campus locations will be given to the instructor for dissemination to the appropriate students. The instructor will be responsible for getting the student to sign the Book Agreement, disseminating the books, and collecting the books at the end of the semester. The books will be returned to the campus Learning Resource Center or established location for the Talladega Center or Pratt's Mill Center.

## **STUDENT RIGHT TO KNOW**

Central Alabama Community College students and prospective students have the right to review certain relevant information concerning Central Alabama Community College graduation and transfer rates, retention rates, gainful employment, and athletic program participation and

financial support as well as any instance(s) of on-campus criminal activity. Information related to these items may be obtained at the College website, [www.cacc.edu](http://www.cacc.edu).

## **OFFICIAL MEANS OF COMMUNICATION**

The College created official email addresses for all employees and students and has adopted email as the official form of communication to these email accounts. The College considers other forms of campus communication as supplemental. **Dual Enrollment Students will be assigned official email accounts during pre-college orientation sessions.**

## **DRIVING AND PARKING REGULATIONS**

Each campus of Central Alabama Community College provides parking spaces for students in designated parking lots. Students must obtain a parking decal from the Learning Resource Center on the Alexander City campus and Childersburg campus, and the front office at the Talladega Center and Pratt's Mill Center. On-campus parking space is limited; therefore, a parking decal is not a guarantee of an available parking space.

A student seeking a parking decal must present a valid driver's license and vehicle registration. Parking decals are not transferable from one vehicle to another or from one student to another. A registered vehicle is the responsibility of the registered owner, regardless of who is driving.

The parking decals must be displayed in the manner designated at the time the decal is issued. Each permit expires at the end of summer term each year. A parking decal should be removed if a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to the Safety and Security Coordinator.

### ***Parking for Students with Disabilities***

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of disability or a state issued handicap tag. Parking accommodations for students with disabilities are handled through Student Services Office. Faculty, staff, and students requiring parking accommodations may park in any designated parking space on campus, regardless of parking lot restrictions.

## **TITLE IX**

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution. The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Central Alabama Community College are:

**Student Contact**

Dr. Sherri Taylor

Title IX Coordinator (for students)

Central Alabama Community College

1675 Cherokee Road

Alexander City, AL 35010

256-215-4273 PHONE

256-215-4268 FAX

staylor@cacc.edu

Region Four Office of Civil Rights

U.S. Department of Health and Human Services

Sam Nunn Atlanta Federal Center Suite

16770 61 Forsyth, St. S. W.

Atlanta, Georgia 30303-8909

800-368-1019 PHONE

404-562-7881 FAX

800-537-7697 TDD

**CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT HANDBOOK**

The Central Alabama Community College administration has prepared the Student Handbook to assist students as they pursue their educational objectives. Included is general information about the College related to vehicle regulations, learning support services, virtual bookstore, buildings and grounds, advising and support services, student activities, college publications,

clubs and organizations, student records, the Student Code of Conduct, dress and appearance, substance abuse policies, disciplinary procedures, complaint and grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and keep it available for handy reference; the Handbook is located on the College website, under the Students section, [www.cacc.edu/students/](http://www.cacc.edu/students/).

## COLLEGE CLOSURE DATES

### Holidays

The College observes the following holidays each year, and will be closed:

- New Year’s Day
- Martin Luther King Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holidays
- Christmas Holidays

In addition, the College will observe Spring Break each year. For these dates, students should refer to the website or college catalog.

## CONTACT INFORMATION

### LOCATIONS

	Childersburg Campus	Talladega Center	Pratt’s Mill Center
Alexander City Campus 1675 Cherokee Road Alexander City, AL 35010 (256)234-6346	34091 U S Highway 280 Childersburg, AL 35044 (256)378-5576	1009 South Street East Talladega, AL 35160 (256)480-2066	2074 Fairview Avenue Prattville, AL 36066 (334)380-9600

For questions regarding dual enrollment, please contact your assigned Dual Enrollment Specialist.

Brittany McGregor	Caitlin Moore
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Dual Enrollment/ Admissions Specialist AC (256)215-4272 <a href="mailto:brgilliland01@cacc.edu">brgilliland01@cacc.edu</a>	Dual Enrollment/Student Services Specialist CB (256)378-2002 <a href="mailto:camoore03@cacc.edu">camoore03@cacc.edu</a>
<b>Benjamin Russell</b>	<b>Fayetteville</b>
<b>Dadeville</b>	<b>BB Comer</b>
<b>Horseshoe Bend</b>	<b>Winterboro</b>
<b>Edward Bell Technical Center</b>	<b>Childersburg</b>
<b>Reeltown</b>	<b>Munford</b>
<b>Autauga County Technical Center</b>	<b>Lincoln</b>
<b>Prattville</b>	<b>Talladega County Central</b>
<b>New Hope Academy</b>	<b>Talladega</b>
<b>Elmore County Technical Center</b>	<b>Sylacauga</b>
<b>Stanhope Elmore</b>	<b>Alabama Connections Academy</b>
<b>Wetumpka</b>	<b>Alabama Institute for Blind</b>
<b>Elmore County</b>	<b>Alabama Institute for Deaf</b>
<b>Holtville</b>	<b>Ascension Academy</b>
<b>Marbury</b>	<b>Vincent</b>
<b>Central High of Clay County</b>	<b>Cornerstone Christian</b>
<b>Coosa Central</b>	<b>Coosa Valley Academy</b>
<b>Ezekiel Academy</b>	<b>Evangel Christian</b>
<b>Adullam House Christian Academy</b>	<b>Crossroads Christian</b>
<b>Clay County Christian Academy</b>	

**For additional questions or concerns with dual enrollment, contact Marian Martin. For questions regarding academic classes, contact Interim Dean of Academic Programs, Brandy Mitchell or for career technical classes, contact Dr. Doug Flor.**



<b>WHO TO CONTACT</b>			
Dr. Sherri Taylor Dean of Students (256) 215-4275 <a href="mailto:staylor@cacc.edu">staylor@cacc.edu</a>	Brandy Mitchell Interim Dean of Academic Programs (256) 378-2022 (256) 215-4311 <a href="mailto:bmitchell@cacc.edu">bmitchell@cacc.edu</a>	Dr. Doug Flor Dean of Workforce and Economic Development (256) 215-4319 <a href="mailto:dflor@cacc.edu">dflor@cacc.edu</a>	Marian Martin Director Student Services and Student Records Manager (256) 378-2001 <a href="mailto:Mmartin8@cacc.edu">Mmartin8@cacc.edu</a>

**DUAL ENROLLMENT OFF SITE LOCATIONS AND PROGRAMS**

<b>Location</b>	<b>Program</b>
Benjamin Russell High School	Medical Assisting Technology
Edward Bell Technical Center	Welding Automotive Technology Medical Assisting Technology
Reeltown High School	Academics Only
Autauga County Technical Center	Welding
Elmore County Technical Center	Industrial Electronics
Central High School of Clay County	Welding
Dadeville High School	Academics Only
Sylacauga High School	Academics Only

- All academic courses are available for dual enrollment students at CACC locations. The availability of academic courses at off site locations is contingent on many factors, thus may vary each semester. Please confer with the Dual Enrollment Specialists and Interim Dean of Academic Programs to confirm availability of academic courses at off site locations.