Dual Enrollment Packet:

How to enroll in Dual Enrollment:

- 1. Apply to the college of your choice.
- 2. Send your NHS transcript to the college.
- 3. Send your test scores to the college or take their placement test.
- 4. Complete DE Participation Agreement and Funding Application on GaFutures.org. (Instructions attached)
- 5. Email your NHS counselor letting her know your intent to participate in DE along with any questions you have about DE.
- 6. Register for DE classes at the college. High school counselors can not register students for college classes.
- 7. Email your NHS counselor a copy of your college registration so she can adjust your high school class schedule as needed.

Complete by the deadline:

- 1. Email DE Packet signature page and college course registration to your NHS counselor.
- 2. Complete the student and parent/guardian portions of the Participation Agreement and Funding Application on GaFutures.org.

Frequently asked questions:

- How do I apply for DE? Apply at the college you want to attend at their website for their dual enrollment program. Some colleges have a specific application for DE students.
- **How do I send my transcript?** Fill out a request form in the front office, or email your request to lynne.hedden@hcbe.net (include your name, student ID, college you want the transcript sent to and that it is for dual enrollment).
- **How do I send my test scores?** For ACT, PSAT and SAT you will need to request your scores be sent through their websites (actstudent.org or collegeboard.org) to have them sent officially. To take the Accuplacer (placement test), you will have to make an appointment with the college testing lab.
- How do I know what college classes to register for? You are welcome to review your graduation plan with your NHS counselor to determine what you would like to take, the counselor will not tell you want to take, but will guide you on where the college classes fit in your graduation plan and approve the course(s). The NHS counselor's priority is meeting high school graduation requirements.
- How can I find out what courses are allowed in DE? Visit GaFutures.org and review the list of approved courses in the "Course Directory" link.

Things to consider:

- Eligibility: 9th graders are not eligible to participate in DE. 10th graders are only eligible to take approved DE CTAE courses after meeting 1200 SAT or 26 ACT minimums. 11th and 12th graders may any course in the Course Directory on GaFutures.org.
- Funding cap: There is a funding cap of 30 semester hours or 45 quarter hours for each high school student. After reaching the cap, students can self-pay for additional hours.
- Semester/Quarter Cap: Students are eligible for 15 semester hours or 12 quarter hours each term.
- For every college class a student takes, he/she will be released for two periods of the high school schedule.
- The high school does not have any control over college course offerings, availability or times. DE classes attended on the college campus follow the college calendar.
- The high school does not provide transportation, materials, or academic assistance for courses taken at college.
- DE is a yearlong commitment unless student does not meet Satisfactory Academic Progress requirements. Students attending college classes during specific periods of the school day 1st semester will be expected to continue to take classes during those periods 2nd semester.
- Each college class counts for 1.0 unit of credit on the high school transcript.
- Participation in DE is subject to deadlines imposed by participating colleges and the high school.
- The student participant and his/her parents or guardians acknowledge that dropping any classes before the end of the semester/quarter or not following program rules and regulations will result in a grade of a Z, removal from DE program, and may affect the student's high school graduation requirements.
- DE students must contact the high school counselor for approval before any course/schedule changes can be made during the semester/quarter.
- Colleges have attendance policies that students must adhere to that are different from the high school.
- The high school counselor advises on college courses needed to complete high school graduation requirements, not requirements for college degree student is seeking.
- Students participating in DE college courses should do so with the knowledge that the
 course work may be more rigorous and challenging than high school courses. Students are
 held to a higher degree of independent responsibility and accountability than in regular high
 school classes.

- Students who attend GMC will only receive DE money for 4 quarters per year. These 4 quarters include summer. Students could possibly run out of money for the spring quarter during 2nd semester. If this is the case, the student could possibly not be allowed to take college courses at GMC.
- The highest grade that will be posted to the HS transcript for a DE course is a 100.
- Students should be in constant contact with their high school counselor.

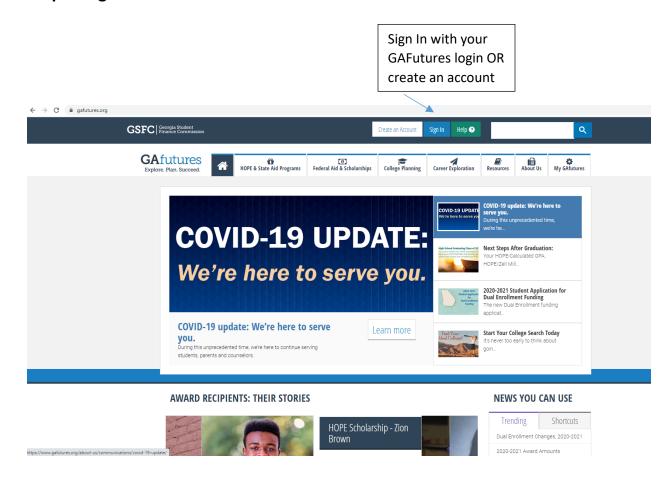
NHS	Counsel	or Fm	ails.

