



SNEAD STATE
COMMUNITY COLLEGE

DUAL ENROLLMENT



STUDENT HANDBOOK

2026-2027

**EARN COLLEGE CREDIT WHILE STILL IN
HIGH SCHOOL!**

Snead State Directory

Admissions

(256) 840-4108

Bookstore

(256) 593-1861

Business Office

(256) 840-4130

Campus Security

(256) 264-5060

Disability Services

(256) 840-4219

Financial Aid

(256) 840-4107

Library

(256) 840-4195

Student Services

(256) 571-0600

Testing

(256) 840-4165

Tutoring Services

(256) 571-0613



Dual Enrollment
Contact:

Email **DE@snead.edu**
for all
Dual Enrollment
questions

It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment.

Table of Contents

Directory.....	2
Table of Contents.....	3
Welcome.....	4
Getting Started.....	5
Alabama.edu.....	6
mySnead.....	7
Self-Registration.....	8
Online Testing.....	9
FAQs.....	10-11
Student Resources.....	12-14
Learning Platform.....	15
College Prep.....	16
General Education Degree plan.....	17
Academic Calendar.....	18-21
Dual Recommendation Form.....	22
Checklist.....	23
Commitment.....	24
Campus Map.....	25
Complaints & Grievances.....	26
Accreditation.....	27

Welcome to the Snead State Community College Dual Enrollment Program!

Congratulations on becoming a part of the Snead State Community College family by participating in the Dual Enrollment Program! Dual enrollment allows students to receive both high school and college credit for courses taken while they are still in high school. The courses are part of the students' regular school schedule.

You are now part of a successful tradition. Snead State has proudly awarded college certificates and degrees to dual enrollment students before they have received their high school diploma. Snead State's faculty and staff work closely with your high school counselor and are available to assist you in finding success as a Dual Enrollment student.

What does it take to be a SSCC Dual Enrollment Student?

- Be admitted to Snead State Community College.
- Be in the 10th, 11th or 12th grade in high school. *check with your high school for their grade level requirements
- Have a minimum cumulative (unweighted) high school grade point average (GPA) of 2.5 on a 4.0 scale.
- Get written approval from your school representative (Dual Enrollment Recommendation Form).
- Take the Accuplacer test, where minimum placement is required, specifically for college-level English, math, or reading courses.



*Snead State Community College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy. Dual enrollment students who fail to meet a grade of C or better in all attempted college courses or who withdraw from a course will be suspended from the Dual Enrollment program for a minimum of one term. The one-term suspension may not be served during the summer.

What You Should Know

Admission

The Dual Enrollment program is available to qualified high school students who have received approval from their high school to receive both college credit and high school credit. To begin as a Dual Enrollment student, you must complete the admission process.

Required Admission Documentation:

- Snead State application for admission
- Dual Recommendation Form signed by the high school representative (counselor or career coach usually)
- Copy of current high school transcript (if needed for assistance in placement in Math course)

All information must be on file prior to the opening day of registration. It takes approximately two to four business days to process the required forms. **NOTE:** Dual Enrollment students should speak with their high school counselor regarding high school deadlines.

How to Apply

1. Go to www.snead.edu/apply.
2. Click on “Sign Up/Create an Account”
3. Fill in your legal First Name, legal Last Name, and an email address that you are able to check immediately.
4. Once you click submit, check that email. You will receive an email shortly prompting you to create a new password. Remember this password, as you will need it to view your decision letter and get your Snead student log in credentials.
5. Go back to the log in screen and “Sign In” using that email and password, if it does not log you in automatically.
6. Click the “Start New Application” button.
7. Choose the correct term during which you’ll be a student, not the term during which you’re applying. For instance, you may be applying in the spring, but you won’t be a student until the fall. In that case, you would select Fall for the term.
8. Choose your student type to be High School – Dual Enrollment and begin the application.
9. Complete each section of the application. Your progress will be saved as you go. Once you are finished, your progress should say 99%. When you click Submit Application, it should lead you to a page where you can verify your information, agree to the terms and conditions, electronically sign the verification, and finally submit your application. If you do not do this final step, your application will not be complete.

Snead State has moved to a unified login system with all Alabama Community Colleges which requires all NEW students to claim their Alabama.edu accounts. Below are the steps to claiming those accounts:

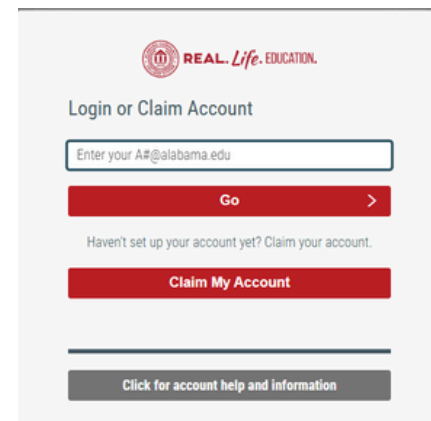
Once a student is accepted into Snead State, they should receive an email from noreply@rapididentity.com. However, this is sometimes blocked by school servers.

