

## Dual Enrollment Guide

### High School Responsibilities:

- Verify for each dual enrollment student that the course(s) selected will meet Alabama High School Diploma Requirements.
- After receipt of official grades from the college, enter the grades on student transcripts.

### Student and Student's Family Responsibilities:

- Verify with the high school counselor that the courses meet high school graduation requirements.
- **It is CRITICAL that you make contact with any colleges or universities to which you intend to transfer dual enrollment credits PRIOR TO enrolling in dual enrollment courses. Only the representatives at a college or university can speak for what will be accepted at that college or university.**
  - Suggested questions:
    - Will the courses transfer?
    - Do the courses match the course requirements for your selected degree program?
      - **CAUTION:** Degree program requirements vary among colleges/universities. Do not assume that degrees named the same have exactly the same course requirements among colleges and universities.
    - What is the maximum number of credit hours that the college or university will accept?
    - Is there any risk in losing first time freshman status by taking too many dual enrollment courses? If so, how could you lose it? Too many credits? Taking credits after high school?
      - **CAUTION:** Students DO NOT want to lose first time freshman status because they would not be eligible for first time freshman scholarships.

### Other Considerations:

- The courses are college level and are developed for students who have completed high school. Some content might be undesirable for high school students to study at their level of maturity.
- The classes are open to anyone who is enrolled at the college, which means that the dual enrollment student could be in class with students of a wide variety of ages and walks of life.
- Student accountability:
  - For dual enrollment classes taught at PHS, grades will still be entered in the student information system and printed on grade reports.
  - For dual enrollment classes taught off campus, whether online or in the college classroom,
    - PHS will not be notified of progress, failing grades, lack of effort, lack of attendance, or any other issues. PHS does not have access to grades except the final grade that is submitted to PHS at the end of the term.
    - Parents will not be contacted by teachers concerning their child's progress or any issues regarding the student.
    - PARENTS must hold the student accountable by having the student log into courses regularly to show current grades. **Otherwise, the parent may be surprised by an unsatisfactory grade when the final grades are posted.**

- College transcripts:
  - A transcript is simply a list of all courses taken and the credits earned in those courses.
  - The grades earned through dual enrollment will be posted to the student’s college transcript and will follow the student wherever he/she attends college.
    - Students do not want to start their college transcript with low grades that may affect them negatively as they progress through college.
  - If transferring these credits to another college/university, the student must request that his/her final Calhoun transcript be sent to that college/university.
- Probation:
  - Make sure you read the “Continuous Eligibility For Dual Enrollment For Dual Credit Disclaimer” section of the Program Approval Form before signing the form.
- Finances:
  - General scholarships are not available for dual enrollment classes.
    - Students who earned the \$500 Joe Wheeler Youth Tour Scholarship can use it for dual enrollment classes. The student must contact Joe Wheeler for details on how to get that money sent and applied.
    - PACT funds can be used for dual enrollment classes.
  - Career tech scholarships are sometimes available for students taking career tech classes. Many times, the scholarship will also cover the cost of core classes that are required for the degree program.
  - Other considerations concerning finances:
    - How much of what you are paying out of pocket for dual enrollment could be covered by Pell Grant funds and/or scholarships if the student waits until his/her freshmen year of college to take the courses when these funds would be available?
    - If the student is likely to receive scholarships, will it cover all tuition until the student finishes the degree program? If not, is it cheaper to pay for the course through dual enrollment?

Each family has to decide what is best for their situation. A single answer does not exist that fits all students. The guiding thoughts should be what is in the best interest of the student.

By signing below, I acknowledge that I have read and understand the information in this Dual Enrollment Guide.

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**Parent Signature**

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**Student Signature**