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Jefferson State Community College
Dual Enrollment Policies and Procedures

All students and instructors in Dual Enrollment are responsible for being familiar with college policies and procedures.

All students who enroll at Jefferson State Community College should be familiar with the current Jefferson State Community College Catalog/Student Handbooks and the schedule of classes. Upon termination of dual enrollment status, students who wish to pursue an Associate Degree must comply with the general admission requirements as stated in the Catalog.

**Admission Policies**

**Dual Enrollment Admission Requirements**

The criteria below is issued through the State of Alabama. Some Local Education Authorities (LEA) may formulate their own criteria for eligibility articulated through the dual enrollment agreement between JSCC and the LEA. In those cases, Jefferson State Community College will abide by the criteria outlined in their agreement.

Students are eligible to enroll in dual enrollment if they meet the conditions set by their local school system, are a 10th, 11th or 12th grader, have the appropriate High School GPA (minimum of a 2.5), show academic readiness and maturity, and meet the entrance requirements at JSCC. Eligible applicants should complete and submit the following documents to be considered a complete application:

1) Online application for Dual Enrollment
2) Signature Page with student, parent/guardian, and counselor signatures—required each term
3) Photo ID – Unexpired driver’s license (I-Now photos are accepted) *if the student does not have photo ID, we can accept a copy of the birth certificate.
4) Current High School Transcript (2.5 GPA unweighted)
5) Test scores required for placement in English and Math courses

**Continuous Dual Enrollment Admission Requirements**

Continuous Dual Enrollment is when a student takes dual enrollment classes with JSCC in a continuous sequential order of academic terms. i.e. Fall 2017 and Spring 2018, Spring 2018 and Summer 2018… Continuous Dual Enrollment students are required to resubmit only 1 document each term: (1) Signature Page. JSCC may request updated transcripts at any time for students.
Accelerated Program Admission Requirements

Students are eligible to enroll in the Accelerated Program if they meet the conditions set by their local school system, have successfully completed the 10th grade or have an exception granted by JSCC upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8.9.17 regarding gifted and talented students, have completed all high school prerequisites (i.e. may not take English Composition until all required high school courses are completed), have a 3.0 GPA, and meet the entrance requirements at JSCC. Eligible applicants should complete and submit the following documents to be considered a complete application:

1) Complete hard copy application found at [http://www.jeffersonstate.edu/become-a-student/high-school-students/accelerated-program/](http://www.jeffersonstate.edu/become-a-student/high-school-students/accelerated-program/)
2) Signature page with student, parent, counselor, principal and/or superintendent signatures
3) Photo ID – Unexpired driver’s license (I-Now photos are accepted)
4) Current High School Transcript
5) ACT/ACCUPLACER scores only if pursuing English or Math

Excluded Courses:

The following are excluded from Dual Enrollment/Accelerated:

- Courses numbered below 100
- Audit Courses

Admission Status and Granting of College Credit

JSCC is authorized to admit eligible high school students on a continued “Conditional Status.” The conditional status remains in effect until the student fulfills the general admissions requirements for a course creditable toward an associate degree as stated in the Catalog.

Test Scores and Eligibility

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ACT</th>
<th>ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>18 (English sub score)</td>
<td>WritePlacer 5-8</td>
</tr>
<tr>
<td>MTH 100 College Algebra</td>
<td>18 (Math sub score)</td>
<td>EA 60-79 or CLM 20-49</td>
</tr>
<tr>
<td>MTH 112 Precalculus Algebra</td>
<td>24 (Math sub score)</td>
<td>EA 80-120 or CLM 50-59</td>
</tr>
<tr>
<td>MTH 113 Precalculus Trigonometry</td>
<td>26 (Math sub score)</td>
<td>College Level Math 60-79</td>
</tr>
<tr>
<td>MTH 125 Calculus I</td>
<td>27 (Math sub score)</td>
<td>College Level Math 80-120</td>
</tr>
</tbody>
</table>

*New Placement scores that which review high school GPA is based on High School *graduated* GPA and does not apply to Dual Enrollment students.

Fall 2019 New Math Placement Criteria – 3 options

**Option 1:** ACT Subtest Scores

**Options 2:** If the student’s ACT Math subtest score is 20 or high AND:
The grade of “C” or higher in high school Algebra 2 makes the student eligible for any of the following JSCC MTH courses: 110, 112, 113, 115, 231, 255

The grade of “C” or higher in high school Precalculus makes the student eligible for any of the following JSCC MTH courses: 110, 112, 113, 115, 231, 265, 120, 125S

The Grade of “C” or higher in high school Calculus makes the student eligible for any of the following JSCC MTH courses: 110, 112, 113, 231, 265, 120, 125S

Option 3: Accuplacer Elementary Math is going to be replaced with GAS (Quantitative Reasoning, Algebra, and Statistics) This is only used to measure placement into MTH 100, 110, and 112.