As we process forms, we will make an attempt to check each new student. If students have not claimed their accounts, we will send that info with approval emails.

However, students can always email de@snead.edu to request their claim code.

To claim account, students can follow these steps:

- 1.Go to password.alabama.edu
- 2.Click the “Claim My Account” button
- 3.Enter full A# (not full email, just the A# including the letter “A”)
- 4.Enter claim code
- 5.Check the “I understand these guidelines” checkbox
- 6.Click the “Next” button
- 7.Create your new password (please make note of this password)
- 8.Save

A screenshot of the Alabama.edu account claim page. At the top is the REAL. Life. EDUCATION. logo. Below it is the heading "Login or Claim Account". There is a text input field labeled "Enter your A#@alabama.edu". Below the field is a red button with the text "Go" and a right arrow. Below that is a link that says "Haven't set up your account yet? Claim your account." followed by a red button labeled "Claim My Account". At the bottom is a grey button labeled "Click for account help and information".

Students will be required to set-up a multi-factor authentication. They can opt to download an app, OR select “set-up a different method” which will allow them to have a code texted or called to them. Please make sure SAVE your A#@alabama.edu AND password.

****If students do forget their password, they can follow the steps at password.alabama.edu to reset.**

Often, we get students stating that the “Forgot Password” hyperlink is not showing. If they will clear their cache/cookies and/or delete browsing data for the last 24 hours, this fixes most issues. However, if it is still not allowing them to reset, they can email it-team@snead.edu with their name, A#, DOB, and explanation of their issue for further assistance!

mySnead is a multi-purpose portal that students will use throughout their time at Snead State. Once the admission process is complete, students will create their Alabama.edu login information for mySnead and they can access the following functions:

- Contact Information for Students
- Admissions
- Registration (including adding or withdrawing from a class and class schedule)
- Grades
- Transcripts
- DegreeWorks
- Financial Aid
- Tuition Payments
- Canvas/Email Access

How to Access mySnead

1. Go to www.snead.edu.
2. Select “mySnead” in the Student Panel located to the left of the home page. (Look for the graduate icon.)
3. Click on the blue “mySnead Login” button.
4. Enter your username, which will be the same as your student webmail: your personal student number (A#) and then @alabama.edu (like this: AXXXXXXXXX@alabama.edu).
5. Enter your password, which you created when creating your account. To reset this password, visit password.alabama.edu.
6. Should you have a problem accessing or using mySnead, please email HelpDesk@snead.edu. In the email, include your full name, your A number, your date of birth, and a brief description of the issue you are experiencing. Representatives are available to respond to problems during normal business hours Monday-Friday.

Books and Supplies

Snead State uses Parson Books Plus to ensure students have access to all of their course materials on or before the first day of class. For more info and to opt-out, please visit: snead.edu/parsonbooksplus.

- Register for your classes, and the bookstore will start preparing your course materials.
- One month before classes start, you will receive an email IN YOUR SNEAD EMAIL instructing you to select your delivery method (in-store pickup or shipped directly to you).
- An email notification will be sent when your order is ready for pickup or when it ships.
- Your digital materials will be delivered for your course(s) within Canvas.
- PLEASE NOTE: Students are automatically enrolled in the program each semester, so students wishing to opt out of the program will need to do so each semester on the website.

Self-Registration

Registration

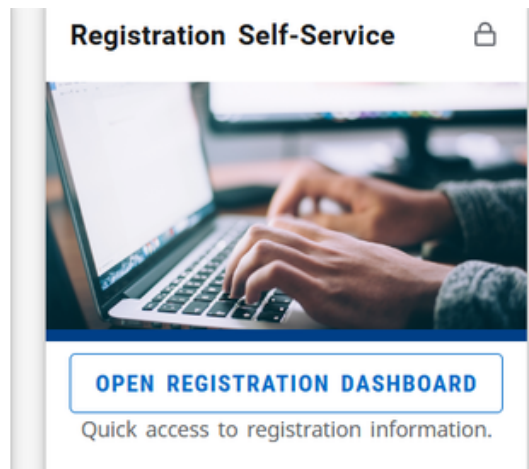
After the application for admission as a Dual Enrollment student and the Dual Enrollment Recommendation form have been approved and processed, it is the student's responsibility to go online and register for their approved courses. The student will receive an email letting them know when they are clear to register.

