



CENTRAL ALABAMA COMMUNITY COLLEGE  
DUAL ENROLLMENT  
WELDING OR INDUSTRIAL ELECTRONICS  
PACKET:

Students must have a 2.5 unweighted GPA to qualify.

1. COMPLETE application: Application is 5 pages long with signatures, personal data, etc.
  - a. Application for Admission for Dual Enrollment for Dual Credit
  - b. Statement of Eligibility Form from PHS
  - c. Dual Enrollment Course Registration Form
  - d. Student Authorization to Release Educational Records
  - e. Tuberculosis Risk Questionnaire and Policy
2. Valid Photo ID
3. Kuder Career Interest Inventory: See Mrs. Tucker or Mrs. Hedgpeth if you need help printing or need to create one.
4. Kuder 4-Year Plan: See Mrs. Tucker or Mrs. Hedgpeth if you need help printing or need to create one.
5. Copy of transcript (printed by the ACTC Counselor)

DEADLINE TO TURN IN FORMS TO ACTC IS  
APRIL 24!

These are COLLEGE classes. Students need to take these classes seriously. If a student does not maintain a C in the first semester class, he/she will not qualify to take the 2<sup>nd</sup> semester class.

You are not registered for the course until all paperwork is accepted by the college!



# Dual Enrollment Checklist



Student Name: \_\_\_\_\_

Meta Major: \_\_\_\_\_

High School: \_\_\_\_\_

Term: \_\_\_\_\_

CACC ID#: \_\_\_\_\_

Current Grade: \_\_\_\_\_

### IMPORTANT

*The dual enrollment forms MUST be completely filled out with the appropriate signatures and attached to this check list. The check list must be completed by the counselor. Failure to complete or submit complete forms may result in delayed processing and the inability to register for classes.*

### New Student

\_\_\_ CACC Dual Enrollment Admissions Application (*must be completed with SS# for processing*)

\_\_\_ CACC Dual Enrollment Eligibility Form with **ALL** signatures (*MUST have approved courses listed*)

\_\_\_ TB Questionnaire Form

If **YES** on any TB question, Need TB Skin test documents: \_\_\_\_\_

\_\_\_ Copy of Photo ID    Expired Date: \_\_\_\_\_    **OR**    iNOW Profile ID

\_\_\_ ACT or Accuplacer Test Scores (**Required for academic meta majors and seniors**)

**Math** \_\_\_\_\_                      **English** \_\_\_\_\_

\_\_\_ In Progress High School Transcript with Student's GPA \_\_\_\_\_ (**MUST be 2.5 or higher**)

\_\_\_ CACC Dual Enrollment Registration Form

\_\_\_ Copy of Career Assessment (**Dual Technical Only – either Kuder or O-Net**)

\_\_\_ Copy of 4 Year Plan (**Dual Technical Only**)

### Readmit Student:

\_\_\_ CACC Dual Enrollment Eligibility Form with **ALL** signatures (*MUST have approved courses listed*)

\_\_\_ Updated in progress High School Transcript with Student's GPA \_\_\_\_\_ (**MUST be 2.5 or higher**)

\_\_\_ Dual Enrollment Registration Form

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counselor's initials: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_



### Application for Admission for Dual Enrollment for Dual Credit

This application is for accelerated credit and/or dual enrollment purposes. Once you have graduated high school, you must complete the regular College Application for Admission to be admitted as a college student.



For Office Use Only: Student # \_\_\_\_\_ Photo ID \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_\_

Which College location will you attend? ACTC/PHS What term will you enroll?  Fall  Spring  Summer Year 2020-2021

Program of Study (circle one) WELDING or ELECTRONICS

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

If applicable, please provide any other names under which transcripts from other institutions may be listed \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Alternate Email \_\_\_\_\_

High School You Attend? Prattville High School/ Autauga Co. Technology Center City/State Prattville, AL Anticipated Year of Graduation \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

Have you lived in the State of Alabama for the past twelve months?  Yes  No Are you a United States Citizen?  Yes  No

Self-identification of information regarding sex, ethnicity, and race is optional. If you choose to self-identify, the information will be used only for federal/state reporting and will not affect the admission decision in any way. Sex:  Male  Female

What is Your Ethnicity:  Hispanic or Latino  Other

What is Your Race: (You may choose one or more of the listed categories.)

American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

The College may release directory information without obtaining permission from the student. Examples of directory information include but are not limited to, student's name, address, telephone number, program of study, dates of attendance, and degrees awarded.

Do you wish to prohibit the release of your directory information?  Yes  No

The College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. The College assumes no liability for honoring your instructions that directory information be withheld.

Have you previously attended any other college?  Yes  No If yes, list all colleges previously attended.

Name of Institution	City/State	Dates of Attendance	Degree Earned	Are you on suspension?

I certify that the information contained on this application is true and correct to the best of my knowledge. I understand that any false statements or information may result in disapproval of this application or expulsion from the College.

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

The College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, religion, color, sex, age, national origin, or disability, and that legitimate and reasonable access to facilities shall be available to all. This principle particularly applies to the admission of students in all programs of the College in their academic pursuits. It is also applicable in extracurricular activities, all student development services, employment of students by the College, and employment of faculty and non-instructional staff. Therefore, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991: Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990. The College is an Affirmative Action/Equal Employment and Educational Opportunity Institution. If you require reasonable accommodations under ADA, please let us know.



**Statement of Eligibility for Dual Enrollment for Dual Credit Students**  
Your acceptance to the Dual Enrollment for Dual Credit program at Central Alabama Community 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 WELDING or ELECTRICAL

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 Prattville High School/ACTC. 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 Central Alabama Community College. (Transcript must be attached.)

Please list College course(s) student is approved to take during the current semester/term.	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, CACC 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 CACC 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 \_\_\_\_\_



**CENTRAL ALABAMA COMMUNITY COLLEGE  
COURSE REGISTRATION**

**Student is enrolling as a:**

Dual Academic

Dual Technical

Accelerated

Student ID #: \_\_\_\_\_

Name: *(Print)* \_\_\_\_\_

High School: **ACTC/Prattville High School**

Grade Level:  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

Term: **2020-2021**

Location  Alexander City

Childersburg

Talladega Center

**ACTC/PHS**

Course Number/Title <b>(Circle either A or B)</b>	Section	Credit Hour	Time	Day(s)
<b>A. Welding: WDT 109 and WDT 123</b>  <b>OR</b>  <b>B. Industrial Electronics: ILT 118 and ILT 209</b>				M, T, W, F
				M, T, W, F

***Responsibility and Acknowledgement Statement***

Students have the responsibility to select and register for courses appropriate to their educational objectives and for courses which will satisfy all requirements for a certificate or degree at this college or any other institution to which they may transfer. Central Alabama Community College reserves the right to change the instructor as needed on any courses on the class schedule.

**My signature (student) verifies that I agree to the "Responsibility and Acknowledgement Statement" above and will adhere to the College tuition due date policy to avoid cancellation of my classes.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This is to certify that the above names student has met all the admissions requirements for Central Alabama Community College for the designated program checked above.**

\_\_\_\_\_  
College Representative

\_\_\_\_\_  
Date

<b>Office Use Only:</b> ACT Scores _____ English _____ Math _____ Reading _____ Accuplacer Scores _____ Reading _____ English _____ _____ Pre-Algebra _____ Algebra _____ College _____	<b>Student Registered</b>  Date/Time: _____ Staff Initials: _____
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**CENTRAL ALABAMA COMMUNITY COLLEGE  
STUDENT AUTHORIZATION TO RELEASE  
EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA), governs the release of records maintained by Central Alabama Community College (CACC).

These records include but are not limited to student records and account information requested by parents, guardians, spouses, or other third parties. Central Alabama Community College may not disclose information from a student's educational record without a student's written consent.

Students who want to allow CACC to release information to individuals about their financial aid status, scholarships, financial or billing records, admissions status, or grade reports, must complete this release form declaring permission for CACC to disclose educational information from the offices the students designate.

Please note that CACC will not release student records information over the telephone or via email. Information may only be released at the designated office.

Authorizing the release of information to a third party listed below is done at the risk of the student, and CACC is not responsible for the security of the information after it is released.

To ensure that records and personnel are available, individuals must schedule an appointment for review of records. A picture ID is REQUIRED when information is provided.

Please check and initial the boxes below indicating the information that you wish to be released to the third party listed below.

- I give Central Alabama Community College Financial Aid Office and Business Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/billing records to the individual or organization listed below.
- I give Central Alabama Community College Office of Records permission to release information about my educational record to the individual or organization listed below.
- I give Central Alabama Community College Office of Enrollment Services permission to release information about my educational record to the individual or organization listed below.

