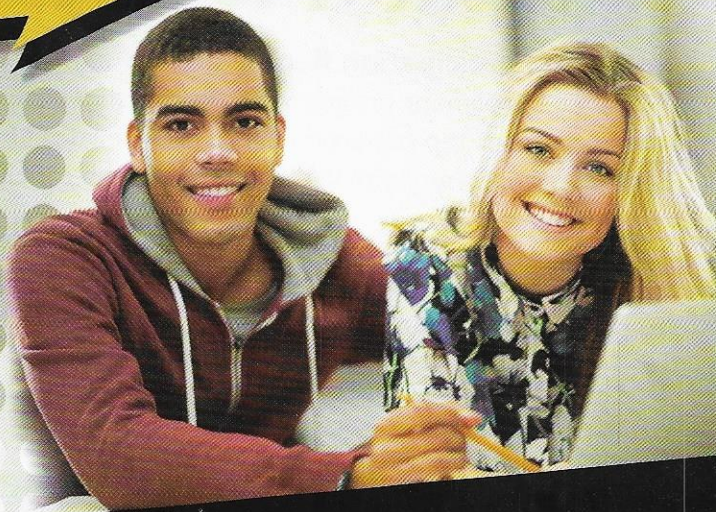


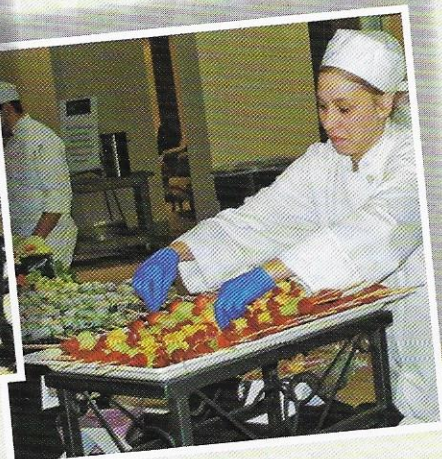
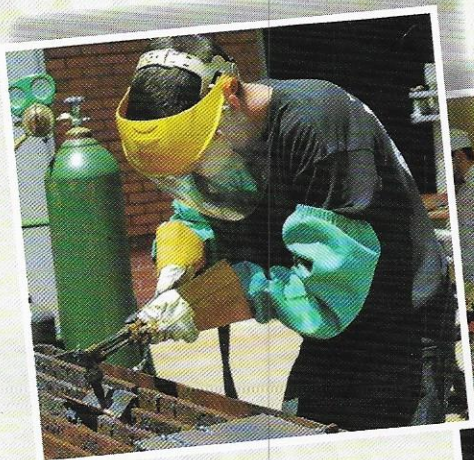
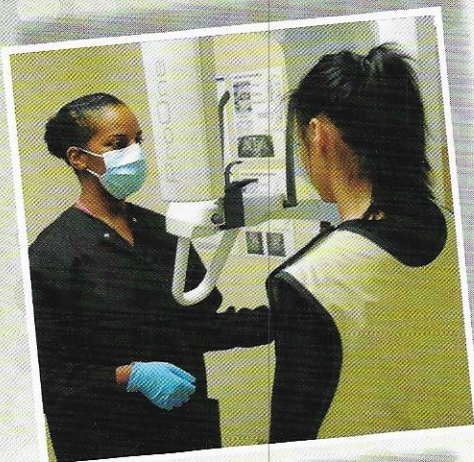
DUAL ENROLLMENT

Get a **jumpstart** on
college while in high school
at **West Georgia
Technical College**



DUAL ENROLLMENT

ADMISSIONS
APPLICATION



dualenroll@westgatech.edu
www.westgatech.edu/dualenroll

A unit of the Technical College System of Georgia

DUAL ENROLLMENT

@ WEST GEORGIA TECH

What is DUAL ENROLLMENT?

Program Participation Requirements

The Dual Enrollment program is a partnership between WGTC and service area secondary school systems. Students must first meet the requirements of their local school system to establish eligibility for participation in any Dual Enrollment program with West Georgia Technical College.

Application Deadlines

November 1 for Spring Semester - April 1 for Summer Semester - June 1 for Fall Semester

To participate, a student should:

1. Be enrolled in high school.*
2. Meet with his or her high school counselor to determine eligibility for a Dual Enrollment program.
3. Be on track for graduation.
4. Meet the minimum test score requirements for student's program of choice.