A student must register during the designated registration periods. The registration dates for each semester are specified in the academic calendar (See pages 18-20).

Dual Enrollment students may only register for the classes that were approved on the Dual Enrollment Recommendation form. The form should list all classes you are considering when filling out the form. You do not have to register for them all if you change your plans.

How to Register for Classes

1. Go to www.snead.edu.
2. Select "mySnead" in the Student Panel located to the left of the home page. (Look for the graduate icon.)
3. Click on the blue "mySnead Login" button
4. Enter your username, which will be the same as your student webmail: your personal student number (A#) and then @alabama.edu (like this: AXXXXXXX@alabama.edu).
5. Enter your password, which you created when claiming your Alabama.edu account. You can reset your password at password.alabama.edu.
6. Once you have logged in, click "Open Registration Dashboard"
7. Select "Register For Classes".
8. Select the correct term and click "Continue".



9. Type your course subject (i.e. Math, English, etc.) into the subject line, and if you have the course number (i.e. 111,112, etc.), type it in the course number line and click "search".
10. When you find the course, you can click on the course title to get more information about the course, like what term it is (Full, Mini 1 or Mini 2) and the format (Online, On Campus, or Hybrid).
11. When you decide on a course, you will click "Add to Summary" and the course will appear in a new window in the bottom right corner of the screen and say Pending.
12. Click "Submit" in that bottom right corner and make sure the "Status Bar" turns green and says Registered. If you do not do this step, you have not yet registered for the course.

Online Testing

Students taking an Online/Hybrid course may be required to complete one or more proctored assessments. The course instructor determines the number of assessments to be proctored and the acceptable proctoring methods that may be used. Some proctoring methods, such as the ProctorU online proctoring service, or a Testing Center at another college, may charge a fee that the student must pay.

ProctorU

ProctorU is an online proctoring service through which a remote proctor will use your computer's webcam to monitor you while you take an assessment. To learn more ProctorU, please visit the ProctorU Test-Taker Help Center.

Snead State students receive a discounted rate for ProctorU proctoring sessions. ProctorU access cards may be purchased at the Snead State Bookstore or online directly from ProctorU with a debit/credit card.

A student's computer system must meet the ProctorU's minimum Technical Requirements. Visit the ProctorU Students page for more information.

If a course requires students to use ProctorU, you should complete the following at the beginning of the semester:

1. Setup/verify your ProctorU account.
2. Install required ProctorU software.
3. Test your computer to make sure it meets the ProctorU system requirements.
4. Schedule your assessment (requires access card or online payment).
5. Add the date and time for the proctoring appointment to your calendar.

NOTE: ProctorU charges an extra fee for last minute appointments, so it is to your advantage to book your exam session as far in advance as possible.

Honorlock

Honorlock is an online proctoring service through which your computer's webcam is used to monitor you while you take an assessment. To learn more about Honorlock, please visit the [HonorPrep Guided Tour](#).

Honorlock is free to Snead State students and does not require you to make a proctoring appointment to use it.

A student's computer system must meet the [Honorlock minimum system requirements](#). Visit the [Honorlock Test Taker Resources](#) page for more information.

Frequently Asked Questions

1. Will I need to take the ACT before I take Dual Enrollment classes?

A placement score is needed to determine students' eligibility for certain classes, such as English or Math. The ACT is one exam that is used, and the other is the Accuplacer, available through Snead State Community College.

2. How do I pay for classes?

You can pay any balance you have in your mySnead. The Business Office offers payment plans but you must have the full balance paid once classes begin. You can find more information on that here: https://snead.edu/tuition-aid/payment_plan/.

3. If my high school is closed for any reason (such as weather events), am I still required to attend my Dual Enrollment class?

Dual Enrollment students must follow the academic calendars of both their high school and Snead State. For example, if your high school is closed due to a holiday or inclement weather, but Snead State is open, you are required to attend your college class and complete assignments as assigned. If Snead State is closed, but your high school is open, then you must attend your high school. It is the student's responsibility to be familiar with the academic calendars of both their high school and Snead State.

4. How much are Dual Enrollment classes?

Dual Enrollment students pay Snead State tuition and fees based on the number of semester credit hours, and the rate is the same as traditional students. You can find current tuition rates at www.snead.edu/tuition.

5. Do Dual Enrollment courses transfer to other colleges and universities?

In most cases, Snead State courses do transfer to other colleges and universities. Students can refer to the Alabama Transfer Guide for the college or university in which they are interested to determine which Snead State courses will transfer in their program of study.

6. Do I qualify for grants or scholarships to pay for my Dual Enrollment classes?

While Dual Enrollment students cannot utilize Federal Financial Aid, Snead may offer a Dual Enrollment scholarship. Availability and funding amounts will change each semester.

