

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 what 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 Counselor Emails:

Pamela.duncan@hcbe.net

Amanda.coker@hcbe.net

Jennifer.dykes@hcbe.net

Jamila.chambers@hcbe.net

Lori.walker@hcbe.net

College Contacts:

Central GA Technical College 478-218-3236

GA Military College 478-225- 0005

Middle GA State University 478-841-0037

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

NOTES:

Steps to Apply for DE Funding (student portion)

Step 1: Go to GAFutures.org

Step 2: Sign In

Sign In with your
GAFutures login OR
create an account

The screenshot shows the GAFutures.org website. At the top, there is a navigation bar with the GSFC logo, a search bar, and links for 'Create an Account', 'Sign In', and 'Help'. Below this is a main menu with icons and labels for 'HOPE & State Aid Programs', 'Federal Aid & Scholarships', 'College Planning', 'Career Exploration', 'Resources', 'About Us', and 'My GAFutures'. The central banner features a large 'COVID-19 UPDATE: We're here to serve you.' message with a 'Learn more' button. To the right of the banner are several smaller tiles: 'COVID-19 UPDATE: We're here to serve you.', 'Next Steps After Graduation: Your HOPE-Calculated GPA, HOPE/Zell Mill...', '2020-2021 Student Application for Dual Enrollment Funding', and 'Start Your College Search Today'. At the bottom, there are two sections: 'AWARD RECIPIENTS: THEIR STORIES' featuring a photo of Zion Brown and a 'HOPE Scholarship - Zion Brown' tile, and 'NEWS YOU CAN USE' with a table of trending and shortcut news items.

Trending	Shortcuts
Dual Enrollment Changes, 2020-2021	
2020-2021 Award Amounts	

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

The screenshot shows the GAfutures website interface. At the top, the GSFC (Georgia Student Finance Commission) logo is on the left, and the user's name 'Audrey' and school 'Northside High School - H' are on the right. Navigation links include 'Sign Out', 'Help', and a search bar. Below the header, a row of icons represents various services: Home, HOPE & State Aid Programs, Federal Aid & Scholarships, College Planning, Career Exploration, Resources, About Us, and My GAfutures. The main content area features a user profile section on the left with a blue arrow pointing to 'My Dual Enrollment Profile'. To the right, there is a 'Messages' section with three notifications and a 'Welcome to My GAfutures - Students' video player.

GSFC Georgia Student Finance Commission

Welcome Audrey
Northside High School - H

Sign Out Help

GAfutures Explore. Plan. Succeed.

HOPE & State Aid Programs Federal Aid & Scholarships College Planning Career Exploration Resources About Us My GAfutures

GAfutures.org / My GAfutures /

Profile
Messages 7
My Dual Enrollment Profile
My High School HOPE GPA
My High School Transcript
My College HOPE Profile

Messages

6/16/2020 3:22:55 PM - GAfutures Feedback Survey
Thank you for visiting GAfutures!

6/2/2020 2:30:54 PM - Scheduled Maintenance
The Georgia Student Finance Commission will perform a critical upgrade to our primary server and

5/14/2020 2:24:03 PM - System Maintenance
GSFC is implementing enhancements to GAfutures starting on Thursday, May 14 through Monday, May

Welcome to My GAfutures - Students

Step 4: Apply for Funding ~ select “Apply Now”

The screenshot shows the 'Dual Enrollment funding Application' page. A navigation bar at the top includes links for 'Dual Enrollment', 'Georgia HERO', 'Georgia Tuition Equalization Grant', 'Public Safety Memorial Grant', 'REACH Georgia', and 'UNG ROTC Grant'. On the left, a sidebar lists various resources. The main content area provides detailed information about the application process, including eligibility, funding amounts, and a list of participating colleges. A blue arrow points to the 'Apply Now' button.

Dual Enrollment Georgia HERO Georgia Tuition Equalization Grant Public Safety Memorial Grant REACH Georgia UNG ROTC Grant

Print

Eligibility
Funding and Award Amounts
Participating Colleges and Universities
Course Directory 2020-2021, beginning Summer term 2020
Application Procedure and Deadline
Frequently Asked Questions
DE Parent Agreement

Dual Enrollment funding Application

Application Procedure for Dual Enrollment

Postsecondary Institution (college) Admissions Application

Students must apply for admission to the postsecondary institution before completing the Dual Enrollment funding application.