Associate Degree Core Courses – Minimum Placement Test Scores			
Next Gen ACCUPLACER	Reading-236	Writing-249	Quantitative Reasoning-245
Classic ACCUPLACER	Reading-64	Sentence Skills-70	Elementary Algebra-57
Compass	Reading-79	Writing-62	Algebra-37
ACT	Reading-16	English-14	Math-17
SAT (beginning 3/2016)	Reading-17	Writing & Language-17	Math-21
SAT (prior to 3/2016)	Critical Reading-290	--	Math-380
PSAT (beginning 3/2016)	Reading-17	Writing-17	Math-21
Milestones	ELA (Reading/Writing)-525	--	--
Certificate/Diploma Programs that DO NOT Require Algebra – Minimum Placement Test Scores			
Next Gen ACCUPLACER	Reading-224	Writing-236	Arithmetic-229
Classic ACCUPLACER	Reading-55	Sentence Skills-60	Arithmetic-34
Compass	Reading-70	Writing-32	Math-26
ACT	Reading-14	English-13	Math-14
SAT (beginning 3/2016)	Reading-16	Writing & Language-15	Math-18
SAT (prior to 3/2016)	Critical Reading-270	--	Math-310
PSAT (beginning 3/2016)	Reading-16	Writing-15	Math-18
ELA	Reading-235	Writing-235	--

****HOPE GPA of 2.6 required after 10th grade. GPA also may be considered for certain workforce certificates.**

5. Submit WGTC Dual Enrollment Admission Application and Participation Agreement.
6. Complete WGTC Dual Enrollment funding application at www.gafutures.org.
7. Contact your WGTC high school coordinator
 - Tia Benn for Carroll, Coweta: 770.836.4718, Tia.Benn@westgatech.edu
 - Sheila Billingslea for Douglas, Haralson: 770.947.7538, Sheila.Billingslea@westgatech.edu
 - Jennifer Ball for Heard, Meriwether, Troup: 706.756.4562, Jennifer.Ball@westgatech.edu

*Some programs/courses have a minimum age requirement. **Some certificate programs may require a minimum algebra score.

Program Guidelines

- The purpose of Dual Enrollment is to offer additional educational opportunities to students while they are still in high school.
- Dual Enrollment courses can impact high school graduation and will impact high school GPA.
- A technical college instructor will teach all Dual Enrollment courses.

Academic Information

Dual Enrollment students receive dual credit (credit at the technical college and at the high school).

Failing a Dual Enrollment course may impact high school graduation and GPA, and may prohibit students from continuing in the Dual Enrollment program.

Attendance Policy

Dual Enrollment enrolled students must adhere to both the high school and technical college attendance policies.

Refer to course syllabus for specific requirements regarding course attendance. Any class work missed due to student absence may be made up at the discretion of the instructor.

Regulations

High school students who participate in Dual Enrollment are required to adhere to all high school and technical college rules and regulations. Please see the West Georgia Technical College student catalog (www.westgatech.edu) to review these rules and regulations.

Please visit www.westgatech.edu for more details on West Georgia Technical College policies.

DUAL ENROLLMENT ADMISSIONS APPLICATION

(Both sides must be completed.)

Social Security Number _____ Date _____

Last Name _____ First Name _____ MI _____
(as it appears on your social security card) (as it appears on your social security card)

Mailing Address _____

City _____ State _____ Zip _____ County _____

Home Telephone () _____ Cell Phone () _____

Date of Birth _____

Email Address _____

Citizenship Status

- ☐ United States Citizen
- ☐ Resident Alien
- ☐ Non-Resident Alien
- ☐ Undocumented Alien
- ☐ Other Non-US Citizen

Optional:

- Gender: ☐ Male ☐ Female
- Are you Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race)? ☐ Yes ☐ No
- Check one or more: ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ White ☐ Native Hawaiian/Pacific Islander

Emergency Contact Person: Name _____ Phone () _____

Relationship _____ Street Address _____

City _____ State _____ Zip _____

Program/Enrollment Selection

- ☐ Dual Enrollment Core
- ☐ Dual Enrollment Technical Programs (i.e. welding, cosmetology, automotive, etc.)

Program name: _____

Semester you intend to enroll: ☐ Fall ☐ Spring ☐ Summer Year: _____

****Graduating seniors are not eligible for Dual Enrollment enrollment during the summer following graduation.**

Campus or site you would like to attend: ☐ Carroll ☐ Coweta ☐ Douglas ☐ LaGrange ☐ Murphy

(Not all programs are offered at all campuses.) ☐ Online Learning ☐ Franklin ☐ Greenville

High School Education

High School _____ City _____ State _____

What year do you plan to graduate? _____

College Education

Please list all colleges, universities, and technical schools attended:

_____ Name of School	_____ Dates Attended	_____ Degree, Diploma, or Certificate Awarded
_____ Name of School	_____ Dates Attended	_____ Degree, Diploma, or Certificate Awarded