7. Can Dual Enrollment students withdraw from a course after it begins?

Yes, but students should consult their instructor and their high school counselor before doing so. After the last day to Register or Add a class, students are responsible for paying for the course, and dropping it is no longer an option. At this point, students may WITHDRAW from a course. If a student withdraws from a class OR makes below a “C,” he must sit out a semester, and that “sit out” semester may not be during the summer. Having a W or F on your college transcript could affect future Financial Aid opportunities.

8. What classes can I take as a Dual Enrollment student?

Students may enroll in any classes for which they have qualifying placement scores and for which they have met prerequisite course requirements. Prerequisite requirements for courses are listed in the course descriptions in the College Catalog.

9. How do I choose what Dual Enrollment classes to take?

Refer to Page 17 for a list of our most popular Dual Enrollment classes. You should always consult first with your counselor or career coach to make sure your course meets your graduation requirements, degree path, and curriculum goals.

10. How do I know what classes to take for a degree at Snead State?

DegreeWorks is a web-based tool that aids students in monitoring their academic progress toward degree completion. **Dual Enrollment students can use this to help them plan their Dual Enrollment courses based on their future education plans by using the What If? tool to help them choose courses that will benefit their long term degree goals.** To access DegreeWorks, log into your mySnead and click the DegreeWorks tile, then click on the What If? tool and enter your desired major.

11. If I am suspended from Dual Enrollment may I appeal?

Yes, students may appeal DE suspension by going to Snead.edu, clicking “start here”, scrolling to the bottom of the page, clicking “Student Records Forms”, clicking on “Dual Enrollment Suspension Appeal Form” and completing the form. Students will get a response via email.

Funding

Dual Enrollment Scholarship funds are contingent upon allocations by the Alabama Legislature. Scholarships are available on a first come, first serve basis, and availability and funding will vary each semester, so applying and registering for classes as soon as possible is advised. Students should refer to the Dual Enrollment office and/or representatives and Snead State social media for updates each semester about the scholarship.

Snead State Library

The Snead State Library, which is located in room 105 of the Administration Building (directly to the left of the main entrance), offers online access to over 70 databases as well as over 50,000 electronic books thorough a state-of-the-art Integrated Library System, “Virgil.” It offers both online and in-person library orientation and information literacy training. Online training includes instructional videos, “guest librarians” within Blackboard classes, and contact through e-mail and social media. Within the library, students have access to study areas and can check out Nook **eReaders**. Ten desktop computers as well as 10 laptop computers are available for students during the hours the library is open. Headphones are also available for listening to audio on computers. Reference Librarians are available to answer questions, help with the use of the online system and databases, and aid in locating materials.

ADA/Disability Support Services

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Office of Disability Services is located on the first floor of McCain. You must present documentation of disability to receive ADA services.

Mental Health Support @ SSCC

For whatever life challenges students may be facing with the mental health - stress, academics, relationships, or feeling anxious from having too much on their plate - Mental Health Support @ SSCC provides free resources to support the mental health and well-being of Snead State students. Through Mental Health Support @ SSCC, students have access to resources including: A 24/7/365 mental health support line for in-the-moment support from counselors and connections to next steps, regardless of time of day or student location - Call (833) 434-1217 to reach the 24/7 Support Line. Free telehealth or off campus face to face counseling sessions. These are available to students no matter where they are (on or off campus, any state or internationally) and no insurance is necessary. One-on-one personal assistance for students to help navigate any challenges or barriers they may face in reaching mental health support. This includes assistance with accessing mental health providers, specialty providers, housing and food supports, and/or other services that will help support students' academic success. Meditation and Mindfulness App - SSCC students have access to a Headspace subscription for free. It helps students build coping and resiliency skills and offers more than 1,000 hours of mindfulness and mental well-being content. Self-guided online mental health and wellness program - With SilverCloud, students learn how to manage stress, and this online tool also teaches better coping skills, helps with managing emotions and more! The Wellness Hub which includes articles and videos on mental health and wellness topics including Mental and Emotional Health; Fitness and Nutrition; Academic Performance; Stress Management; Healthy Relationships; and more - To access the Wellness Hub, go to snead.edu/mentalhealth or download the CampusWell app at campuswell.com/get-the-app.

Student Resources

Tutoring

In addition to the tutoring services available to qualified students through the TRIO Student Support Services program, Snead State provides academic support services to students. Tutoring is made available to students free of charge and includes online options as well as face-to-face tutoring. For more information, students may call (256) 571-0613.

For in-person tutoring in English or Math, contact Patti Morgan at (256) 571-0613 or patricia.morgan@snead.edu.

