

All Rabun County High School students who wish to participate in the Georgia Dual Enrollment Program must meet with their student’s guidance counselor **AND complete the Dual Enrollment Parental Agreement Form.**

Date of Meeting: _____

1. Important Considerations	
<input type="checkbox"/> Students meet Rabun County High School Dual Enrollment Course Criteria. - Content Area EOC \geq Level II AND EITHER - Teacher Recommendation OR - Course Grade \geq 80 in All Content Specific High School Courses	<input type="checkbox"/> Required SAT/ACT testing has been completed or scheduled. (Exceptions may apply for Young Harris College) <input type="checkbox"/> Academic Rigor – It is important to remember that GA Dual Enrollment Program courses will be rigorous. <input type="checkbox"/> Attendance – Recognize the importance of attending classes. Each class has its own attendance policy. It is the student’s responsibility to know and adhere to that policy. <input type="checkbox"/> Career Goal – Select courses not only based on high school graduation requirements but with career interests in mind. <input type="checkbox"/> Cell Phone Use – Paying attention to the college professor during class is extremely important. Students are required to follow the cell phone usage policy of the individual professor. <input type="checkbox"/> Communication Skills – Knowing when to ask for the professor’s help and learning early each semester how to contact each professor is important. Communication from the professor will be with the student and NOT the parent(s)/guardian(s). <input type="checkbox"/> Mandatory Student Events & Training – Students must participate in all mandatory orientations and trainings required by the postsecondary institution. <input type="checkbox"/> Maturity Level – Make certain the student’s social and emotional maturity level is such that the student will be successful in the GA Dual Enrollment Program. <input type="checkbox"/> Organization & Study Skills – Students must realize the importance of time management and being well organized as well as having a plan to meet all course requirements and deadlines on time. <input type="checkbox"/> Perfectionism – When students feel overwhelmed, they should ask questions or ask for help from their professor. Asking for assistance is a life skill. <input type="checkbox"/> Procrastination – Make certain ALL important projects and/or tests are prepared for well in advance. <input type="checkbox"/> Satisfactory Academic Progress – Know and understand each institution’s SAP. These are set by the institution. <input type="checkbox"/> Syllabus – Become familiar with each college professor’s syllabus, which will be the road map for the course and include all important deadlines. This document is designed by the college professor and should be strictly followed. <input type="checkbox"/> Transportation – If taking classes off campus, students must provide transportation to the college sites. <input type="checkbox"/> Final Grades – Final grades are at the sole discretion of the postsecondary institution. Rabun County High School has no control over course outcomes for Dual Enrollment students.
Initials: _____ / _____	

2. Eligibility	
<input type="checkbox"/> Students meet Rabun County High School Dual Enrollment Course Criteria. <input type="checkbox"/> 9th, 10th, 11th, or 12th Grade Student – Upon meeting the Rabun County High School Dual Enrollment Course Criteria, 9 th grade students are technically eligible for the GA Dual Enrollment program. <input type="checkbox"/> No 12th grade student can take a GA Dual Enrollment Program course beyond his/her fourth year as well as his/her graduation date. <input type="checkbox"/> Admission Requirements – Understanding by parent and student regarding admissions requirements at selected GA Dual Enrollment Program college, university, and/or technical college.	<ul style="list-style-type: none"> - Understand there are specific and unique SAT/ACT and grade requirements at each college, university, and technical college. - Know the postsecondary institution’s minimum age requirements. - Make certain the student understands that Board of Regents schools may not accept Accuplacer testing requirements and entrance scores for admission into any of the college programs.