Title Countries Emails		
<u>Pamela.duncan@hcbe.net</u> <u>Jamila.chamb</u>	Amanda.coker@hcbe.net ers@hcbe.net Lori.walker(
College Contacts:		
Central GA Technical College 4	78-218-3236 GA Military Coll	lege 478-225- 0005
Middle GA State University 478	8-841-0037	
Student Signature:	Date:	
Parent Signature:	Date:	
<u> </u>		
Counselor Signature:	Date:	
NOTES:		

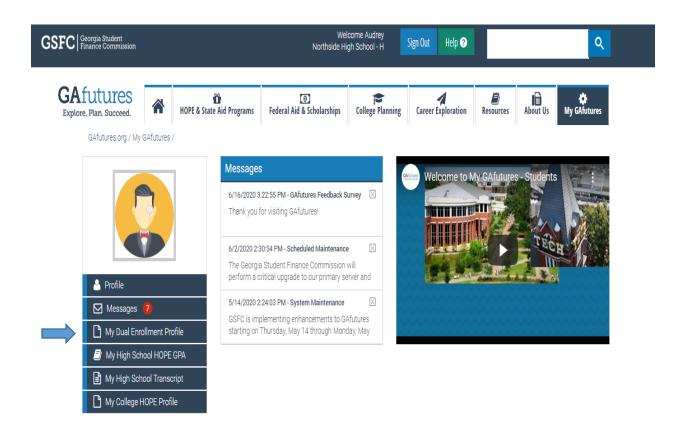
Steps to Apply for DE Funding (student portion)

Step 1: Go to GAfutures.org

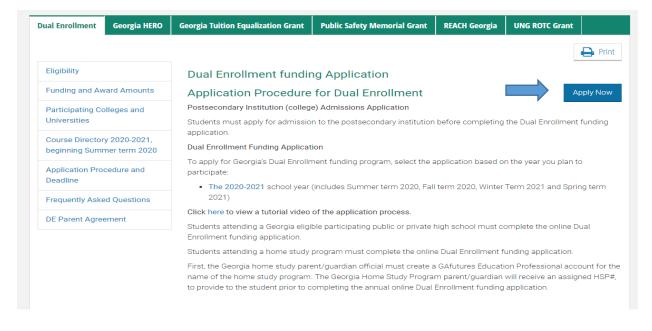
Step 2: Sign In



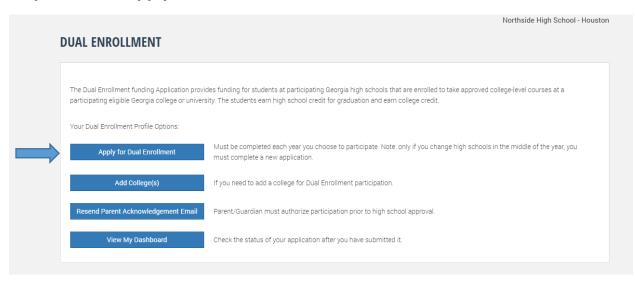
Step 3: Once signed in go to "My Dual Enrollment Profile"



Step 4: Apply for Funding ~ select "Apply Now"



Step 5: Select "Apply for Dual Enrollment"

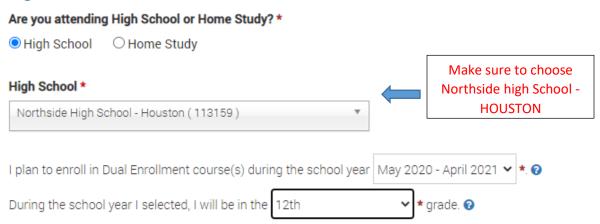


Step 6: Make sure your Student Demographics are correct

- o Name
- Address
- SS# and Date of Birth
- Student email
- Parent email (Make sure to notify your parent to be looking for the email. They will need to click the link sent and complete their part of the Agreement.)

Step 7: Complete High School selection

High School



Step 8: Select College ~ Example: Central GA Technical College

College Selection

Select the college(s) or universities from the Dual Enrollment participating colleges in the list below

Central Georgia Technical College 🗶

Step 9: Student Acknowledgement

- o Read each statement
- o Click the box beside the statement to indicate you read and agree

Participation Agreement

Student must complete acknowledgements before participating. After your acknowledgement is completed, your parent/guardian will be notified for parent/guardian acknowledgement. Review and check each box.

Student Acknowledgement *	Parent/Guardian Acknowledgment	
		The student must apply for admissions and be accepted by the college (postsecondary institution) as a Dual Enrollment student.
		Dual Enrollment funding is capped at a total of 30 semester/45 quarter paid hours. The per term maximum is 15 semester or 12 quarter hours.
		The student and parent/guardian must discuss with the high school advisor; Dual Enrollment expectations and responsibilities in conjunction with the student's graduation plan. The student must provide the advisor with proof of acceptance into the postsecondary institution and receive approval from the advisor before any course/schedule changes are made.
		All attempted postsecondary courses and grades become a part of the student's permanent high school and college academic history and transcript records.
		Be aware of your schedule - courses taught on the college campus follow the college calendar and courses taught on the high school campus follow the high school calendar.
		The student may incur charges for specific course-related fees, such as a lab fee, books that are considered optional or for lost or damaged books.
		The Dual Enrollment funding Program does not allow funding to repeat or retake courses. Students that withdraw from two courses will no longer be eligible for funding (effective Summer 2020 or after).
		The student and parent/guardian acknowledges, if a student withdraws from a college course, the high school will make its best attempt to place the student in a corresponding high school or virtual course to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local school system shall determine how the course will be recorded: as a withdrawal or incomplete on the student's transcript. Public school student and parent acknowledge understanding of the local school system policy regarding withdrawal from Dual Enrollment classes.

Step 10: Sign and Submit

- Click the "I understand" box
- Type in your First and Last Name where indicated in the Student Signature boxes
- Click the Submit button



Once submitted you will see a screen that indicates you have completed the process.

*NHS Counselor can not approve funding in the system until the parent approval has processed.