Free online tutoring in a wide variety of subjects is available via Brainfuse online tutoring service. Brainfuse can be launched in Canvas by going to a course and clicking the “Tutoring” link in the course’s navigation menu.

ACT Prep

Snead State community College is proud to offer a free ACT Prep course for all dual enrollment and pre-nursing students! Through a partnership with Henson Test Prep, this self-paced course is designed to help students improve their ACT scores and enhance college readiness. The course is delivered through Canvas, allowing students to study at their own convenience.

To enroll, students simply need to [complete a form](#), and they will be added to the Canvas course within a few days. Please know that trying to cram for the ACT is not the best strategy. Set aside some time every day to prepare for the ACT using this course. Take advantage of this valuable opportunity to boost your ACT score and achieve your academic goals!

Laptop Loaner Program

Snead State offers laptop computers for use by SSCC students for their academic studies. Laptops are available for checkout for short-term use or long-term use not to exceed one semester. Students will be asked to read and acknowledge an agreement each time a laptop is checked out. The student borrower is responsible for the proper upkeep and returning the laptop on-time.

Learning Platform

Canvas

Canvas is the online learning management software that we use to deliver online classes to our students. In addition to online courses, it's also used in on-campus courses. Courses do not normally show up in Canvas before their official start date. On the first day of class, please be sure to read your syllabus thoroughly. Complete the attendance verification activity during the first week of class.

1. You will access Canvas by going to Snead State's website, clicking the Student Panel (cap & gown icon) on the left side of any page, followed by clicking the Canvas link.
2. Enter/select your A#@alabama.edu email address as the Username.
3. Enter the password for your A#@alabama.edu account.
4. Click the Sign In button.

Canvas Student Help – Click the “Help” icon in the global navigation menu in Canvas for options like phone support, chat support, submitting a ticket, and searching online documentation.



Life After Dual Enrollment

One of Us

As a Dual Enrollment student, you are a part of the Snead State family. You join a legacy of Snead State Parsons who have made an impact on our campus, in their workplace, and in the community.

Don't let your legacy stop after high school. As you prepare for your high school graduation, plan to become a full-time Snead State student. You can let your success as a Dual Enrollment student set the foundation for your success as a college freshman.

Dual Enrollment Transcripts

Snead State will send final grades in courses to the counselors at each high school at the end of the semester. If students need a copy of their Dual Enrollment college transcript to send to other institutions before or after graduation, they will need to request that via Parchment. The link for Parchment and other information about ordering Snead transcripts can be found here: <https://snead.edu/student-life/transcripts/>.

Steps to Becoming a College Freshman

Even though you are considered a Snead State Student while you are taking Dual Enrollment courses, if you plan to attend Snead in the Fall after you graduate high school, you will need to fill out a new admissions application as a First Time Freshman. This will change your student type and make you eligible for Financial Aid moving forward. You can follow the steps listed on page 4, but you won't need to create an account. Use the email and password you created when you applied as a Dual Enrollment student. Once you are logged into the applicant portal, click Start New Application, and choose First Time Freshman as your student type and the term you will be starting.



General Education Associate in Science Degree

Area I	English Composition I.....	6	
ENG 101.....	English Composition I.....	3	_____
ENG 102.....	English Composition II.....	3	_____
Area II	Humanities and Fine Arts	12	
ARTS	ART 100, 203, 204, MUS 101 or THR 120.....	3	_____
LIT*	ENG 251, 252, 261, 262, or 271, 272	3-6	_____
Humanities	ENG 251, 252, 261, 262, HUM 101, 102, PHL 106, 206		
REL 100, 151, 152, SPA 101, 102, or SPH 106, 107		3-6	_____
Area III	Natural Science and Mathematics.....	11	
MTH	MTH 110, 112, 113, 120, 125, 126, 227, 237, 238 , 265	3	_____
LAB SCI.....	BIO 103, 104, CHM 104, 105, 111, 112, GEO 101,.....		
GEO 102, PHS 111, 112, PHY 201, 202, 213, 214		8	_____
Area IV.....	History, Social, and Behavioral Sciences	12	
HIS*	HIS 101, 102 or HIS 121, 122 or HIS 201, 202	3-6	_____
SOC SCI	ECO 231, 232, GEO 100, POL 200, 211		
PSY 200, 210, SOC 200, 210		6-9	_____
Area V.....	Pre-Professional, Major, and Elective Courses	19-23	
Electives.....	Any courses not already taken in Areas II-IV or.....	19-23	_____
Any course coded “B” or “C” in the course descriptions section of this catalog			
TOTAL HOURS REQUIRED FOR DEGREE		60-64	

* Students must complete a 6 semester hour sequence either in Area II Literature or in Area IV History. Some Colleges and Universities require a sequences in both literature and history.