- Make sure the student understands the admission deadlines for the school of his/her choice. It is the student's responsibility to contact the admissions/college representative for up-to-date requirements as well as use the institution's admission Website.
 - Any questions regarding transfer courses should always be answered via www.gatracs.org and by contacting the postsecondary institution you wish to attend upon graduation. It is not the school's responsibility to advise in this area.
 - Understand that transfer courses completed via the GA Dual Enrollment Program to an out-of-state institution may or may not be accepted; therefore, it is the student's responsibility to research this topic with admission staff at out-of-state and private institutions.
- Transcript Review** – Make certain the student is eligible to participate in the program through a thorough transcript evaluation and an academic review of coursework which includes a review of all graduation requirements.
- Initials: _____ / _____

3. GA Dual Enrollment Program Courses

- Courses** – Courses taken must be approved by the school counselor and school administration. (Refer to the GA Dual Enrollment Program Course Directory at www.GAFutures.org.)
- Virtual/Online Courses** – These courses must be approved by the school counselor and school administration.
- High School Transcript** – “Dual Enrollment” is in the course title of each dual enrollment course on a student's high school transcript. Duplicate core academic courses are given an “Elective” category on their high school transcript.
- Online Courses** – Online GA Dual Enrollment courses, if approved, pose unique challenges for students. Not every student is equipped with the prerequisite skills needed to experience success in an online environment. Students must do the following:
 1. Notify school counselor of the online course or courses they would like to take;
 2. Carefully listen to the recommendation(s) of the school counselor and administration regarding online courses;
 3. Be responsible for reading the entire syllabus for the online course before the semester begins to see if exams scheduled and project or paper deadlines are in conflict with any other high school or GA Dual Enrollment Program course.
 4. Know that organization and time management skills for online courses must be in place and include organizational tools such as a planner, calendar, alarms on mobile device, etc...

I understand the above four items regarding taking GA Dual Enrollment online courses.

Student Signature: _____ Parent's Signature: _____

4. GA Dual Enrollment Program-Application and Approval

- Dual Enrollment Online Application & Approval (STARS approval by school counselor)** – Recording the approved course CIP code, course name, grade, and the amount of credit for each course prior to starting the course for each semester.
- Complete Dual Enrollment Application Each Semester** – A new application is required for each semester. The application is how colleges receive funding. If it is not completed, it is the student's and parent's responsibility to pay the tuition requirement. To complete the application, each student must go to his/her www.Gafutures.org account and add a new GA Dual Enrollment Program online application prior to each semester/quarter.
- Full & Part Time-Status for GA Dual Enrollment Program** – Full time students must enroll in **4 different classes** at the postsecondary institution, and part time students must be enrolled part time at the postsecondary institution and part time at the high school for a combination of **at least 6 different classes**.
- Full-Time Status at College or Technical College** – Students must be enrolled in a minimum of 4 courses (for 12 or more hours) to be considered a full time student. Full-time students take **NO** courses at the high school. Students and parents must understand that a 15 hours or more college workload is challenging, and Rabun County High School does not recommend any GA Dual Enrollment Program student take more than 15 college hours.
- Part-Time Status** – A student enrolled in the Dual Enrollment program is considered a part-time student when taking 11 hours or less and attending part of the day at the high school. Part-time students must be enrolled in a minimum of **at least 6 different courses**. For example, 2 Dual Enrollment courses and 4 high school courses or 3 Dual Enrollment courses and 3 high school courses must be scheduled for a student. Each GA Dual Enrollment course can only be

counted as one course and thus, each Ga Dual Enrollment Program course can only fill one segment of the student’s high school schedule.

GA Dual Enrollment Program Hours Earned – Credit hours earned under GA Dual Enrollment Program do not decrease the 127 HOPE paid hours or the Zell Miller paid hours.

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5. GA Dual Enrollment Program Courses and Credit Information

- Credits**
- Students will earn one (1) Carnegie unit for each three (3) hour course successfully completed at the postsecondary level.
 - The final grades of all academic courses, including those considered to be an academic elective course, are averaged and included in the student’s HOPE GPA.
 - A course may not be audited under these programs.
- AP Courses**
- If a student applied for Advanced Placement courses, the counselors will work diligently to accommodate student’s AP and GA Dual Enrollment Program course requests; however, students should avoid requesting duplicate AP and Dual Enrollment courses for scheduling purposes.
- Milestones Tests**
- Students are not allowed to participate in the GA Dual Enrollment Program for the following EOC tested courses: **Ninth Grade Literature, Algebra I, Biology, and Geometry**. Biology may be taken as a GA Dual Enrollment elective course after completing the high school level Biology with the EOC/Milestones counting for 20% of the student’s final grade.
 - GA Dual Enrollment students enrolled in American Literature, Physical Science, Economics, and United States History are exempt from taking the EOC/Milestones test for the course.
 - Student will need to participate in required state testing at the same time and locations Rabun County High School conducts testing. The student is responsible for making arrangement with his/her high school counselor and college professor to take the EOC/Milestones during the available testing period.
- Graduation Requirements** – Rabun County High School students are required to have earned 25 Carnegie units by the end of their senior year in order to graduate. The following courses must be completed to fulfill requirements within those units:

