

**J.F. DRAKE STATE**  
**T·E·C·H·N·I·C·A·L·C·O·L·L·E·G·E**  
**DUAL ENROLLMENT**

## **Application Process**

- Complete an Online Application  
[https://ssb-prod.ec.accs.edu/PROD/DRAKE/bwskalog.P\\_DispLoginNon](https://ssb-prod.ec.accs.edu/PROD/DRAKE/bwskalog.P_DispLoginNon)
- Complete Dual Enrollment Forms with signatures from student, parent, and high school counselor, and superintendent
- Counselor will submit high school transcript reflecting GPA of 2.5 or higher (a waiver can be obtained for students whose G.P.A is between 2.0 and 2.49)
- Provide copy of unexpired identification document, such as a driver's license

## PROGRAMS OFFERED:

### **Accounting Technology**

### **Advanced Manufacturing**

- Engineering Design Technology
- Electrical Technology
- Industrial Maintenance/Mechatronics
- Machine Tool Technology
- Welding Technology

### **Heating and Air Conditioning**

### **Automotive Technology**

### **Computer Information Systems**

### **Medical Assisting Technology**

### **Nursing Assistant**

### **Salon Management**

- Barbering
- Cosmetology
- Esthetics
- Nail Care
- Natural Hair

## Dual Enrollment Contact:

**Mr. Danon Holmes** ([danon.holmes@drakestate.edu](mailto:danon.holmes@drakestate.edu))

## Admission Eligibility

High school students must meet the following criteria to be admitted into the program:

- 2.5 cumulative GPA on 4.0 scale (waiver can be obtained for students whose G.P.A is between 2.0 and 2.49)
- Be in the 10th, 11th, or 12th grade (students are considered in the 10th grade during the Summer after they complete freshman year)
- Approval from high school administrators

## Continued Eligibility

- Earn a “C” or better in all dual enrollment courses
- Students who do not earn a C or higher, or Withdraw (W) from a course, are suspended from dual enrollment for one term, not to include the summer term
- Students can reapply following the one term suspension
- For re-entry, the student must reapply to the program and must meet the minimum grade point average requirement of 2.5 or higher.

## Tuition & Fees

Drake State has received a Workforce Development Grant from the Alabama Community College System to offer Career and Technical Dual Enrollment which pays the cost of tuition and fees for eligible students. A student can choose a program from a list of approved Career and Technical programs to enroll in at Drake State. Per grant requirements, students can choose to take all career and technical courses or one career and technical course with a math, English or science course. However taking academic courses will have to be approved by the students' School System and students will need to meet an ACT/SAT score. Students can take an Accuplacer test in place of the ACT/SAT. The Accuplacer test is offered at Drake State free of charge. If you would like more information on the Accuplacer test please let me know.

## Admission Application Process

- Complete an Online Application  
[https://ssb-prod.ec.accs.edu/PROD/DRAKE/bwskalog.P\\_DisplLoginNon](https://ssb-prod.ec.accs.edu/PROD/DRAKE/bwskalog.P_DisplLoginNon)
- Complete Dual Enrollment Forms with signatures from student, parent, and high school counselor, and superintendent
- Submit official high school transcript reflecting GPA of 2.5 or higher, a waiver can be obtained for students whose G.P.A is between 2.0 and 2.49
- Provide copy of unexpired identification document, such as a driver's license



J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

3421 MERIDIAN STREET, NORTH • HUNTSVILLE, AL 35811
P: 256.551.3109 • F: 256.551.3142

Name of Student \_\_\_\_\_ SSN (Last Four) \_\_\_\_\_

High School \_\_\_\_\_ Current Grade Level \_\_\_\_\_

I certify that the student whose name appears above meets the Dual Enrollment/Dual Credit criteria and recommend the student enroll for the following course(s):

Table with 4 columns: HIGH SCHOOL COURSE, DRAKE STATE'S COURSE, CREDIT HOURS, FINAL GRADE. Two empty rows for data entry.

If all eligibility requirements are met I agree to participate in the Dual Enrollment program.

STUDENT SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENTAL AUTHORIZATION

I, the parent/legal guardian of this student, grant permission for my son/daughter to enroll in the course(s) listed. I understand the unique character and rigorous requirements of the course(s). I authorize \_\_\_\_\_ High School to release my child's grades/transcripts to the college and to enroll my son/daughter into the course(s).