*Students should refer to their Alabama Transfers guides or contact their intended transfer institution for clarification.

**FALL MINI I TERM 2026**

July 16 & Aug. 13	Schedule Drop for Non-Payment
Aug. 17	Classes Begin
Aug. 18.....	Last Day to Register or Add a Mini I Class
Aug. 18.....	Last Day to Drop a Mini I Class without Penalty
Aug. 24 (10 p.m.) ..	Attendance Verification Due by Faculty
Aug. 26.....	Schedule Drop for No-Show & Non-Payment
Sept. 7	Labor Day Holiday (<i>no classes</i>)
Sept. 17	Pell Grant Check Release
Sept. 18.....	60% Day of the Term
Sept. 29.....	Last Day to Withdraw from a Mini I Class (<i>with a grade of "W"</i>)
Oct. 6	Last Class Day
Oct. 7-8.....	Final Examinations
Oct. 9(10 a.m.).....	Grades Due

FALL MINI II TERM 2026

July 16 & Aug. 13	Schedule Drop for Non-Payment
Oct. 9	Dormitory Opens for Mini II Students
Oct. 11.....	Classes Begin
Oct. 13.....	Last Day to Register or Add a Mini II Class
Oct. 13.....	Last Day to Drop a Mini II Class without Penalty
Oct. 19 (10 p.m.)	Attendance Verification Due by Faculty
Oct. 21.....	Schedule Drop for No-Show & Non-Payment
Nov. 9	Pell Grant Check Release
Nov. 11.....	Veterans Day Holiday (<i>no classes</i>)
Nov. 12	60% Day of the Term
Nov. 23-24.....	Professional Development (<i>no classes</i>)
Nov. 25-27.....	Thanksgiving Holidays (<i>no classes</i>)
Nov. 27	Last Day to Withdraw from a Mini II Class (<i>with a grade of "W"</i>)
Dec. 4	Last Class Day
Dec. 7-11	Final Examinations
Dec. 11 (noon).....	Dormitory Closes
Dec. 14 (10 a.m.).....	Grades Due



ACADEMIC CALENDAR 2026-2027

SUMMER REGISTRATION 2027

Feb. 8.....Registration Opens for Transient & Dual Enrollment High School Students
 March 8.....Advisement Begins
 March 8.....Registration Opens for Students who have completed 30 or more hours prior to spring 2026
 March 9.....Registration Opens for Students who have completed 12 or more hours prior to spring 2026
 March 10.....Registration Opens for All Students

SUMMER SEMESTER 2027

March 1.....Fee Assessment Begins for Summer Term
 April 26 & May 20.....Schedule Drop for Non-Payment
 May 10 – June 3.....Parson Books Plus Opt-Out Period
 May 13 – July 15.....Financial Aid Bookstore Charges
 May 18-21.....Faculty Duty Days
 May 24.....Classes Begin
 May 25.....Last Day to Register or Add a Full-Term Class
 May 25.....Last Day to Drop a Full-Term Class without Penalty
 May 31.....Memorial Day Holiday (*no classes*)
 June 1 (10 p.m.).....Attendance Verification Due by Faculty
 June 3.....Schedule Drop for No-Show & Non-Payment
 June 18.....Juneteenth Holiday (*no classes*)
 June 21.....Pell Grant Check Release
 June 30.....Dormitory Opens
 July 5.....Independence Day Holiday (*no classes*)
 July 7.....60% Day of the Term
 July 26.....Last Day to Withdraw from a Full-Term Class (*with a grade of "W"*)
 Aug. 2.....Last Class Day
 Aug. 3-4.....Final Examinations
 Aug. 4 (noon).....Dormitory Closes
 Aug. 5 (10 a.m.).....Grades Due

SUMMER MINI I TERM 2027

April 26 & May 20.....Schedule Drop for Non-Payment
 May 24.....Classes Begin
 May 25.....Last Day to Register or Add a Mini I Class
 May 25.....Last Day to Drop a Mini Class without Penalty
 May 31.....Memorial Day Holiday (*no classes*)
 June 1 (10 p.m.).....Attendance Verification Due by Faculty
 June 3.....Schedule Drop for No-Show & Non-Payment
 June 16.....60% Day of the Term
 June 18.....Last Day to Withdraw from a Mini I Class (*with a grade of "W"*)
 June 18.....Juneteenth Holiday (*no classes*)
 June 21.....Pell Grant Check Release
 June 25.....Last Class Day
 June 27-28.....Final Examinations
 June 29 (10 a.m.).....Grades Due

