DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

BEGIN YOUR COLLEGE CAREER WHILE IN HIGH SCHOOL
EARN UNITS TOWARDS GRADUATION

FREE TUITION
(NOTE: TOOLS AND SUPPLIES REQUIRED FOR THE PROGRAMS ARE THE RESPONSIBILITY OF THE STUDENT)

TECHNICAL PROGRAM OFFERINGS:

- AIR CONDITIONING AND REFRIGERATION
- AUTOMOTIVE TECHNOLOGY
- CULINARY ARTS
- DIESEL TECHNOLOGY
- DRAFTING AND DESIGN
- ELECTRONICS ENGINEERING TECHNOLOGY
- GRAPHICS DESIGN TECHNOLOGY
- PROCESS & MAINTENANCE TECHNOLOGY

IN THE FOLLOWING AREAS:
CHEMICAL PROCESSING
STEEL PROCESSING
INSTRUMENTATION WITH A MINOR IN ELECTRICAL

WELDING

REQUIREMENTS:
• 10TH, 11TH, AND 12TH GRADERS
• 2.5 GRADE POINT AVERAGE, RECOMMENDED
• 3.0 GRADE POINT AVERAGE IN CAREER TECH CLASSES IF ENROLLED IN INSTRUMENTATION
• PROCESS & INSTRUMENTATION REQUIRES COMPLETION OF 1 UNIT OF ALGEBRA AT HIGH SCHOOL LEVEL

Daphne Drinkard
Programs Recruiter
ddrinkard@bishop.edu
Bishop State Community College
Southwest Campus, Dauphin Island Pkwy
(251) 665-4124 or (251) 239-7233

Sheria Mitchell
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Bishop State Community College
Main Campus
(251) 405-7085

Kathy Thompson, Ph.D.
Dean Tech Ed & Workforce Development
kthompson@bishop.edu
Bishop State Community College
Southwest Campus, Dauphin Island Pkwy
(251) 221-665-4099

Revised 4/14
School Board Liaison Contacts:

Chickasaw City School System:

Kyle Kalhoff, Superintendent
kkallhoff@chickasaw.k12.al.us
(251) 380-8114

Mobile County School System:

Larry Mouton, Executive Director Career & Technical Education
lmouton@mcpss.com
(251) 221-4821

Saraland City School System:

Aaron Miller, Superintendent
amiliner@saralandboe.org
(251) 375-5420

Satsuma City School System:

Dr. Joe Walters, Superintendent
jwalters@satsumaschools.com
(251) 380-8200

Jana Hoggle, Federal Programs/Technology
jhoggle@satsumaschools.com
(251) 380-8187

Susan Rowell, Counselor
srowell@satsumasschools.com
Satsuma City School System
(251) 380-8190

Washington County School System:

Kay Savage
Washington County Career Center
kay.savage@wcbek12.org
(251) 847-2040

Revised 4/14
CHECK SHEET FOR ENROLLMENT IN
Technical Dual Enrollment
Bishop State Community College

NAME OF STUDENT: _____________________________________________________________
HIGH SCHOOL: _______________________________________________________________

1. **On-Line Application:**
   
   A. Complete a BSCC application [www.bishop.edu](http://www.bishop.edu)
      
   B. Download and complete Technical Dual Enrollment Registration Form with student, parent and counselor signatures [www.bishop.edu/dualenrollment](http://www.bishop.edu/dualenrollment)
      
   C. Provide a Photo ID to verify residency, (Drives License, Current Student ID from High School, or Non-Driver’s ID)

2. **College Readiness:**
   
   A. Complete a Transcript Request Form from BSCC and provide to High School Counselor or Registrar [www.bishop.edu/dualenrollment](http://www.bishop.edu/dualenrollment)
      
   B. Submit copy of High School Transcript to BSCC
      
   C. Submit ACT / SAT scores (if completed) to BSCC
      
   D. Schedule COMPASS Placement Exam at BSCC

3. **Course Selection(s):**
   
   A. _____________________________________________________________
      
   B. _____________________________________________________________
      
   C. _____________________________________________________________

4. **NEXT STEPS:**
   
   1. Submit all documents to the BSCC Dual Enrollment representative
   2. College Visit 1 – **Must** take COMPASS Placement Exam (dates determined by BSCC) prior to BSCC Dual Enrollment Orientation
   3. College Visit 2 – **Must** attend Dual Enrollment Orientation (dates determined by BSCC)

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Revised 4/14
TECHNICAL EDUCATION DUAL ENROLLMENT
TRANSCRIPT REQUEST FORM

Name of School_________________________________________________________

ADDRESS____________________________________________________________

CITY_________________________ STATE_____________ ZIP CODE___________

Please send _____ official transcript(s) of credit earned by me during my attendance at your institution from ___________ / ________ to ___________ / ___________

month   year   month   year

Send Transcript to:
Technical Dual Enrollment – Technical Programs Recruiter
Bishop State Community College
Southwest Campus
925 Dauphin Island Parkway
Mobile, AL  36605-2399

STUDENT INFORMATION:

Last Name_________________________ First Name_________________________ M.I.__________

Other name(s) under which transcripts or other admissions documents might be listed:

________________________________________________________________________

Social Security Number_______________ Date of Birth_________ / ________ / _______

Address________________________________________________________________________

City_____________________________ State_________________ Zip Code___________

Student Signature__________________________ Date__________________________

Parent Signature__________________________ Date__________________________

Revised 4/14
Complete these steps and return form to BSCC Southwest Campus – Technical Programs Recruiter

**Complete Sections I and II**

1. Meet with your high school counselor to select courses and obtain approval in Section III.
2. Submit a new registration form for each semester that you plan to attend BSCC as a Dual Enrolled student.