Have you taken any of these exams within the last five (5) years? ☐ ASSET ☐ COMPASS ☐ ACT ☐ SAT
☐ ACCUPLACER

First Generation College Student

Did your father graduate from college? ☐ Yes ☐ No ☐ Unknown
Did your mother graduate from college? ☐ Yes ☐ No ☐ Unknown

Military Information

Please select those that apply to your current status: ☐ Active Army ☐ Active Marine ☐ Active Navy
☐ Active Air Force ☐ Active Coast Guard ☐ Military Veteran ☐ Military National Guard ☐ Military Reservist
If you are a dependent/spouse of a military service member, please select those that apply to the military service member: ☐ Active Army ☐ Active Marine ☐ Active Navy ☐ Active Air Force
☐ Active Coast Guard ☐ Military Veteran ☐ Military National Guard ☐ Military Reservist

My signature on this application is my acknowledgement of and agreement with the statements that follow:

- Foregoing information contained in this application is true and correct.
- Misrepresentation or omission of information will be sufficient cause for rejection or dismissal.
- I intend to abide by the rules and regulations of WGTC.
- All materials submitted for application become the property of West Georgia Technical College and will not be returned to me.
- I give permission to WGTC to request my final high school transcript.
- Do you give permission to WGTC to contact you via the telephone numbers provided including text messaging and voice calls? ☐ Yes ☐ No

Applicant's Signature _____ Date _____

West Georgia Technical College Dual Enrollment Student Participation Agreement

This release will remain in effect throughout enrollment as a dual enrolled student.

1. Dual Enrollment Requirements (reviewed by student, parent and high school counselor)

The student's individual graduation plan has been updated to reflect the plan of study through dual enrollment.

It is the student's responsibility to inform his/her high school counselor of any scheduling changes in dual enrollment class schedule.

A discussion about dual enrollment with a WGTC high school coordinator has occurred and all questions/concerns have been addressed.

The student will adhere to all policies and procedures of West Georgia Technical College for all courses taken with the college.

The student will be held to any attendance policy set in the course syllabus of the student's classes.

If the student drops or fails a dual enrollment class, it is understood that this could negatively impact the student's high school requirements for high school graduation.

The student's final grade in a dual enrollment course will become part of the student's permanent high school transcript.

The student is limited to taking 15 dual enrollment credit hours per term with WGTC. A counselor may not approve more than 15 dual enrollment credit hours total in STARS during a term.

The student will not be able to register for any dual enrollment classes until the Georgia Student Finance Funding application has been completed by the student at www.gafutures.org. The funding application must be completed before registering each term.

Students may be responsible for additional costs, such as course or lab fee/supplies, and/or fees charged for late or damaged textbooks.

2. Dual Enrollment Release of Information (completed by student)

I, _____, hereby grant permission for West Georgia Technical College to release information of my enrollment and grades, including class schedules and transcripts, to my high school counselor and principal, for the purposes of verifying my high school graduation requirements.

(continued on reverse)

3. Dual Enrollment Participation Signatures

Student name (printed) _____ High School _____

SSN _____ Date of Birth ____/____/____ Phone _____

Student signature _____ Date _____

Parent name (printed) _____

Parent signature _____ Date _____

Counselor name (printed) _____

Counselor signature _____ Date _____

DUAL ENROLLMENT

Funding Application Policy & Process

West Georgia Technical College Dual Enrollment Funding Application Policy

In order to serve all West Georgia Technical College students to the best of our ability, beginning summer semester 2019, the office of financial aid and the office of dual enrollment have enacted the following policy regarding funding application and dual enrolled students:

- All West Georgia Technical College dual enrolled students must complete a Georgia Futures funding application at GaFutures.org for the semester they wish to be registered *prior* to a WGTC high school coordinator registering the student for classes. If a WGTC dual enrolled student has not completed their funding application for the semester they wish to be registered for, the student will not be registered for classes.
- All high school counselors for West Georgia Technical College dual enrolled students must complete their portion of the Georgia Futures funding application for each dual enrolled student *by the semester midpoint*. If a student's funding application has not been approved by their counselor by the semester midpoint, the student will be purged from WGTC classes.

Steps to Complete Dual Enrollment Funding Application

A funding application must be completed every semester of Dual Enrollment participation.

1. Sign in to **www.gafutures.org** or create account
2. Enter your **Username and Password** information, then select **Sign In**.
3. **Dual Enrollment** information can be found within the **HOPE & State Aid Programs** tab.
4. **Dual Enrollment** is considered a state program and can be found by selecting **State Scholarships and Grants**.
5. Select **Dual Enrollment** from the list of state programs to find information needed. The application can be found by selecting **Application Procedure and Deadline**.
6. Click on "Apply Now" and complete all required fields.