SUMMER MINI II TERM 2027

April 26 & May 20.....Schedule Drop for Non-Payment
 June 30.....Dormitory Opens for Mini II Students
 June 30.....Classes Begin
 July 1.....Last Day to Register or Add a Mini II Class
 July 1.....Last Day to Drop a Mini II Class without Penalty
 July 5.....Independence Day Holiday (*no classes*)
 July 6 (10 p.m.).....Attendance Verification Due by Faculty
 July 8.....Schedule Drop for No-Show and Non-Payment
 July 21.....60% Day of the Term
 July 26.....Last Day to Withdraw from a Mini II Class (*with a grade of "W"*)
 July 28.....Pell Grant Check Release
 Aug. 2.....Last Class Day
 Aug. 3-4.....Final Examinations
 Aug. 4 (noon).....Dormitory Closes
 Aug. 5 (10 a.m.).....Grades Due

DATES COLLEGE CLOSED

Labor Day – Monday, September 7
 Veteran's Day – Wednesday, November 11
 Wednesday, November 25
 Thanksgiving Holiday – Thursday, Friday, November 26, 27
 Christmas Eve – Thursday, December 24
 Christmas Day – Friday, December 25
 Monday, December 28
 Tuesday, December 29
 Wednesday, December 30
 Thursday, December 31
 New Year's Day – Friday, January 1
 Martin Luther King – Monday, January 18
 Memorial Day – Monday, May 31
 Juneteenth - Friday, June 18
 Independence Day – Monday, July 5





Dual Enrollment Recommendation Form

Snead State Community College
Admissions Office
PO Box 734 Boaz, AL 35957
DE@snead.edu

Name of Student _____ SSN _____ - _____ - _____
Name of High School _____ Grade Level for DE Term _____
Cumulative GPA (unweighted) _____ (minimum 2.5) Term of Enrollment _____ 20____

I certify this student meets the dual enrollment criteria (10th/11th/12th grade and HS GPA of 2.5 or above). Approval is recommended by the high school for this student to enroll in the courses listed below for purposes of earning both high school and college credits. The student has demonstrated both academic readiness and social maturity.

Signature of High School Counselor or School Official

Date

Approved Courses*

*Appropriate placement scores are required for ENG and MTH courses.

Course Prefix & Number	Course Title	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: This recommendation form is good for one term only. If a student wishes to re-enroll during subsequent term, he or she must provide a new recommendation form each semester. Dual enrollment is considered conditional credit on a student's college transcript pending receipt of a final high school transcript documenting high school graduation. Students who earn a grade of D/F or withdraw from a course will be suspended from participating in the Dual Enrollment program for a minimum of one term.

Permission to Release Records

I authorize Snead State Community College to release my academic record, including grades and absences, to the high school listed above and/or to my parents and/or guardians. This authorization for release of records will remain in effect until written notification to discontinue the release is received by the Snead State Admissions Office or until I earn my high school diploma.

Signature of Student

Date

This form is not required for Dual Enrollment students. It is a sample form students can use to make sure they have completed everything to be a Dual Enrollment student at Snead State.

Checklist for Beginning a Dual Enrollment Class with Snead State

- ☐ Apply for admission
 - o Complete the online Admissions Application (Go to www.snead.edu/admissions/high-school for full instructions and the application link).
- ☐ Turn in Dual Enrollment Recommendation Form
 - o Recommendation form must be turned in to counselor/career coach each new semester and list every course you want to take.
 - o Form is then turned into Snead by counselor/career coach to DE@snead.edu.
- ☐ Take Accuplacer Placement Exam or submit ACT scores (if needed)
 - o For placement into ENG 101 or any MTH course ONLY, test scores are needed. For more information about scores needed for certain courses, contact DE@snead.edu.
- ☐ Use my Snead to register for courses
 - o It is the STUDENT'S responsibility to go online and register for courses. The high school counselor or career coach cannot do this for the student.
 - o Once registered, students must also use mySnead to pay any balance for courses by the published payment deadlines in the Academic Calendar or the student will be dropped from the course.
- ☐ Log into your Learning Platform and participate in courses
 - o Within 24 hours of registering for your course(s), your account will be active and course(s) will be visible in your learning platform by the first day of classes.
 - o Once classes start, you must verify your attendance in the course and participate in assignments or you will be dropped from the course.

You must complete all steps to take a Dual Enrollment course and earn both high school and college credit. For any questions about these steps, email DE@snead.edu.

This form is not required for Dual Enrollment students. It is a sample form schools can use to make sure students and their families understand their Dual Enrollment commitment.

