

Student name _____ Student ID number _____

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 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 funding 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.

High School Deadlines:

Summer 2024-

- Prior to May 10, 2024:
 - Proof of acceptance from the college
 - Student brings college class schedule, which is needed to finalize school-level schedule.
- **FRIDAY, MAY 10, 2024** – All registration materials should be finalized including SAT/ACT test scores (if applicable) including registering for classes. **FINAL DEADLINE**. NO students will be allowed to register for Summer Courses after this date.

Fall 2024-

- Prior to May 10, 2024:
 - Proof of acceptance from the college
 - Student brings college class schedule, which is needed to finalize school-level schedule.
- **FRIDAY, May 10, 2024** – All registration materials should be finalized including SAT/ACT test scores (if applicable) including registering for classes. **FINAL DEADLINE**. NO students will be allowed to register for Fall Courses after this date.

Spring 2025–

- Prior to December 13, 2024 if the student is new to off campus Dual Enrollment:
 - Proof of acceptance from the college
 - Student brings college class schedule, which is needed to finalize school-level schedule.
- **Friday, December 13, 2024** – All registration materials should be finalized including SAT/ACT test scores including registering for classes. **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 up to 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.
- Most college classes count 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 high school transcript for a DE course is a 100.
- Students who take American Literature at the college are required to take the End Of Course Exam 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 18th birthday to receive DE Funding.
- Students should be in constant contact with their high school counselor.
- Failing a dual enrollment course may cause a student to be ineligible for sports.

College Contacts:

Central GA Technical College 478-365-4019 GA Military College 478-225- 0005
Middle GA State University 478-841-0037

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____