Required Courses	Required Units	RCHS Course, AP Course, Dual Enrollment Course
English	4 Units	9 th Lit/Comp (RCHS w/ EOC) American Lit (RCHS w/ EOC), AP Language (RCHS w/ EOC) World Lit (RCHS) Multicultural Lit (RCHS), AP Language (RCHS), English 1101 (Dual Enrollment)
Mathematics	4 Units	Algebra I (RCHS w/ EOC) Geometry (RCHS w/ EOC) At least 2 from the following list: Algebra II (RCHS), College Algebra (Dual Enrollment), College Statistics (Dual Enrollment), Pre-Calculus (RCHS), AP Calculus (RCHS)
Science	4 Units	Biology (RCHS w/ EOC) Chemistry or Earth Systems or Environmental Science (RCHS) Physics or Physical Science (RCHS w/ EOC for Physical Science) At least one from the following list: AP Chemistry, AP Biology, AP Environmental, Forensic Science (RCHS)
Social Studies	3 Units	World History (RCHS) U.S. History (RCHS w/ EOC or Dual Enrollment) ½ Unit American Government ½ Unit Economics (RCHS w/ EOC or Dual Enrollment)
Health & PE	1 Unit	½ Unit of Each Course
CTAE and/or Foreign Language and/or Fine Arts (Electives)	3 Units	* Most colleges and universities require 2 years of a foreign language.
Additional Electives	6 Units	

Initials: _____ / _____

6. GA Dual Enrollment Program Courses and Credit Information

Transcripts, Grades, and HOPE Scholarship

- Documentation on transcripts from postsecondary schools is provided to Rabun County High School at the close of each semester. The postsecondary school provides the final grade earned in each course at the college or technical college. **Rabun County High School does not control the grades provided by the postsecondary institution.**
- The approved course name, numerical grade, and amount of credit earned for all courses taken at the postsecondary level will be recorded on the student’s official high school transcript. In the absence of a numerical grade on the college transcript, letter grades will be converted to numerical grades as follows:
 A = 95 B = 85 C = 75 D = 70 F = 69 W = 69 WF = 69

(Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade per the scale above on the high school transcript and a college grade on the college transcript. GA Dual Enrollment grades will not be weighted on a student’s official Rabun County High School transcript.)

- It is the responsibility of the postsecondary institution to assign and distribute grades to its students. It is the student’s responsibility to order or obtain an official college transcript.
- All issues concerning grades on the student’s college transcript should be addressed with the professor and/or the postsecondary institution.

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7. HOPE Scholarship

- All GA Dual Enrollment Program Core Academic Courses (Electives & Required)** – count for HOPE Scholarship Eligibility
- GA Dual Enrollment Program Core Courses** are weighted on the Georgia Student Finance Commission HOPE Transcript with a .5 for a 3.0 (85) or a 2.0 grade (75). The maximum numeric GPA for GSFC is 4.0; therefore, an A (95) grade is not weighted on the HOPE transcript.
- HOPE Hours Paid** – Beginning with the 2011 – 2012 school year and beyond, Dual Enrollment hours do not count against the 127 hour limit for HOPE or Zell Miller paid hours.
- GA Dual Enrollment Program Core Courses** – Count toward HOPE Academic Rigor credits.