Commitment to Dual Enrollment at Snead State

Welcome to Dual Enrollment at Snead State Community College! These are important things to note regarding a commitment to Dual Enrollment:

1. You are now a college student. All things college related are YOUR responsibility. It is your job to register for classes and pay any balance for those classes in a timely manner or you will be dropped. Any issues need to be communicated with DE@snead.edu.
2. Whether you pay for courses yourself, or your courses are covered by the Dual Enrollment scholarship, there are consequences to failing or withdrawing from courses. You will be required to sit out one semester of Dual Enrollment classes if you fail or withdraw and any money paid to Snead may not be refunded.
3. Courses may be dropped by the student with no financial or academic penalty only if done within the “add/drop” period listed on the Academic Calendar for that semester. This time ends shortly after classes begin.
4. There may be times during the year that your school system is out, but Snead is not, such as weather related closings or Spring/fall breaks. You must attend and participate in your classes if Snead State is in session, so pay close attention to any schedule differences.
5. You must check your email and Learning Platform regularly to make sure you are not missing deadlines or communications from your instructor(s) or campus offices, like Admissions or the Business Office.
6. If you have questions about courses or have any issues with assignments or deadlines, YOU must contact the INSTRUCTOR OF THE COURSE as soon as possible. It is your responsibility to make sure you are not falling behind, not your counselor/career coach or parent.

Please indicate that you have thoroughly read the above and understand and agree to them by signing below.

Print Name: _____ Sign Name: _____

Parent Signature: _____ Date: _____

Snead State Community College

Campus Map

Mt. Vernon Road

LOCATED IN THE BEVILL

Top Floor



Complaint / Grievance Procedures for Students

Snead State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern, or complaint regarding their educational experience. In such cases, Snead State Community College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

Step 1: Informal Resolution

Complaint regarding a class or instructor: The first step a student must take in resolving a complaint regarding an academic situation is to discuss it with the faculty member directly. If that discussion does not resolve the issue, the student should then reach out to the respective Division Director that oversees the instructor. If the issue is still not resolved, the student should speak to the Vice President for Academic Affairs. If there is no resolution at that level, the student may file a formal written grievance by clicking here.

Any student that disputes his or her course grade should follow the Grade Appeal Process found in the Snead State College Catalog and Student Handbook. The Grade Appeal Form referenced in the process may be found by clicking here or by obtaining a paper version from the Office of the Vice President for Student Services located in Suite 215 of the McCain Center.

Complaint about another student: The first step is to discuss the concern with the other student. If the student with the concern is uncomfortable addressing the other student, he or she may contact the Director of Student Support & Engagement. If there is no resolution at that level, the student may file a formal written grievance by clicking here.

Complaint about sexual harassment and/or sexual violence: The student should immediately contact the Title IX Coordinator at the college. At Snead State Community College, the Director of Student Support and Campus Engagement serves as the Title IX Coordinator. More information concerning the Title IX process may be found by clicking here.

Other complaints: If the student has a complaint regarding college services (i.e. financial aid, disability services, facilities, advising and registration, admissions, computer accounts, business office, etc.), she or he should first attempt to resolve the issue by speaking with the supervisor in that department. If the issue is not resolved at that level, the student may file a formal written grievance by clicking here.

Step 2: Formal Grievance

A student who has attempted informal resolution without success may file a formal written grievance. The student should fully complete and submit the electronic student grievance form by clicking here. In the event that a student does not wish to submit his/her grievance form electronically, the student may request a paper form from the Office of the Vice President for Student Services. Upon submission, this form will be submitted to the appropriate Executive Cabinet member over the area in which the student has a concern. The Executive Cabinet member (or designee) will conduct an investigation within ten (10) working days of receiving the complaint. The outcome of the investigation will then be communicated to the student within thirty (30) working days of receiving the complaint.

Alabama Community College System

If, after exhausting all available institutional processes, a student's grievance remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.edu). Students may submit completed forms by printing the form, signing it, and then either (1) scanning and emailing it to complaints@accs.edu or (2) mailing to Alabama Community College System, Attention: Division of Student Affairs, P.O. Box 302130, Montgomery, AL 36130.

Accreditation

Grievances regarding accreditation may also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

Out-of-State Students & NC-SARA

Snead State Community College desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Students residing outside of the State of Alabama while attending Snead State who desire to resolve a grievance should follow the College's Complaint / Grievance Procedures for Students. However, if an issue cannot be resolved internally, students may file a complaint with their own state. Contact information for other state agencies may be found at <https://nc-sara.org/directory>.



Accreditations Snead State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Snead State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Snead State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). Snead State Community College is also accredited by the Accreditation Commission for Education in Nursing, INC. (ACEN – 3390 Peachtree Road NE – Suite 1400, Atlanta, GA 30326