



Checklist for Dual Enrollment Application Packet

Application packet **MUST BE COMPLETE** for student to be processed and registered!
USE A PEN - NO PENCIL!

- _____ 1. Complete CVCC Admissions Application. Can be completed online.
- _____ 2. Complete CVCC Residency Form.
- _____ 3. Copy of CURRENT driver's license, government/state issued I.D. or a copy of student's school profile and birth certificate.
- _____ 4. Copy of high school transcripts indicating at least a 2.5 GPA.
- _____ 5. Official Copy of ACT or ACCUPLACER Test Scores (Needed for all Academic DE students and all students entering Career Tech Health Science, Emergency Medical Technician, Business & Office, and Computer Information System).

Students with ACT scores of 20 or above in Reading and Math and an 18 in English are exempt from taking the ACCUPLACER and college preparatory courses.

Students needing the ACCUPLACER must have items 1-4 completed and submitted to CVCC before testing is scheduled.

Career Technical Students:

- _____ 6. Copy of Kuder Career Assessment.
 - _____ 7. Copy of 4-year plan indicating career pathway.
 - _____ 8. Career Technical Dual Enrollment Scholarship Application.
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Registration Process- The following documents are needed BEFORE the registration process can be completed.

- _____ 9. Complete DE/DC Registration Approval Form with the all required signatures.
 - _____ 10. Complete payment form indicating method of payment for Academic/Accelerated students only.
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All the above items must be completed and submitted by :

May 1	Fall Semester
Nov 15	Spring Semester
Mar 1	Summer Semester

Application for Admission



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

**2602 College Drive
Phenix City, Alabama 36869
334-291-4929
334-291-4994 fax
cv.edu**

**email your application to:
admissions@cv.edu**

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by Federal and State law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with the nondiscrimination regulation under Title VI and Title VII of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 503 and 504, Rehabilitation Act of 1973; and Americans with Disabilities Act of 1990 as well as all other applicable laws and regulations.

Title IX regulations specifically prohibit discrimination based on pregnancy or recovery from any pregnancy related medical condition. The college approaches students who are pregnant the same as it does students who have temporary medical conditions. Faculty acknowledge absences caused by a medical condition, such as childbirth or complications due to pregnancy, as excused absences. In addition, pregnant students are not excluded from participation in program or class activities unless such participation is deemed to create risks to fetal health or to an expectant mother.

Inquiries concerning ADA and Title IX policies may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, (334) 214-4803 for students and the Employee ADA and Title IX Coordinator, Ms. Debbie Boone, Wallace Hall, (334) 291-4927 for employees. Additional inquiries can be made directly to the Vice President/Dean of Student and Administrative Services, Dr. David Hodge, Wallace Hall, (334) 291-4945.

Application for Admission

If you need help in completing this application, please contact the Office of Admissions at 334-291-4929.

Name: _____
LAST FIRST MIDDLE OFFICE USE ONLY

Address: _____
STREET CITY STATE ZIP COUNTY

Date of birth: _____ SSN: _____

Telephone
 Home: _____
 Work: _____
 Emergency: _____

E-mail address: _____

Semester and year you plan to enroll:

Fall _____ Spring _____ Summer _____

Are you currently employed? ☐ Yes ☐ No Employer's name: _____

Admission status:	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Transfer	<input type="checkbox"/> Transient	<input type="checkbox"/> AHSP
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> DE/HS	<input type="checkbox"/> Senior adult	<input type="checkbox"/> Readmission	<input type="checkbox"/> Audit
					<input type="checkbox"/> Unclassified

Sex:** ☐ Female ☐ Male *Race:** ☐ White ☐ Black/African American ☐ Hispanic/Latino ☐ Asian
☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander

*For statistical purposes only. **You may choose one or more of the listed categories.

Alabama resident: ☐ Yes ☐ No **U.S. citizen:** ☐ Yes ☐ No If not U.S. citizen, type of current visa _____

☐ Resident alien ☐ Lawful permanent resident (Attach copy of front and back of Resident Alien Card.)

