



# Dual Enrollment Application Instructions

## Instructions

Complete a **Dual Enrollment Application** when you initially start DE and attach your high school transcript and ACT scores. You do not need to re-submit this Application Form each term. Also attach a **Course Registration Form** indicating which classes you would like to take. While you submit this application only one time, you will submit the Course Registration Form each high school semester. Turn the completed forms in to your **SCHOOL COUNSELOR**. Do not send the forms directly to UWA.

Avoid Common Errors:

1. Be sure to attach your high school transcripts so UWA can verify your GPA.
2. Attach a copy of your ACT scores if your transcript does not include ACT results
3. Have your parent and school counselor/principal sign the application. Your application cannot be processed without these signatures.
4. Make sure student, parent and counselor contact information, especially email, is current. UWA will use these email addresses to confirm registration and to communicate with you.

## Application Processing and Payment Information

Once your application is processed, UWA will assign a UWA email and **Web Advisor account**. You will use these accounts for communications with UWA, to check billing account status, and to receive or submit online course work. UWA will send instructions for logging into these accounts once your application is processed. UWA sends login information only to the college student. Because dual enrolled students must have parental consent, you should share these logins with your parents so they can also view communications and billing.

UWA will use the information on your Application and Course Registration Form to register you for classes. You will receive an email confirming the courses you are registered for. Check the confirmation email AND verify your courses on Web Advisor. UWA is not responsible for incorrect registration. If you need to change registration, you must submit a signed Course Change Form. If you need to drop a class, you must drop by UWA's drop deadline or you will not receive a tuition refund. UWA's drop dates are listed on the Academic Calendar (campus or online) at this link: <http://www.uwa.edu/opcalendar.aspx>

## Cost and Bill Payments

You will log into your Web Advisor account to verify the amount you owe. Tuition, net of the dual enrollment scholarship, is as follows:

\$450 per 3 credit hour online course (most classes are in this group)

\$584 per 4 credit hour online course (usually for classes with a lab)

\$400 per 3 credit hour course offered on your high-school campus (where available)

\$514 per 4 credit hour course offered on your high-school campus (where available)

*Books and course fees are additional*

You can make payment by check or credit card. Use your Web Advisor account to pay by credit card. Payments **MUST** be received by **NOON on payment due date**. Check the Academic Calendar on UWA's website for deadlines

<http://www.uwa.edu/opcalendar.aspx>. Send payment to the address below. Do not send payments to the dual enrollment coordinator or your school counselor.

UWA Student Accounts  
Station 2  
Livingston, AL 35470