ACCUPLACER Information

Jefferson State Community College requires a comprehensive assessment of dual enrollment students in Math and English classes prior to enrollment in classes unless appropriate exemptions are on file with The Dual Enrollment Department. Students enrolled in courses for which they are ineligible will be administratively withdrawn. There is no fee for initial Math and English placement tests. Pursuant to college policy, students must wait one calendar year before retesting on the Math and English placement tests and there is a retest fee of $10.00. Students must present photo identification and have their on-line dual enrollment application on file with the Dual Enrollment Department at the time of testing. It is highly recommended that a student takes the placement test at least 5 business days prior to any program deadline that one may need to meet. See testing times below:

- **Jefferson Campus – Lurleen Wallace Hall, Room 322**
  - Walk-in between 9:00 A.M. and 12:00 P.M. Monday-Friday. (No appointment necessary)
- **Shelby-Hoover Campus – General Studies Building 110**
  - Fall/Spring Schedule: Monday – Friday 9 A.M. – 12:00 P.M.
  - Summer Schedule: Monday – Thursday 9 A.M. – 12:00 P.M. beginning May 30th and ending August 11th
- **Chilton-Clanton Campus**
  - Fall/Spring Schedule: Every other Friday
  - Summer Schedule: Thursdays, 9:00 A.M. until 2:00 P.M. beginning May 30th and ending August 11th
- **St. Clair-Pell City Campus**
  - Open only on select Mondays. Contact Testing at (205) 856-7942 to determine dates.

**Policies and Procedures**

Advising

The College offers academic advising to all students enrolled at JSCC. To schedule a Dual Enrollment/Accelerated advising meeting, please e-mail a request to dualenrollment@jeffersonstate.edu

Appeals

Students who feel that a college policy has been applied unfairly to their situation have the right to appeal. Student complaints/appeals may include but are not limited to the following: Financial Aid Awards or Loss of Aid, Traffic Citations and Fines, Business Office Receivables, Student Refunds,
Suspensions, Audit to Credit/Credit to Audit Registrations, Returned Checks. Students must complete a Complaint/Appeal form which can be found by searching “Forms” through www.jeffersonstate.edu. For more information on Appeals, please see page 268 in the student handbook.

Suspension Policy

Students who withdraw or make below a “C” in any of their dual enrollment classes are subject to a 1 term suspension, not including a summer term. Students may resume dual enrollment classes after following their 1 term suspension but they must reapply.

Calendar

The annual academic calendar in the Catalog applies to all students including dual enrollment students. The term calendar also appears on the class schedule, along with the final examination schedule. Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty.

*Important* Dual Enrollment students should allow time before registration day for consulting high school officials, completing all paperwork including securing signatures on the Signature Page, and making financial and other arrangements to attend. High schools may establish deadlines for interested students to begin the process.

Registration

Dual Enrollment/Accelerated students are not permitted to register themselves. Students will be registered via the Dual Enrollment personnel once registration opens and all their application documents have been received. Incomplete applications will not be considered.

Tuition and Fees

Prices are subject to change and are evaluated on a yearly basis. The figures stated below are based on the most recent updates for Fall 2019.

- $162.00/per credit hour – Class taught on a JSCC Campus on Online
- $150.00/per credit hour – Class taught at a high school location

Payment is due in full at the time of registration. The student will be notified when they are registered and will be provided with payment instructions. Failure to pay will result in the student being dropped from the course for non-payment. Students may pay online or at one of the cashier windows on any of our campuses. We discourage the mailing of checks to the campus office.

Online Payment

You may make payments online by credit card without coming to campus. JSCC accepts Visa, MasterCard, Discover and American Express cards through MyJSCC.

Instructions for paying tuition online:

1. Sign on to MyJSCC portal with your username and password.
You can look up your username by clicking “check your username/status” on the login page.
Default password uses the student’s 8-digit birthday and is in the following format:
J@MMDDYYYY. The student will be prompted to change it upon login.

2. Select the Student tab, then click on Access Your Online Services.
3. Select the Student tab, then select Student Account.
4. Select Account Summary. Scroll to bottom of page and click Credit Card Payment.
5. Select Term, then Submit.
6. Enter Payment Amount, then Submit.
7. Enter all information on this page and click Continue. Follow instructions to finish payment process.
8. Print receipt for your records.