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL GRANTED

PRINCIPAL (Required) \_\_\_\_\_ DATE \_\_\_\_\_

LOCAL SUPERINTENDENT OF EDUCATION (Required): \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICIAL USE ONLY

Cumulative GPA: \_\_\_\_\_ Enrollment Term: \_\_\_\_\_

Final Grade Due: \_\_\_\_\_ (Enter the date that final grades are due for the high school)

**ALABAMA COMMUNITY COLLEGE SYSTEM  
CERTIFICATION OF ELIGIBILITY FOR IN-STATE RESIDENCY**

Student Name \_\_\_\_\_ SSN \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Semester: \_\_\_\_\_ Year \_\_\_\_\_ Email \_\_\_\_\_

In order to be eligible for in-state tuition, you MUST complete this form and fall into ONE or more of the following categories:

**I. Legal Resident of the State of Alabama**

- I (or my non-estranged spouse) have lived in the State of Alabama for at least 12 continuous months immediately preceding my application for admission.
- I am a dependent student and my parent/legal guardian has lived in the State of Alabama for at least 12 continuous months immediately preceding my application for admission.
- I graduated from an Alabama High School or obtained a GED in the State of Alabama within three years of the date of my application for admission.
- I have more substantial connections with the State of Alabama than with any other state.

**Check all that apply:**

- Consideration of the location of high school graduation
- Payment of Alabama state income taxes as a resident
- Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property
- Full-time employment in the state
- Residency in the state of a spouse, parents, or children.
- Previous periods of residency in the state continuing for one year or more
- Voter registration and voting in the state
- Possession of state or local licenses to do business or practice a profession in the state
- Ownership of personal property in the state, payment of state taxes on the property and possession of state
- Possession of state license plates
- Continuous physical presence in the state for a purpose other than attending school, excluding temporary absences for travel, military service and temporary employment
- Membership in religious, professional, business, civic or social organizations in the state
- Maintenance in the state of checking and savings accounts, safe deposit boxes or investment accounts
- In-state address shown on one or more of the following
  - \_\_\_ Selective service registration                      \_\_\_ Driver's license
  - \_\_\_ Automobile title registration                      \_\_\_ Hunting and fishing licenses
  - \_\_\_ Insurance policies                                      \_\_\_ Stock and bond registrations
  - \_\_\_ Last will and testament                              \_\_\_ Annuities or retirement plans

**II. Be a Non-Resident Who Meets the Qualifications for In-State Tuition**

- I (or my supporting spouse or parent) am a member of the U.S. military on full-time active duty and stationed in Alabama under orders for duties other than attending school.
- I (or my supporting spouse or parent) am an accredited member of a consular staff assigned to duties in Alabama.
- I (or my supporting spouse or parent) have full-time employment in Alabama and will start said employment within 90 days of my registration.
- I (or my supporting spouse or parent) am a full-time permanent employee of this institution.
- I (or my supporting spouse or parent) reside in a county of a state which is within the 50-mile radius of the designated campus of this institution. **This statement applies only to the residents of the following counties in Tennessee: Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall and Moore.**

**I understand that I may be asked to provide documentation for items that I have checked. I agree to notify the college if there are any changes in the information submitted with this form. I understand that an out-of-state student cannot attain residency simply by attending school for 12 continuous months in the state of Alabama. I further certify that the address shown above is my residence the State of Alabama, and I intend to remain in the state of Alabama indefinitely.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX A

According to State Board Policy 801.01: Admission: General, all students must provide one primary form of identification for admission to Alabama community colleges.

One primary form of identification

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
College Representative

Examples of primary forms of identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date



## Statement of Eligibility for Dual Enrollment for Dual Credit Students

Your acceptance to the Dual Enrollment for Dual Credit program at \_\_\_\_\_ College will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.



**This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.**

Type of Dual Enrollment courses: Academic Technical Program of Study\_\_\_\_\_

Social Security Number\_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Name

Address \_\_\_\_\_ Zip \_\_\_\_\_  
City/State

Parent/Legal Guardian Name (please print)\_\_\_\_\_

### ***This Section to be Completed by High School Counselor:***

This student is enrolled in the 10<sup>th</sup>. 11<sup>th</sup>. 12<sup>th</sup> grade at \_\_\_\_\_ High School. Student has a minimum cumulative GPA of 2.5 (*unweighted*). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program at \_\_\_\_\_ College. (**Transcript must be attached.**)

<b>Please list College course(s) student is approved to take during the current semester/term.</b>	Fall Semester	Spring Semester	Summer Term

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, \_\_\_\_\_ College shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of \_\_\_\_\_ College to release my grades to my high school and/or secondary educational entity. My signature below authorizes the College to release the information noted in this section.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For College Use Only**

Verified by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_