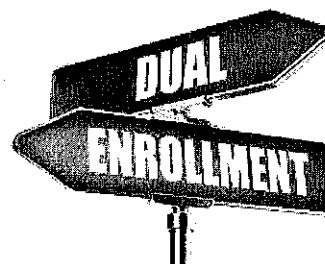


# How to Apply for Dual Enrollment



**STEP 1 – STUDENT will:** Students must apply for dual enrollment on the college/institution’s website. **Application Deadline** - Regardless of the institution’s deadline, Fulton County School’s deadline to apply for Dual Enrollment:

Summer/Fall Term: **hard deadline March 31<sup>th</sup>**      Spring/Winter Term: **hard deadline November 30<sup>th</sup>**

**Please request for your transcript to be sent to the dual enrollment college/institution in GA Futures. See the following PDF file for instructions:**

<https://www.gafutures.org/media/187893/sending-transcripts-in-stars.pdf>.

**STEP 2 – STUDENT/PARENT will:** Complete the online Dual Enrollment Funding Application. **Click the link to view a tutorial video of the funding application process:** (<https://www.youtube.com/watch?v=-UoBFfsNSU>). Once you have completed your portion of the funding application, your parent/guardian must electronically complete the Parent Participation Agreement section of your application. Parent will receive an email to complete the online acknowledgment. Please note that your application will not be completed until your parent sign the Parent Participation Agreement acknowledging consent for you to participate in dual enrollment.

**STEP 3 – STUDENT will:** **Provide your counselor with the courses that you wish to take through dual enrollment.** A list of approved Dual Enrollment course can be found on the Dual Enrollment Course Directory: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory-2020-2021-beginning-summer-term-2020/>. If you are unsure which dual enrollment course to take, please see the list of common dual enrollment courses that Westlake students take.

ENGLISH	MATH	SOCIAL STUDIES	SCIENCE	ELECTIVES
-9 <sup>th</sup> and 10 <sup>th</sup> Grade Literature cannot be replaced by a college course -American Lit can be substituted by a college course but, has to be taken out of sequence via DE	-Most restrictive area -Student must take Algebra 1, Geometry, and Algebra II before they can take a college level math course	-All graduation requirements can be taken through dual enrollment	-All graduation requirements can be taken through dual enrollment -Most science classes require an additional lab class that is for separate credit counts for a separate grade	-These classes are not required for graduation, but can count toward elective credit
<b>ENGL 1101</b> -English Comp I <b>ENGL 1102</b> -English Comp II <b>ENGL 2130</b> -Am Lit	<b>MATH 1103/MATH 1001</b> -Quantitative Reasoning <b>MATH 1111</b> -College Algebra <b>MATH 1113</b> -College Pre-Cal <b>MATH 1127</b> -College Statistics <b>MATH 1131</b> -College Calculus	<b>POLS 1101</b> -American Government <b>ECON 1101</b> -Economics (Principles) <b>ECON 2105</b> (Macro) <b>ECON 2016</b> (Micro) <b>HIST 2111</b> -US His I <b>HIST 1111</b> -World His	<b>BIOL 1111 + BIOL1111L</b> - Biology (Intro) and Lab <b>CHEM 1211 + CHEM 1211L</b> -Chemistry (Intro) and Lab <b>PHSY 1111 + PHYS1111L</b> - Physics (Intro) and Lab	<b>SPCH 1101/COMM1101-1110</b> -Public Speaking <b>HUMN 1101</b> -Humanities (Intro) <b>PSYC 1101</b> -Psychology (Intro) <b>SOCI 1101</b> -Sociology (Intro)

**STEP 4 – COUNSELOR will:** AFTER you have provided your counselor with your dual enrollment course choices, your counselor will enter your classes into your dual enrollment dashboard (funding application).

**STEP 5 – STUDENT will:** You are now ready to register for your dual enrollment classes at the college. Please be mindful of the WHS bell schedule when you register for dual enrollment classes. (Note: Westlake does not have input on the time that dual enrollment classes are offered at the college.) Students are not permitted to leave a scheduled Westlake class early or arrive late for a dual enrollment class.

**STEP 6 – STUDENT will:** **SCHEDULE CHANGE FOR DUAL ENROLLMENT COURSES:** You must provide your counselor with a copy of your dual enrollment schedule from the college so that your Westlake schedule can be adjusted to include the dual enrollment courses. Your schedule will not be adjusted until AFTER you have provided the dual enrollment schedule from the college/institution.

Period		Time	SAMPLE SEMESTER SCHEDULE	
			A Day	B Day
1 <sup>st</sup> Block	8:20 A.M. – 9:50 A.M.	College English	College English	
2 <sup>nd</sup> Block	9:57 A.M. – 11:25 A.M.	College Algebra	College Algebra	
3 <sup>rd</sup> Block	11:32 A.M. – 1:53 P.M.	Human Anatomy	Personal Finance & Economics	
4 <sup>th</sup> Block	2:00 P.M. – 3:30 P.M.	Intro to Art	Personal Fitness	

**STEP 7 – STUDENT will:** Provide your counselor with an official copy of your transcript from the dual enrollment college so that your grade(s) can be added to your Westlake transcript.