Dual Enrollment Funding Application

To apply for Georgia's Dual Enrollment funding program, select the application based on the year you plan to participate:

- The 2020-2021 school year (includes Summer term 2020, Fall term 2020, Winter Term 2021 and Spring term 2021)

Click [here](#) to view a tutorial video of the application process.

Students attending a Georgia eligible participating public or private high school must complete the online Dual Enrollment funding application.

Students attending a home study program must complete the online Dual Enrollment funding application.

First, the Georgia home study parent/guardian official must create a GAfutures Education Professional account for the name of the home study program. The Georgia Home Study Program parent/guardian will receive an assigned HSP#, to provide to the student prior to completing the annual online Dual Enrollment funding application.

Apply Now


Step 5: Select “Apply for Dual Enrollment”

Northside High School - Houston

DUAL ENROLLMENT

The Dual Enrollment funding Application provides funding for students at participating Georgia high schools that are enrolled to take approved college-level courses at a participating eligible Georgia college or university. The students earn high school credit for graduation and earn college credit.

Your Dual Enrollment Profile Options:

 Apply for Dual Enrollment	Must be completed each year you choose to participate. Note: only if you change high schools in the middle of the year, you must complete a new application.
Add College(s)	If you need to add a college for Dual Enrollment participation.
Resend Parent Acknowledgement Email	Parent/Guardian must authorize participation prior to high school approval.
View My Dashboard	Check the status of your application after you have submitted it.

Step 6: Make sure your Student Demographics are correct

- 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

Are you attending High School or Home Study? *

☒ High School ☐ Home Study

High School *

Northside High School - Houston (113159) ▼



Make sure to choose
Northside high School -
HOUSTON

I plan to enroll in Dual Enrollment course(s) during the school year May 2020 - April 2021 ▼ * ?

During the school year I selected, I will be in the 12th ▼ * grade. ?

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

- Read each statement
- 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	
<input type="checkbox"/>	<input type="checkbox"/>	The student must apply for admissions and be accepted by the college (postsecondary institution) as a Dual Enrollment student.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	All attempted postsecondary courses and grades become a part of the student's permanent high school and college academic history and transcript records.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	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

HOPE Grant Implications
I acknowledge, once I, the student, reach the 30 semester or 45 quarter paid hours Dual Enrollment funding cap, I may qualify to receive HOPE Grant Bridge funding. Should I qualify and accept HOPE funding, the credit hours funded by HOPE Grant will be applied toward the HOPE & Zell Miller Grant 63 semester Paid Hours limit and toward the HOPE & Zell Miller Scholarship 127 semester or 190 quarter Combined Paid-Hours limit. Student must meet HOPE Grant eligibility requirements. For questions, discuss this option with your College's Financial Aid Office.
<input type="checkbox"/> I understand



I certify that the information reported and on any other document or writing in connection with this application is true, correct and complete to the best of my/our knowledge. I authorize release and exchange of information between the Georgia Student Finance Authority, educational institutions, and educational state agencies, and agree that such information exchanged may include financial, enrollment, academic status, identification, legal residency, and location information necessary to assure proper administration of this program. I understand that any willfully false statements made for the purpose of enabling the student to establish eligibility for, or to wrongfully receive, state student aid funds, may be subject to fine or imprisonment, or both, herein may result in prosecution for violation of Georgia Laws 1978, pp. 1249, 1310, which states that false swearing shall be punished by a fine of not more than \$1,000 or imprisonment for not less than one or more than five years or both. I also understand that any refund of fees, paid resulting from withdrawal from a postsecondary institution, will be returned to the Georgia Student Finance Authority. Further, I authorize the postsecondary institution, to forward a transcript of grades to the high school or home study, at the end of the term (s) named.

Student Signature *

First Name	Last Name
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signed: 08/05/2020



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.**