**SECTION I – DEMOGRAPHIC INFORMATION (COMPLETED BY STUDENT)**

<table>
<thead>
<tr>
<th>When do you plan to enroll?</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>High School Graduation Year</th>
</tr>
</thead>
</table>

Student Name: ___________________________ Grade 10th __________ 11th __________
12th __________

First   Middle   Last

Address: ____________________________________________ Number and Street ____________________________ City ____________________________ Zip __________

Social Security Number: ____________________________ Date of Birth / _______ / _______ Year

Month Day 

*Social Security Number and Date of Birth is used to fulfill federal and state reporting requirements and is not used to determine admission to Bishop State Community College.

**Ethnicity (Optional)**

1. Are you Hispanic or Latino? □ yes □ no
2. Select one or more as appropriate:
   □ American Indian or Alaska Native □ Asian □ Black or African American □ Native Hawaiian or Pacific Islander □ White

BSCC is committed to providing the best customer service possible while protecting our students’ privacy. Exemplary service may include reminders and messages. By providing a message phone number, I consent to BSCC leaving messages (voicemail, text messages and/or verbal messages with any person who answers the phone at the number) with specific information related to BSCC (course enrollment, appointments, advising, financial aid, payments, admissions, etc.). Text message rates may apply depending on your carrier and are the responsibility of the applicant.

<table>
<thead>
<tr>
<th>Home phone</th>
<th>/</th>
<th>Cell phone</th>
<th>/</th>
<th>Emergency Contact Phone</th>
</tr>
</thead>
</table>

| Emergency Contact Name | Relationship | |
|-------------------------|--------------|

Grade Point Average (GPA): __________________ School: __________________
(Student must have a 2.5 GPA overall; 2.0 GPA Auto Body Repair and Welding; 3.0 or higher GPA Career Tech Classes [instrumentation]; 1 unit of High School Algebra Process and Instrumentation)

**SECTION II – ACKNOWLEDGMENT (SIGNED BY THE STUDENT AND PARENT/GUARDIAN)**

By signing this application I am applying for the Technical Dual Enrollment/Dual Credit at Bishop State Community College. As a Dual Enrollment student at BSCC, I certify that all of the answers on this form are complete and accurate to the best of my knowledge. I agree to become knowledgeable about Bishop State’s policies and procedures and abide by them, including dropping courses. I authorize my high school to attach a copy of my high school transcripts to this application. I understand that I am creating a permanent BSCC academic record. I authorize BSCC to send registration/grade information to my high school.

<table>
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<tr>
<th>Student’s Signature</th>
<th>Date</th>
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</table>
As a parent/guardian, I authorize my dependent to enroll at Bishop State Community College. I understand enrollment creates a permanent college transcript and I concur with the high school official regarding course selection and my dependent’s ability to be successful. I authorize BSCC to send registration/grade information to my dependent’s high school. I understand that I am financially responsible for any fees tools and supply fees not covered under this program.

Parent’s Signature       Date

SECTION III – COMPLETED BY SECONDARY SCHOOL

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Bishop State Community College

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<tr>
<th>Course</th>
<th>Equivalent</th>
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Public School System

While most Alabama State supported schools accept transfer credit from BSCC as presented, the requirements that they must accept the transfer credit is subject to legislature approval. The receiving college/university will determine acceptance of credits.

Note:
1. All prerequisites must be met before enrolling in a particular class.
2. Poor performance in these classes may jeopardize the transferability of courses as well as the opportunity to receive future federal financial aid and scholarships.

Approved by: By signing below, you are certifying that the student meets the eligibility requirements listed above:

Counselor Signature       Date

Principal/Designee Signature       Date

Career Technical Education Director Signature       Date

Superintendent/Designee Signature       Date

Bishop State Community College
Technical Dual Enrollment

To be eligible for Technical Dual Enrollment at Bishop State Community College each student must meet the following criteria:

1. Tenth, 11th and 12th grade students. Academics – 3.0 GPA required. Technical – 2.5 GPA recommended. The student Transcripts must be provided as documentation of the student’s cumulative grade average.

2. Students who have applied for admission to the Dual Enrollment Program through their high schools and who meet the entrance requirement established by the Alabama Community College System institution (Policy 801.01: Admission: General)
3. The student must have written approval of the appropriate principal and the local superintendent of education. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.

4. All students will be Compass tested and must meet pre-requisites for all approved courses at the college.

5. Students may enroll in academic, career and technical or health courses.

6. Students who have completed the appropriate enrollment forms and secured the necessary signatures.

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<tr>
<th>ACT</th>
<th>SAT</th>
<th>COMPASS</th>
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<td>English: 20 or above</td>
<td>Verbal: 480 or above</td>
<td>See school</td>
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<tr>
<td>Math: 20 or above</td>
<td>Math: 480 or above</td>
<td>See school</td>
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</table>

Students who are attending BSCC who may require special accommodations should notify their instructors as soon as you register for class so that you may receive assistance from BSCC’s Students with Disabilities Office – (251) 405-7028 or 7029.
Bishop State Community College
Technical Dual Enroll
Program Plan of Study

Student Name: ___________________________ Student ID # __________________
(Please print)

Program of Study: ______________________________________________________

Term Start Date: ___________________ Term Completion Date: __________________

<table>
<thead>
<tr>
<th>Course ID Number</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Semester Completed to/be Completed</th>
<th>Semester Completed</th>
<th>Credit Hours Earned</th>
<th>Transfer Credit*</th>
<th>Office Use Only</th>
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Total number of hours required __________

Student Signature: ___________________________ Date: __________________

Parent Signature: ___________________________ Date: __________________

Counselor Signature: ___________________________ Date: __________________

Dual Enrollment Advisor Signature: ___________________________ Date: __________________