



## Dual Enrollment Admissions Checklist

- **Complete GSCC Admissions Application**

Visit [www.gadsdenstate.edu](http://www.gadsdenstate.edu) > click Apply Now! > Create Account

Select Dual Enrollment/ACE as admit type

Be sure to complete the entire application through the end where you “agree to terms & conditions”

Confirmation emails will be sent within a week of submitting application

- **Signature page**

Delivered to Admissions Office or emailed to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu)

- **Proof of Citizenship**

All new/readmission students must provide one Primary Form of Documentation for Admission to Alabama Community Colleges. All International Students must provide an acceptable VISA.

Common examples of documentation: Drivers License, Permanent Resident Card, etc.

Copy of the ID, must be delivered to Admissions Office or emailed to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu)

- **Complete Dual Enrollment Form**

Signed by High School Administrator (Superintendent Signature requirement waived for most schools)

Delivered to Admissions Office or emailed to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu)

A Gadsden State Enrollment Specialist can assist you with advisement, choosing courses, and completing this form.

- **Placement Test completed OR qualifying ACT scores submitted (for certain courses)**

Some courses in English, math, and Computer Science require minimum placement scores before registration. Students are required to take a placement test if ACT scores do not qualify.

Students may register for the placement test on the Testing Services website:

[www.gadsdenstate.edu](http://www.gadsdenstate.edu) > Future Students > Testing Services

A G# is required for placement test registration, this number can be found in the confirmation email sent from the Admissions Office after the admissions application has been completed.

- **ACE Institute Scholarship Application**

(optional – not required for admissions process)

For eligible programs only

Priority Deadline April 1<sup>st</sup> annually

**All of the above items must be COMPLETE before  
a dual enrollment student can be cleared to register for classes.**

Please contact a Gadsden State Community College Enrollment Specialist for assistance with the dual enrollment admissions & advisement process.

A chart of contact numbers may be found at [www.gadsdenstate.edu/dualenrollment](http://www.gadsdenstate.edu/dualenrollment)