Dual Enrollment Funding Covers

- All tuition and mandatory fees
- Required textbooks (textbooks are loaned to students and must be returned at the end of the term)

Dual Enrollment Funding Does Not Cover

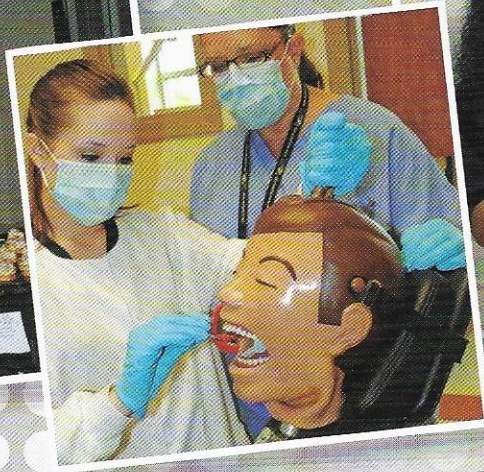
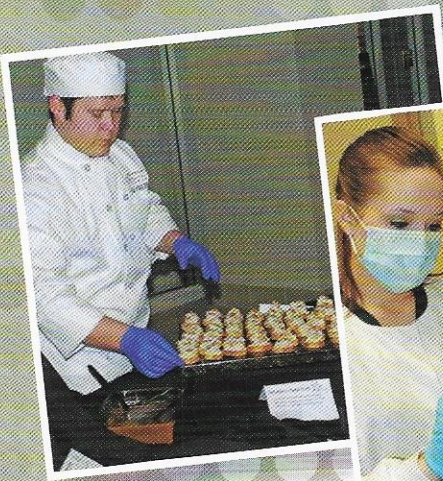
- Supplies required by some courses (example: uniforms, supply kits, background checks, etc.).
- Some program- or course-specific fees (example: lab fees, malpractice insurance fees, etc.)

Home-schooled students and students who do not have a social security number must submit a paper funding application.

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress with WGTC to maintain eligibility for Dual Enrollment funding. Students must maintain a 2.0 cumulative GPA and 2.0 GPA for each semester. Students must also have a 66.6% completion rate for all courses attempted. This eligibility is determined at the end of each semester. If students do not maintain this eligibility then can be placed on Financial Aid Warning or Suspension and not be eligible for Dual Enrollment funds or other financial aid through WGTC.

Dual Enrollment classes do not count toward the total HOPE scholarship or grant cap hours that a student can use. This means a student can take DE classes in high school and still be eligible for a full HOPE Scholarship or Grant after graduation.



DUAL ENROLLMENT WE OFFER MANY OPTIONS!

NOT ALL PROGRAMS ARE AVAILABLE IN ALL LOCATIONS.
ASK YOUR HIGH SCHOOL COUNSELOR FOR MORE INFORMATION.

Carroll Campus
997 South Highway 16
Carrollton, Georgia 30116
Contact: Tia Benn
770.836.4718
tia.benn@westgatech.edu

LaGrange Campus
1 College Circle
LaGrange, Georgia 30240
Contact: Jennifer Ball
706.756.4562
jennifer.ball@westgatech.edu

CEC Instructional Site
160 Martin Luther King Jr. Dr.
Newnan, Georgia 30263
Contact: Tia Benn
770.836.4718
tia.benn@westgatech.edu

Coweta Campus
200 Campus Dr.
Newnan, Georgia 30263
Contact: Tia Benn
770.836.4718
tia.benn@westgatech.edu

Murphy Campus
176 Murphy Campus Blvd.
Waco, Georgia 30182
Contact: Sheila Billingslea
770.947.7538
sheila.billingslea@westgatech.edu

Franklin Instructional Site
13104 Ga. Hwy. 34 East
Franklin, Georgia 30217
Contact: Jennifer Ball
706.756.4562
jennifer.ball@westgatech.edu

Douglas Campus
4600 Timber Ridge Dr.
Douglasville, Georgia 30135
Contact: Sheila Billingslea
770.947.7538
sheila.billingslea@westgatech.edu

Greenville Instructional Site
17529 Roosevelt Highway
Greenville, Georgia 30222
Contact: Jennifer Ball
706.756.4562
jennifer.ball@westgatech.edu



DUAL ENROLLMENT

@ WEST GEORGIA TECH

www.westgatech.edu/dualenroll

A unit of the Technical College System of Georgia

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is V.P. of Student Affairs. ADA (Section 504) coordinator is V.P. of Administrative Services. Both are located at 401 Adamson Square, Carrollton, GA 30117. 678.664.0400