High school diploma? ☐ Yes ☐ No School: _____ Year: _____
NAME AND LOCATION

Type of diploma: ☐ Standard ☐ Advanced ☐ Occupational ☐ Certificate of performance ☐ Credit Based

GED? ☐ Yes ☐ No Test Center: _____ Year: _____
NAME AND LOCATION

Have you taken an ACT? ☐ Yes ☐ No If yes, what was your score in: English _____ Mathematics _____

Have you taken an SAT? ☐ Yes ☐ No If yes, what was your score in: English _____ Mathematics _____

College(s) previously attended: ATTACH LIST OF ADDITIONAL COLLEGES PREVIOUSLY ATTENDED.				
College	City	State	Dates attended	Degree earned

Are you suspended from any college(s) listed above? ☐ Yes ☐ No Are you on probation at any college(s) listed above? ☐ Yes ☐ No

Have you applied to CVCC previously? ☐ Yes ☐ No If yes, did you enroll? ☐ Yes ☐ No If yes, when? _____

Name under which you were previously enrolled at CVCC or another college: _____

Have you taken college-level English? ☐ Yes ☐ No Have you taken college-level mathematics? ☐ Yes ☐ No

Are you on military active duty? ☐ Yes ☐ No Are you a dependent of someone on military active duty? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No Are you eligible for VA educational benefits ☐ Yes ☐ No

Are you applying for scholarship or financial aid ☐ Yes ☐ No

Reasons for enrolling:	<input type="checkbox"/> Learn skills to get new job	<input type="checkbox"/> Learn skills to advance in job	<input type="checkbox"/> Help in obtaining or maintaining job certification
	<input type="checkbox"/> Transfer to another college	<input type="checkbox"/> Earn Certificate	<input type="checkbox"/> Earn Associate Degree
	<input type="checkbox"/> Take courses for personal interest <input type="checkbox"/> Other (please specify) _____		

Program of study: _____ Degree: _____
SEE BACK SEE BACK

Signature: _____ Date: _____

I certify that the information contained in this application is correct. I understand that any misstatement of facts may result in disapproval of this application or expulsion from Chattahoochee Valley Community College if discovered after admission or readmission.

Programs of Study

Programs of study offered at Chattahoochee Valley Community College include **university parallel programs**, **career programs**, **certificate programs**, and **non-credit courses**.

The **university parallel programs** include the Associate in Arts and the Associate in Science degrees. These are two-year degrees that prepare baccalaureate-seeking students for transfer to four-year colleges or universities.

The **career programs** include programs leading to the Associate in Applied Science degree. These programs prepare students for a specific career or occupational enhancement and include some general education courses. Although these programs are not designed primarily for transfer, many of the courses are transferable to four-year institutions.

The **certificate programs** are career development programs for students who wish to prepare for careers or career advancement through short, intensive programs.

(For additional information about programs of study, see the CVCC Catalog & Student Handbook.)

University Parallel Programs (60 – 64 credit-hours)

Associate in Arts

LIB Liberal Arts

INSTITUTION TO WHICH YOU WILL TRANSFER

YOUR FUTURE MAJOR

Associate in Science

GEN General Studies

INSTITUTION TO WHICH YOU WILL TRANSFER

YOUR FUTURE MAJOR

Career Programs (At least 66 credit-hours but no more than 77 credit-hours)

ASSOCIATE IN APPLIED SCIENCE:

Applied Technology

Air Conditioning & Refrigeration-HVAC (ACR)
Automotive Manufacturing (AUM)
Industrial Maintenance (INT)
Welding (WDT)

Business

Accounting (ACC)
Business (BUO)
Management and Supervision (BMS)

Business and Office Technology

Administrative Technology (OAD)
Legal Administrative Technology (LAA)
Medical Administrative Technology (MAA)

Computer Information Systems

CISCO Networking (CND)
Information Technology Development (ITD)

Health Sciences Division

Medical Assisting (MAT)
Nursing - Associate Degree Nursing (ADN)
Nursing – Mobility (DRN)

Public Safety Academy

Criminal Justice (CRJ)
Fire Science (FSC)

Visual Communications

Multimedia Graphic Design (VMM)
Simulation and Modeling (VSM)

Certificate Programs (At least 30 credit-hours but no more than 60 credit-hours)

Applied Technology

Air Conditioning & Refrigeration-HVAC (ACR)
Automotive Manufacturing (AUM)
Industrial Maintenance (INT)
Welding (WDT)

Computer Information Systems

Information Technology (IFC)

Public Safety Academy

Criminal Justice (CJC)
Fire Science (FSC)

Short Certificate Programs (At least 9 credit-hours but not more than 29 credit-hours)

Applied Technology

Air Conditioning & Refrigeration-HVAC (ACR)
Automotive Manufacturing (AUM)
Industrial Maintenance (INT)
Welding (WDT)
Welding - Gas Metal Arc (WDG)
Welding - Shielded Metal Arc (WDS)

Business and Office Technology

Administrative Technology (OAD)
Basic Accounting (ACC)

Child Care and Development

Child Care and Development (CHD)
Child Development Associate (CDA)

Computer Information Systems

Networking Technology (CSC)

Health Sciences Division

Medical Assisting (MAT)
Phlebotomy (MAP)

Public Safety Academy

Emergency Medical Technician – Basic (EMB)
Emergency Medical Technician - Advanced (EMA)

Visual Communications

Multimedia Graphic Design (MMC)
Simulation and Modeling (SMC)

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

Chattahoochee Valley Community College

Student Name _____ SSN _____
Street Address _____ City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____ Birthday ____/____/____
Institution _____ Semester: Fall _____ Spring _____ Summer _____ Year _____
Citizenship _____ U.S. Citizen _____ U.S. Resident Alien/U.S. Permanent Resident/U.S. Alien

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 _____ electric bill _____ 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.

