

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## 2026-2027 Off-Campus Dual Enrollment (DE) Checklist

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

### Student Responsibilities:

Initial on each line below, indicating completion of each step:

1. \_\_\_\_\_ Apply for admission to the college in which you wish to enroll. Pay application fee (if applicable). Some colleges require admission for the Summer term that is separate from the Fall and Spring.
2. \_\_\_\_\_ Have your high school and college transcript sent to the college in which you wish to enroll.  
\*A college transcript is only required if you have attended a college different from where you will dual-enroll. Contact the registrar at the college you have attended to request your college transcript.\*  
**HCHS Transcript Request Link:** <https://tinyurl.com/hocotranscript>
3. \_\_\_\_\_ After you are accepted to the college, complete the online DE application each term at [www.gafutures.org](http://www.gafutures.org).
4. \_\_\_\_\_ Register for off-campus Dual Enrollment classes with the college you will be attending.  
In-demand courses will fill quickly, so it is important to have this done in a timely manner.  
(HCHS counselors DO NOT recommend OR register students for off-campus DE classes.)
5. \_\_\_\_\_ Complete the Google Form linked here: <https://tinyurl.com/2627offde>

### HCHS Counselor Information:

Last Names A-D: Mrs. Jenny Dykes- [jennifer.dykes@hcbe.net](mailto:jennifer.dykes@hcbe.net)  
Last Names E-K: Mrs. Melanie Hudson- [melanie.hudson@hcbe.net](mailto:melanie.hudson@hcbe.net)  
Last Names L-R: Hannah Wells- [hannah.wells@hcbe.net](mailto:hannah.wells@hcbe.net)  
Last Names S-Z: Dr. Melissa Jones- [melissa.jones@hcbe.net](mailto:melissa.jones@hcbe.net)

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**Return this completed and signed checklist to your counselor no later than the deadlines provided below, based on the term attending off-campus DE.**

### High School Deadlines:

#### Summer 2026 Deadline:

**May 8, 2026:** NO students will be allowed to register for Summer courses after this date.

- The student has submitted the HCHS Off-Campus Dual Enrollment Google Form.
- **Friday, May 8, 2026** – All registration materials should be finalized, including SAT/ACT scores (if applicable).

#### Fall 2026 Deadline:

**May 8, 2026:** NO students will be allowed to register for Fall courses after this date.

- The student has submitted the HCHS Off-Campus Dual Enrollment Google Form.
- **Friday, May 8, 2026** – All registration materials should be finalized, including SAT/ACT scores (if applicable).

#### Spring 2027 Deadline:

**December 11, 2026:** NO students will be allowed to register for Spring courses after this date.

- Current and new DE students must complete this step.
- The student has submitted the HCHS Off-Campus Dual Enrollment Google Form.
- **Friday, December 11, 2026** – All registration materials should be finalized, including SAT/ACT scores.



### **Important Information:**

- Students are not allowed to stay on the high school campus for any class period(s) in which they are scheduled for off-campus Dual Enrollment. Students cannot stay on the high school campus during off-campus DE classes even if they plan to attend after-school activities.
- Students attending college classes during specific periods of the school day, 1st semester, will be expected to continue to take classes during the same periods, 2nd semester. The high school schedule will not be changed second semester.
- The high school does not have any control over college course offerings, availability, or times. Students who participate in DE classes on the college campus follow the college calendar regarding class days.
- The high school does not provide transportation, materials, or academic assistance for courses taken at college.
- DE is a year-long commitment unless the student does not meet Satisfactory Academic Progress requirements. Each college has a Satisfactory Academic Progress requirement that must be met. For example, CGTC students must maintain a 2.0 GPA and pass (with a 70 or higher) 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 Z, removal from the 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. This includes dropping courses. Failure to do so may result in limitations on enrollment in future off-campus DE courses.
- Colleges have attendance policies that students must adhere to that are different from those in high school.
- Online courses *often* utilize students logging in to the online platform as "attendance." If students do not log in to the course in a timely manner, they may be dropped from the course. If this occurs, the student will be added to courses on the HCHS campus to fulfill a 7-period schedule.
- The high school counselor advises on college courses needed to complete high school graduation requirements, not requirements for the college degree the student is seeking.
- Students participating in DE college courses should do so with the knowledge that the coursework 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 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 high school transcript for a Dual Enrollment course is a 100.
- Male students must register for the Selective Service within 30 days of their 18th birthday to receive DE Funding.
- I understand that if I indicate that I intend to take off-campus Dual Enrollment courses for the 2026-2027 school year (including Summer 2026), I must complete and return my Dual Enrollment checklist to my **counselor NO LATER THAN May 8, 2026**. No Dual Enrollment paperwork will be accepted after May 8, 2026, and course approval will be denied. This process applies to any student who wishes to dual-enroll off-campus.
- Houston County High School students must have a seven-period schedule. The credit hours of off-campus DE courses determine how many class periods students can be "off" the high school campus.

### **College Contact Information:**

CGTC- 478-218-3830

GMC- 478-225- 0005

MGSU- 478-841-0037

**Signing below indicates that you have read, understand, and agree to the above information.**

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_