**Name of third part that information may be released to:**

Name of Third Party	Relationship to Student

*By signing below, I acknowledge this form will remain in effect as long as I am enrolled at CACC, and I understand I must submit a written request to the Office of Records to cancel this authorization.*

Student Name (Please Print): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CACC Employee: \_\_\_\_\_ Date: \_\_\_\_\_

# CENTRAL ALABAMA COMMUNITY COLLEGE TUBERCULOSIS RISK QUESTIONNAIRE

Name of Student: \_\_\_\_\_ Alternate I.D. #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Yes  No  1) To the best of your knowledge, have you ever had close contact with anyone who is sick with tuberculosis (TB)?

Yes  No  2) Were you born in a country **not** listed below?  
Country of birth: \_\_\_\_\_

Yes  No  3) Have you traveled in a country or countries **NOT** listed below for more than one month OR lived in a country or countries **NOT** listed below for more than one month?  
List countries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## American Region

Canada  
Jamaica  
Saint Lucia  
United States of America  
Saint Kitts and Nevis  
Virgin Islands (USA)

## European Region

Belgium  
Denmark  
Finland  
France  
Germany  
Greece  
Iceland  
Ireland  
Italy  
Liechtenstein  
Luxembourg  
Malta  
Monaco  
Netherlands  
Norway  
San Marino  
Sweden  
Switzerland  
United Kingdom

## Western Pacific Region

American Samoa  
Australia  
New Zealand

If the answer to **any** of the above questions is **YES**, Central Alabama Community College will require you to complete a TB skin test (TST) from your physician prior to being admitted into the college. If you have had a previous positive TB skin test, please notify a CACC official.

I have been informed of the TB Policy at CACC and my signature verifies that I understand and agree to adhere to the policies and procedures established by the College.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Central Alabama Community College Tuberculosis Screening Policy

Central Alabama Community College works to ensure the health and safety of its students and employees, which includes a screening process to identify tuberculosis (TB) disease (active TB) or latent TB infection (LBTI) in students.

Individuals with active TB are required by Alabama law to be treated for TB or to remain isolated to protect others from the disease. Individuals with LBTI are advised to be treated to reduce their risk of developing active TB in the future. International students from countries with a high burden of TB (as determined by the World Health Organization) are at considerably higher risk and should be screened before being allowed to enter CACC. Extended travel or residency in a high burden area may also warrant screening, regardless of the student's country of birth.

The Alabama Department of Public Health (ADPH) and the Alabama Tuberculosis Medical Advisory Council has advised all colleges and universities to screen all first-time students (undergraduates, graduate, transfer, English language program) prior to attending classes. Each student who is determined to be at risk for developing TB must present the results of a TB skin test (Mantoux PPD) prior to entering CACC.

All first-time CACC students should follow the following procedure:

1. Upon application to the college, students must complete the TB risk assessment questionnaire and return the questionnaire to the Admissions Office prior to being admitted to the college.
2. Students with risk factors identified on the TB risk assessment questionnaire must have a TB skin test (TST) from their physician. Tests will be measured for as positive in conjunction with the individual's risk factors for TB. These tests must be completed prior to a student enrolling at CACC. **The student is responsible for all cost related to testing. Any student with a positive skin test and signs of active TB will not be permitted to enroll in the institution or attend class until cleared by the Alabama Department of Public Health.** CACC is required to notify the Alabama Department of Public Health Tuberculosis Program Manager promptly of individuals with signs or symptoms of active disease regardless of skin test status. Those individuals will be referred to appropriate healthcare providers for further evaluation and management.
3. Students with a documented previous positive TB skin test should not receive another skin test. These individuals are required to have a chest X-ray to rule out active disease. If the chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. If there is no documentation of the previous positive skin test, the skin test may be repeated.
4. Students from the United States or other low risk areas for TB infection need not be screened routinely with TB skin testing. However, low risk students entering the health professions or working in facilities which place them at risk for developing TB infection or disease should be screened with TB skin testing before potential exposure as well as periodically thereafter.
5. Students with positive TB skin tests must have a chest X-ray performed to evaluate for active TB disease. Required chest X-rays may be performed by the local health department, or by a physician. If a chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. Active TB disease **must** be excluded. The local health department will perform additional testing for individuals with a chest X-ray that is suspicious for TB. **The student is responsible for all cost related to X-rays.**
6. Students with a positive skin test and negative chest X-ray should contact the local health department regarding medication for latent TB infection. There are no restrictions on attending class, work, or campus activities for individuals with latent TB infection.

Keep this page for you records