County of Residency _____ Designated Campus _____

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.

Signature _____ Date _____



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Career Technical Dual Enrollment Scholarship Application

To Be Completed by Student

School Name: _____ Anticipated Date of Graduation: _____

Student Name: _____

Address: _____
Street or Box Number City State Zip Code

Social Security # _____ - _____ - _____ Date of Birth ____/____/____

Home Phone _____ E-mail address: _____

Check only **ONE** of the following areas of concentration you will pursue at CVCC:

____ Business and Office Technology ____ Computer Information Systems ____ Medical Assisting
____ Certified Nursing Assistant (CNA) ____ Emergency Medical Technology ____ Childcare Development
____ Applied Technology (Industrial Maintenance, HVAC /R, Automotive Manufacturing, Welding)

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

To Be Completed by Counselor or Principal

Most recent GPA _____ Class Rank _____
Numerical Average

School Official's Name/Title _____ Date _____

School Official's Signature _____

To Be Completed by Teacher in Area of Concentration

I recommend _____ (student's name) for the Career Technical Dual Enrollment Program at Chattahoochee Valley Community College.

Instructor's Name _____

Instructor's Signature _____ Date _____



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

TERM: _____

YEAR: _____

**DUAL ENROLLMENT/DUAL CREDIT
STATEMENT OF ELIGIBILITY AND REGISTRATION FORM**

All Academic Dual Enrollment/Dual Credit High School Students must complete the following to be eligible:

- Meet the entrance requirements for CVCC.
- Complete ACCUPLACER® for Math, English, and Reading or provide a copy of ACT with:
 - 20 or above in Reading and Math
 - 18 in English
- Must be in the 10th, 11th, or 12th grade.
- Must have a minimum cumulative 2.5 GPA Accelerated **ONLY** : 3.0 GPA

This section completed by student.

Type of Dual Enrollment courses: ☐ Academic ☐ Technical ☐ Program of Study _____

Student Name: _____ Student ID: _____

Address: _____ City/State _____ Zip _____

High School: _____ Grade Level: _____

This section completed by counselor/director:

- APPROVAL FOR ENROLLMENT -

This is to certify that the above named student has qualified for admission into the Dual Enrollment Program with Chattahoochee Valley Community College. The student may enroll in the courses listed below, provided he/she meets the college placement and/or prerequisite criteria for the courses listed.

Chattahoochee Valley Community College Course Information				High School Credit Equivalencies	
Course Number	Course Title	Time	Credit Hours	Course	Unit Credit

High School Counselor/Director Signature

Date

High School Principal 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 student becomes 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, Chattahoochee Valley Community College shall obtain written consent from students before disclosing any personal identifiable information from his/her education records.

As participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of Chattahoochee Valley Community 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 signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

For College Use Only

Verified by _____ Date _____ Approved by _____ Date _____



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Academic/Accelerated Dual Enrollment Payment Form

STUDENT NAME: _____ **CVCC ID#** _____

The above mentioned student is registered for the following Academic/Accelerated Dual Enrollment Course(s). Parent(s) are responsible paying the required tuition and fees to Chattahoochee Valley Community College. **CVCC must receive payment for Summer 2018 classes by 5pm on Thursday, April 19, 2018.**

Academic Dual Enrollment Course : (mark all that apply)

Biology 103	\$600	_____	Biology 104	\$600	_____
English 101	\$450	_____	English 102	\$450	_____
History 202	\$450	_____	History 201	\$450	_____
Math 115	\$600	_____	Math 125	\$600	_____

Please check payment method of your choice:

CHECKS/MONEY ORDERS SHOULD BE MADE OUT TO Chattahoochee Valley Community College

CHECKS WITHOUT A PHONE NUMBER WILL NOT BE ACCEPTED

_____ **Check/Money order** (attach to this form)

Bank: _____

Name on the Account: _____ Phone#: _____

VISA AND MASTERCARD ONLY

_____ **Credit Card** (must be processed by April 19, 2018)

Credit Card Company: _____

Phone where credit card holder can be reached during business hours: _____

Email Address for credit card holder: _____

_____ **PACT**

PACT Account# _____

_____ **Scholarship** (attach copy of award letter) _____