



Counselor Checklist for Dual Enrollment Academic On-Campus Courses

APPLICATION FOR ADMISSION

An application for Admission must be completed, signed and submitted to the Admissions Office at P.O. Box 10048, Montgomery, AL 36108. Forms are available to be downloaded/printed or completed online at our website: www.trenholmstate.edu.

VALID FORM OF IDENTIFICATION

All new students must have on file in the Admissions Office either (1) a primary form of photo documentation such as an unexpired driver's license, or (2) two secondary forms of documentation such as Social Security card or a U.S. birth certificate along with an acceptable alternate photo ID. Males, 18 years or older, must submit proof of Selective Service Registration.

DUAL ENROLLMENT/DUAL CREDIT FORM

The Dual Enrollment/Dual Credit form must be completed with the approved courses listed and signed by the student, high school principal and superintendent. The courses(s) the student takes will be based upon the list of eligible courses for the school system and the current Trenholm State Community College (TSCC) Office. **This form must be submitted for each semester that the student enrolls in a dual enrollment course.**

OFFICIAL HIGH SCHOOL TRANSCRIPT

Provide an official high school transcript including any college placement scores such as ACT or SAT scores. This will serve as documentation of the required 2.5 grade point average. Attach the transcript to the dual enrollment/dual credit form and submit to the Admissions Office. An updated high school transcript must be submitted for each semester that the student enrolls in a dual enrollment course.

TAKE THE ASSESSMENT TEST

The purpose of the assessment test is to insure that the students are placed in courses that are the most appropriate for their academic ability. If a student receives a 20 or higher ACT score, this test may not be necessary. For more information, contact Tennie McBryde, at (334) 420-4306 or at tmcbryde@trenholmstate.edu.

RETURNING STUDENTS

Students should contact their high school counselor/career coach to discuss Dual Enrollment options and meet with instructor/advisor to schedule classes.