

Student name \_\_\_\_\_ Student ID number \_\_\_\_\_

### **Dual Enrollment (DE) Checklist**

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

#### **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. If applicable.
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](http://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 the 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 2025-**

- Prior to May 9, 2025: Students schedule conferences with school counselor
  - Proof of acceptance from the college (Students complete check list items to get to this point)
  - Student brings college class schedule, which is needed to finalize school-level schedule.
- **FRIDAY, MAY 9, 2025** – All registration materials should be finalized including SAT/ACT test scores (if applicable). **FINAL DEADLINE.** NO students will be allowed to register for Summer Courses after this date.

##### **Fall 2025-**

- Prior to May 9, 2025: Students schedule conferences with school counselor
  - Proof of acceptance from the college (Students complete check list items to get to this point)
  - Student brings college class schedule, which is needed to finalize school-level schedule.
  - Counselor and student plan for full year scheduling, making a year commitment and plan.
- **FRIDAY, May 9, 2025** – All registration materials should be finalized including SAT/ACT test scores (if applicable). **FINAL DEADLINE.** NO students will be allowed to register for Fall Courses after this date.

##### **Spring 2026–**

- Prior to December 12, 2025: Students schedule conferences with school counselor (\*Current and new DE students must complete this step)
  - Proof of acceptance from the college (Students complete check list items to get to this point)
  - Student brings college class schedule, which is needed to finalize school-level schedule.
- **Friday, December 12, 2025** – 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 on the college campus, 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 on the college campus. Students that participate in DE classes 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 the 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 has a Satisfactory Academic Progress requirement that must be met. For example, CGTC students must maintain a 2.0 GPA and pass 67% of college courses each semester. It is the student's responsibility to meet the requirements of the enrolling college's SAP to maintain funding.
- 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 2<sup>nd</sup> 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 who take American Literature at the college are required to take the EOC at the high school. The EOC will count as 20% of the grade on the high school transcript. The EOC will not impact the college grade.
- Male Students must register for the Selective Service within 30 days of their 18 birthday to receive DE Funding.
- Students should be in constant contact with their high school counselor.

**College Contacts:**

Central GA Technical College 478-218-3830    GA Military College 478-225- 0005  
Middle GA State University 478-841-0037

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_