On-Campus Payment
Payments can be made at any of our four campus locations, Monday – Friday 8:00 a.m. to 4:30 p.m.
Summer hours Monday – Thursday 8:00 a.m. to 5:30 p.m. Fri. 8:00 a.m. to 12:00 p.m. until August 11th.

Shelby-Hoover Campus
General Studies Building, First Floor
4600 Valleydale Road
Birmingham, Alabama 35242

Jefferson Campus
George C. Wallace Building, First Floor
2601 Carson Road
Birmingham, Alabama 35215

St. Clair - Pell City Campus
Academic Building, First Floor
500 College Circle
Pell City, AL 35125

St. Clair - Pell City Campus
Academic Building, First Floor
500 College Circle
Pell City, AL 35125

PACT Funds
Payment by PACT
- Student and Account Holder must complete the PACT Authorization form for Jeff State. The form can be found in the “Forms” section of www.jeffersonstate.edu
- Contact PACT and request your PACT plan to be activated early - Complete PACT Advancement of Benefits form - Contact our Business Office to bill PACT: Sherry Pettry (spettry@jeffersonstate.edu, 205-983-5926)

Schedule Changes
Schedule changes may only take place during the add/drop period. To add or change classes, students must submit a new Signature Page signed by their high school counselor. To drop a course, the student must notify the Dual Enrollment Department in writing. Permission from your high school counselor may also be required. Schedule changes made outside of the add/drop window will be at the discretion of the instructor and Dual Enrollment Coordinator’s approval.
Grading System

Jefferson State Community College’s grading system as outlined in the Catalog (page 51) applies to all students. In every credit course, the instructor awards a letter grade of A, B, C, D, F, I, or W. Students may access their grade reports by logging into their Blackboard account. The Dual Enrollment office will report the letter grade to the student’s high school counselor for all dual enrollment students at the end of each term. All grades are subject to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974. In no case will grades be divulged via telephone or fax.

Grading Policy

Any student who earns a D, F, I or W during a semester will be ineligible to continue in Dual Enrollment. The student will be suspended for 1 semester, not including a summer term. Grades are considered final once they have been officially posted. JSCC does not require the reporting of numeric grades. Should a student or counselor require numeric grades, they must contact the instructor directly.

Course Evaluations

Jefferson State Community College follows an ongoing procedure to evaluate instruction in all its classes. Local school systems will devise their own methods of evaluating JSCC courses for which they award high school credit.

Transfer of Dual Enrollment Courses

Transfer of college credit between public colleges and universities of the State of Alabama is facilitated by a transfer agreement known as the STARS guide. Courses taken for dual enrollment will count just as any other college credit and will remain part of the student’s permanent record. Students should print their STARS agreement when they begin dual enrollment courses. Some courses may not be accepted within all program majors. The dual enrollment student is advised to work carefully with high school counselors and JSCC advisors when deciding upon a major, a transfer institution, and relevant courses. Transcripts released for students who have not yet fulfilled the general admission requirements for a course creditable toward an associate degree will be stamped “Credit Conditional Upon Receipt of Final High School Transcript” (See Admission Status and Granting College Credit section) Jefferson State Community College (JSCC) is accredited by the Southern Associated of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 3033-4097 or call 404-679-4500 for questions about the accreditation of Jefferson State Community College.

Credit and Transcripts

Each high school determines the high school credits that will be awarded and JSCC will determine the college credits to be awarded for any dual enrollment coursework. 3 credit hours at the post-secondary level are equivalent to 1 credit at the High School level. Grades are posted to the college transcript in letter form (A, B, C, D, F) as submitted by the instructors. The college transcript will also show total hours attempted, hours earned, and grade point average (GPA) on a 4.0 scale. College transcripts are permanent records of Jefferson State Community College. No college transcript is issued to any person or institution without the signed consent of the student as required by Public Law 93-380.
transcripts may be obtained from the Record’s Office by completing a transcript request form under the “Forms” section at [www.jeffersonstate.edu/forms](http://www.jeffersonstate.edu/forms). College Transcripts are not faxed. High school records of dual enrollments courses are subject to the policies of the high school. Students who do not submit their final high school transcript to Jefferson State Community College following their high school graduation may not receive an official transcript from JSCC. The student will have a Dual Enrollment Hold placed on their account until we receive the final high school transcript. Once received, we will remove the hold and the student may submit a transcript request.

To obtain and unofficial transcript, students must submit a transcript request form to the Records Office, identify themselves as dual enrollment students, and indicate that they need an **unofficial** transcript sent to the institutions of their choosing.

**Faculty Credentials**

Faculty members teaching college-credit courses at Jefferson State Community College must meet or exceed the minimum level of education for college instructors specified by the Southern Association of Colleges and Commissions on Colleges. According to the SACS guidelines for faculty credentials, the faculty teaching general education courses at the undergraduate level require a doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). For more information, visit [www.sacscoc.org](http://www.sacscoc.org) Comprehensive Standard 3.7.1 of Principles of Accreditation

Jefferson State Community College will require the submission of official transcripts to be reviewed by the Department Chair in the respective academic discipline.

**Student Disability Services Notice: ADA**

Dual enrollment students in need of accommodations for disabilities must follow the college policy (See page 248 in the Catalog/Student Handbook). Assistance is available for activities including but not limited to, applying for admission, registering, and participating in classes and college activities.

Students in need of accommodation should contact the ADA Director. It is recommended that the student make an initial appointment before the semester begins. Contact the ADA Office at (205) 856-6077, or email ada@jeffersonstate.edu.

**Family Educational Rights and Privacy Act (FERPA)**

A. **Privacy of Student Records**

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Jefferson State Community College will not release information concerning its students except for directory information and as stipulated in paragraph 3 below. Directory information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. In such cases, directory information will not be released. Directory information is defined as follows:
   - Name
   - Address
   - Telephone listing
• College e-mail address
• Date and place of birth
• Major field of study
• Dates of attendance
• Grade level (i.e. Freshman, Sophomore…)
• Enrollment status (i.e. undergraduate, full-time or part-time)
• Participation in officially recognized activities
• Photograph
• Degrees, honors, and awards received
• Most recent educational institution attended

2. A student over the age of 18 is considered an “eligible student” within the definition of the law and controls who has access to his or her records. A parent of an eligible student does not automatically have access to the student’s records. In order for a parent to have access to a student’s records, beyond directory information and without written permission from the student, a parent must certify that the student is economically depended as defined by Section 152 of the International Revenue Code of 1954. If a parent can prove dependency by showing a copy of the parent’s current tax report form or another acceptable report of current dependency to the Dean of Student Services, the parent may have total access to the student’s file.

3. Jefferson State Community College will release a student’s educational records without his or her approval only as follows
   • Jefferson State Community College officials who have legitimate educational interest in the records
   • To officials of another college or university in which a student seeks to enroll
   • To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
   • To persons involved in granting financial aid for which the student has applied
   • To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 1974
   • To testing, research, and accrediting organizations
   • In compliance with a court order or lawfully issued subpoena
   • In very narrowly defined emergencies affecting the health and safety of the student or other persons
   • To parents of eligible students under the provision of paragraph 2 above. For further information concerning the Federal Educational Rights and Privacy Act, a student may visit https://ed.gov/policy/gen/guid/fpco/ferpa/index.html

B. Release of Transcripts
   1. In compliance with the Family Educational Rights and Privacy Act, Jefferson State Community College does not release transcripts of a student’s grades except upon the student’s written request. A student, or former student, who needs a transcript from JSCC should complete a transcript request form, and indicated the name of the institution or person whom the record should be sent. Student should be sure to state all names which may have
been entered on their college records. A student may secure an unofficial transcript for personal use but official transcripts are sent only to other colleges or organizations for reference purposes. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration or obligations to the Community College.

**Career and Technical Education Scholarship**

The Career and Technical Education Scholarship is available to eligible students who attend a school that is within our service area, and that school must have a Dual Enrollment agreement with us. CTE funds are only available to dual enrollment students. A student must declare their career program or “major” which they want to pursue. Students may not change their program of choice once they are in it. Once their career program is selected, they must stay within it to receive continuous funding.

The ACCS submits a funding list on a yearly basis based on the workforce needs of our service area. Programs approved for funding are subject to change at any time.

Academic Courses: Workforce Development Scholarship students may pair their career courses with academic courses. For the FY 19-20, academic courses are restricted to English, Math, or Natural Science. English, Math, and Science courses must be relevant to the related AAS General Academic requirements to qualify for grant coverage. Academic courses must be paired with a career course in the same semester to have the tuition covered. Unless pursuing an Allied Health degree, students are not permitted to take BIO 201 or BIO 202 for scholarship coverage.

The Scholarship will only cover 2 courses per Fall and Spring. Students are permitted to take up to 4 courses in a summer semester. If a student requests to take more than 2 courses in a Fall or Spring semester, they must pay for it independently, and it must be approved by their High School counselor and Dual Enrollment Coordinator.

**Approved Funding List for Fiscal Year 19-20**

I. Child Development Program
   - Basic Certificate in Child Development

II. Computer Information Systems Technology Program
   - Computer Programming
     - Apple App Development
   - Computer Networking
   - Web Development

III. Emergency Medical Services
   - Basic EMT Certificate

IV. Manufacturing and Technology
   - Industrial Technology Option
   - Biomedical Equipment Technology Option
• Automotive/Automated Manufacturing Option
• Electronics Options
• Computer Aided Drafting/Design Option
• Manufacturing Systems Technology Option
• Welding Technology Option

V. **Office Administration Technology Option**
• Office Applications Assistant Option
• Medical Support Specialist Option
• Accounting Support Specialist Option
Dual Enrollment FAQ

What is the difference between Dual Enrollment and Accelerated?

Dual enrollment refers to a student who receives both high school and college credit for a particular course taught at the high school or on a JSCC campus during the Fall, Spring, and Summer semester. The purpose of Dual Enrollment is to allow eligible high school students to enroll in college classes concurrently with high school classes to receive both high school and college credit. Students within the Accelerated program take college level courses in addition to their high school course load. They do not receive high school credit for the college courses.

What are the benefits of dual enrollment?

- Students can earn high school and college credit simultaneously
- Students gain an early start on achieving an Associate or Baccalaureate degree
- Students are considered JSCC students and are allowed access to all services provided by the institution
- Dual enrollment courses enrich course opportunities and academic rigor for high school students
- Dual enrollment students avoid unnecessary duplication of course work
- Students who complete dual enrollment increase their flexibility when scheduling courses at a four-year institution
- Dual enrollment shortens the time to attain a college degree
- Students and parents save money because JSCC’s tuition is less expensive than most universities
- Students can complete college courses transferrable to a four-year institution
- Grades earned through dual enrollment will become part of a student’s permanent high school record and college transcript

What are the objectives of dual enrollment?

- To facilitate seamless transition between the high school and college classroom
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school so that course duplication might be eliminated
- Provide additional opportunities for college-bound students to embrace academic challenged
- Provide an opportunity for high school students to work toward a certificate, associate or bachelor’s degree
- Provide additional opportunities for career and technical education students to gain college credit

Should I participate in dual enrollment instead of AP options?

Always follow the recommendation of your current teachers for curriculum choices. Students have the benefit of AP or Dual Enrollment to begin earning college credit prior to high school graduation. Please remember that dual enrollment begins a student's college transcript; unlike AP coursework where the grades do not go with the student to college but credit is awarded based on a specific university's score.
acceptance policy and how the student performs on the course specific AP examination. However, students that successfully complete their dual enrollment coursework are guaranteed college credit and do not rely upon an end of course assessment to be awarded college credit.

Is the coursework challenging?

As college-level instruction, dual enrollment courses are rigorous courses that represent one of the accelerated mechanisms by which high school students can advance their course of study and post-secondary goals. Dual enrollment faculty must have college-level teaching credentials and eligible students must prove college readiness evidenced by their GPA and maturity.

Is dual enrollment right for everyone?

The dual enrollment program is an opportunity to take challenging courses and accelerate educational opportunities. Students who successfully complete dual enrollment courses will save time toward their college degree. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into a student’s permanent College GPA. It is important to do well in these courses to realize the benefits of dual enrollment.

Home School Associations: FAQ

What is the difference between Dual Enrollment and Accelerated?

Dual Enrollment is when a student takes a college level course and receives college credit and high school credit concurrently. Their High School GPA and college GPA are both impacted from the student’s performance in the college-level class. Accelerated classes are college-level classes that students take in addition to their high school courses. Typically, Accelerated students are those that want exposure to college courses without it affecting their high school GPA while getting a head start on their college coursework.

How will I know if my cover school has a Dual Enrollment Agreement with Jeff State?

We can only have agreements with home schools/cover schools whose physical address is within our service area. Our service area includes Shelby County, Clanton County, St. Clair-Chilton County, and Jefferson County. You can e-mail dualenrollment@jeffersonstate.edu and inquire if your home school’s cover school currently has an Agreement with us.

My home school does not operate under a cover school. What do I do?

If your home school does not have a cover school but the physical address of the home school is within our service area (Shelby County, Clanton County, St. Clair-Chilton County, Jefferson County) please contact dualenrollment@jeffersonstate.edu to inquire about our Dual Enrollment Agreement. Please verify your physical address and the estimate of students interested in taking dual enrollment courses. Since home schools no longer require a cover school, we are able to offer our dual enrollment agreement to independent home schools.