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8. Other GA Dual Enrollment Program Topics

- Failing a GA Dual Enrollment Program Course at End of Semester** – Students earning a failing final grade in a Dual Enrollment course are not approved to take the same course again through the Dual Enrollment program. The student must take the same course as a credit recovery course through the Wildcat Virtual Academy or through the regular course taken at the high school. It is the student’s responsibility to meet with their guidance counselor to adjust their schedule for the upcoming semester.
- Withdrawing from a Georgia Dual Enrollment Program Course** – Students are required to meet with their guidance counselor **BEFORE** dropping a Dual Enrollment course. Students are required to maintain a full academic schedule at Rabun County High School, and they will be required to add an additional on-campus class to fill their schedule. Depending on their withdrawal date, the Rabun County High School course may count as a zero credit Advanced Study Skills class.
- Summer Courses** – All summer course must be approved by your school counselor and administration.
- Taking Courses at Multiple Postsecondary Institutions** – Students may take courses during the same semester at different postsecondary institutions or may transfer between semesters from one institution to another.
- Transportation and Additional Expenses** – It is the responsibility of the student and parent to provide transportation to and from classes taken on a college campus. Items *other than* tuition, mandatory fees, and books are the responsibility of the student and parent/guardian under the GA Dual Enrollment Program.
- Student Responsibilities**
 - Complete GA Dual Enrollment Program application each semester of enrollment in the program.
 - Understand and follow the admission procedures/requirements for each university or college.
 - Understand and follow the rules and regulations of the college and Rabun County High School.
 - Return all Dual Enrollment Parental Agreement Forms to your guidance counselor.

- Return all Rabun County High School student forms to your guidance counselor (i.e., Student Handbook Sign Off Form, Student Information Sheet, etc...)
 - Check in daily in the front office upon arrival at the high school.
 - Communicate with your counselor regularly throughout the semester.
 - Notify your counselor **BEFORE** enrolling in or dropping any Dual Enrollment courses.
 - Provide your high school counselor with a copy of your Dual Enrollment schedule.
 - Arrange an appropriate high school/college schedule that meets the minimum 6 class requirement.
 - Provide accurate information. Falsifying, misrepresenting, or knowingly furnishing false information may lead to remove from the program.
 - Keep informed of high school class activities including senior graduation activities and announcements (fitting of robes, fees, notification of participation in graduation ceremony, etc...) and class obligations and activities for all students.
 - Balance their high school and college schedule. Students are notified in advance of testing (i.e., EOC/Milestones) days and must communicate with their professors about their high school obligation. It is the student's responsibility to immediately notify his/her counselor about any unresolved college/high school schedule conflicts.
 - Adhere to the postsecondary institution's attendance and academic integrity policy.
- Initials: _____ / _____

9. GA Dual Enrollment Program and Graduation

Graduation

- It is the student's responsibility to verify with their school counselor that all graduation requirements have been met.
- All requests to graduate early must be made in writing and submitted to the principal no later than August 1st of the requested graduation year.
- Graduation may be delayed and a student's GPA may be impacted if a student either fails or withdraws from a course needed to graduate because:
 - Students may not be able to enroll in a high school or college course that will allow them to complete the course in time for graduation. At Rabun County High School, courses are offered on a yearlong basis.
 - Students will re-enter the high school having missed the course content presented in the high school class(es) prior to their enrollment. Students entering a class having missed the first 18 days will receive no credit for the course.

Note: It is important for students and parents to fully understand the complexity of Dual Enrollment courses and their potential impact on a student's graduation.

Initials: _____ / _____

I, the student and parent, have read and understand the above information and requirements outlined on pages 1-5. I, the student and parent, have met with our school counselor and agree to abide by all GA Dual Enrollment Program guidelines and those Rabun County High School guidelines outlined in this document.

I, the parent, give permission for the postsecondary institution to communicate with Rabun County High School regarding my child's grades, course attendance, and any other pertinent information required for my child to receive the Dual Enrollment credits earned.

Please note: Guidelines, rules, and procedures are subject to change based on Georgia legislation, Georgia Department of Education policy, Georgia Student Finance Commission guidelines, rules, and regulations, and Board of Regents and Technical College System of Georgia Regulations.

Parent(s)/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

School Counselor's Signature: _____ Date: _____