Dual Enrollment Procedures

1. Student secures the following from the Dual Enrollment Counselor:
   a. Dual Enrollment Approval Form
   b. Driving Agreement Form
   c. Official Transcript- See #5.

2. Student completes the forms and returns each to the Dual Enrollment Counselor.

3. Counselor verifies requirements and secures counselor’s and principal’s signatures on the Dual Enrollment Approval Form and the Driving Agreement.

4. Dual enrollment counselor files the Driving Agreement form in the student’s file.

5. High School Registrar prints out transcript and places it in a sealed envelope and gives it to the Dual Enrollment Counselor.

6. Student picks up signed Dual Enrollment Approval form and the sealed envelope containing transcript.

7. Student takes signed Dual Enrollment Form and the sealed envelope containing transcript to FSCC registration.

8. At FSCC registration, student hands in Dual Enrollment form, envelope containing transcript, completes FSCC application, registers for classes, pays tuition/fees, purchases books, if appropriate, and attends classes.

9. FSCC officials will secure superintendent/designee signature and send copy of Dual Enrollment Approval Form to high school registrar.

10. High school registrar will send official transcript for each student to FSCC Admissions.

Dual Enrollment Procedures for Advanced Placement English 12 Classes

1. FSCC Personnel contacts Dual Enrollment Counselor to schedule appointment to meet with each AP English class during class time.

2. In the class meeting:
   a. FSCC Personnel goes over Dual Enrollment with class
   b. FSCC Personnel leaves FSCC Applications with teacher
   c. Student completes Dual Enrollment Approval Form and hands in to FSCC Personnel
   d. FSCC Personnel schedules second class meeting with AP English teacher and notifies Dual Enrollment Counselor of the second class meeting date.

3. FSCC Personnel hands in Dual Enrollment Approval Forms signed by students to Dual Enrollment Counselor.

4. Dual Enrollment Counselor, prior to the second class meeting, verifies qualifications of each student and obtains signatures on Dual Enrollment Approval Forms for all students meeting qualifications.

5. FSCC Personnel obtains signed Dual Enrollment Approval Forms and official transcripts from Dual Enrollment Counselor on second class visit.

6. In second class meeting:
   a. Student submits completed FSCC Application
   b. Student registers for FSCC Class
   c. Student pays tuition/fees.

7. FSCC Personnel forwards Dual Enrollment Approval Forms to the Baldwin County Central Office for signatures.

8. Baldwin County Central Office Personnel returns signed forms to FSCC Admissions Office to the attention of Director of Admissions and High School Relations.

June 21, 2004