



Dr. Douglas Rizer
Principal

Houston County High School

920 Ga. Highway 96
Warner Robins, Georgia 31088
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Herbert Chambers
Karma Hayes
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Melanie Moore
Assistant Principals

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Dual Enrollment (DE) Checklist

For a complete description and details concerning the Dual Enrollment program, go to gafutures.org. Eligible students who choose to enroll in DE must complete the steps below and submit this completed checklist to their counselor.

Student name _____ Student ID number _____

Student responsibilities:

1. _____ Apply for admission to the college in which you wish to enroll. Pay application fee (if applicable)
2. _____ Meet all admissions requirements of the college by taking/submitting any applicable assessments such as the ACT, SAT, Accuplacer, or college specific entrance exam.

Assessment taken: _____ Date: _____

3. _____ Have your high school transcript sent to the college in which you wish to enroll.
4. _____ After you are accepted to the college of your choice, complete the online DE application each term at www.gafutures.org.
5. _____ Bring documentation of your college acceptance and this completed checklist to your counselor no later than deadlines provided below based on term attending DE.

Once all items above are complete, an appointment with the student/parent will be scheduled with the counselor prior to the start of 2018-2019 school year. Specific college course enrollment and high school scheduling will be finalized. Parents will complete final DE paperwork signing off on each college course requested.

High School Deadlines: Summer 2018-

- March 5th – 23rd & April 2nd – 6th: Students schedule conferences with school counselor
 - o Proof of acceptance from the college (Students complete check list items to get to this point)
 - o Student brings college class schedule, which is needed to finalize school-level schedule.
- Thursday, May 31st – All registration materials should be finalized including SAT/ACT test scores. **FINAL DEADLINE**. NO students will be allowed to register for Summer Courses after this date.

Fall 2018-

- March 5th – 23rd, April 2nd – 6th, May 14th – May 30th. Students schedule conferences with school counselor
 - o Proof of acceptance from the college (Students complete check list items to get to this point)
 - o Student brings college class schedule, which is needed to finalize school-level schedule.
 - o Counselor and student plan for full year scheduling, making a year commitment and plan.
- Thursday, May 31st – All registration materials should be finalized including SAT/ACT test scores. **FINAL DEADLINE**. NO students will be allowed to register for FALL Courses after this date.

Spring 2019 –

- November 26th – December 13th: Students schedule conferences with school counselor (*Current and new DE students must complete this step)
 - o Proof of acceptance from the college (Students complete check list items to get to this point)
 - o Student brings college class schedule, which is needed to finalize school-level schedule.
- Thursday, December 13th – All registration materials should be finalized including SAT/ACT test scores. **FINAL DEADLINE**. NO students will be allowed to register for SPRING Courses after this date.



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Things to consider:

- 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 (F) failure grade, 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 can be posted to the HS transcript for a DE course is a 100.
- Students should be in constant contact with their high school counselor.

College Contacts:

Central GA Technical College Kim Gunn 218-3236
Fort Valley State University Jasmine Carr 825-6060
GA Military College Paul McCord 225- 0005
Middle GA State University Maggie Schuyler 757-7385

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

NOTES: