



## Putnam County High School Dual Enrollment Handbook

Welcome to the Dual Enrollment program at Putnam County High School! This guide is designed to provide you with essential information about the opportunities available through Dual Enrollment, eligibility requirements, and the steps needed to apply. Dual Enrollment allows high school students to take college-level courses and earn credit towards both their high school diploma and a college certificate, diploma, or degree.

### Participating Colleges

Most students at Putnam County High School dual enroll with the following institutions:

- **Central Georgia Technical College (CGTC)**
- **Georgia Military College (GMC)**
- **Georgia College (GC)**
- **\*Andrew College (AC)** - *10<sup>th</sup> grade students can take academic dual enrollment courses with Andrew College for \$200 per course. This is an out-of-pocket expense for the student.*

### Available Courses

- **10th-grade students** can enroll in certificate-level courses.
- **11th and 12th-grade students** can enroll in certificate, diploma, and degree-level courses.
- **ENGL 1101, ENGL 1102, ENGL 2130, Welding, and Healthcare** programs are offered through CGTC on the high school campus.

### Eligibility Requirements for Specific Programs

- **Degree level core courses:** Students must have a 3.0 GPA to enroll in college level core courses.
- **Healthcare:** Students must turn 16 before September 15 and have a minimum GPA of 2.75 to enroll in healthcare courses.

- **Welding:**
  - 11th and 12th-grade students must have a minimum GPA of 2.5 to enroll.
  - 10th-grade students must have a minimum GPA of 2.75 to enroll.

## **Steps for Applying to Dual Enrollment**

### **1. Attend the Dual Enrollment information night.**

Meet with your high school counselor to discuss your interest in Dual Enrollment, next steps, and potential high school and college courses.

### **2. Research Colleges and Programs**

Explore the courses and programs offered by CGTC, GMC, and GC to decide which is the best fit for your interests and future goals.

### **3. Meet Academic Requirements**

Ensure you meet the GPA requirements for the program you wish to enroll in.

### **4. Submit College Applications**

Apply to the college of your choice and request that your high school transcript be sent to the college.

### **5. Complete the Dual Enrollment Agreement**

You and your parent/guardian must complete the Dual Enrollment agreement and funding application through GA Futures before you will be considered for enrollment in any course.

### **6. Meet Deadlines**

- March 15: Deadline to enroll in **summer/fall** semester courses.
- October 15: Deadline to enroll in **spring** semester courses.

### **7. Understand the Impact on Graduation and College Transcripts**

Dual Enrollment grades will appear on both your high school and college transcripts. Failing a course or withdrawing from it can jeopardize both your high school graduation and future college financial aid eligibility.

## Program Requirements

Dual Enrollment is a program for **mature, independent students**. Participants must be able to communicate with their instructors as adults and are expected to manage their coursework without relying on parents or counselors to intervene.

## Funding for Dual Enrollment

Students can receive **state funding** for up to **30 semester credits** or **45 quarter credits** through the Dual Enrollment program. Once these limits are reached, students will be responsible for covering the costs of additional courses, textbooks, and fees.

## Pros and Cons of Dual Enrollment

### Pros:

- **Cost-Free College Credits:** Students earn college credits without paying tuition or fees, saving thousands of dollars on their future diploma or degree.
- **Head Start on College:** You can complete college courses while in high school, potentially graduating earlier.
- **Increased Academic Rigor:** Dual Enrollment courses provide challenging coursework that prepares students for college-level expectations.

### Cons:

- **Potential Impact on GPA:** College courses can be challenging, and a low grade can negatively affect both your high school and college GPA.
- **Time Management:** Balancing high school and college courses requires excellent time management and self-discipline.
- **Graduation and Financial Aid Risk:** Failing or withdrawing from a course can hinder high school graduation and affect eligibility for financial aid in college. Students who withdraw from or fail a course will not receive funding to repeat that course.

## Certificate vs. Core Courses

- **Certificate Courses:** These are typically more specialized and career-oriented, providing training in fields like welding or healthcare. Certificate courses often lead directly to industry certifications or credentials that can be used to enter the workforce upon completion.
- **Core Courses:** These are general education courses required for most college degrees, such as English, math, and science. Core courses taken through Dual

Enrollment can transfer to many colleges and universities, helping students get a head start on their degree requirements.

### **Georgia Student Finance Commission Requirements**

- **Funding Limitations:** Students are eligible for funding for up to 30 semester hours or 45 quarter hours.
- **Withdrawals:** Students may not withdraw from more than two Dual Enrollment courses. Exceeding this limit can result in losing eligibility for future courses and funding.

### **Accelerated Career Diploma and ACE Grant in Georgia**

In Georgia, the new **Accelerated Career Diploma** and the **ACE (Accelerating Career Education) Grant** provide alternative pathways for students to graduate from high school without meeting the traditional high school graduation requirements. These programs are designed for students who are interested in entering the workforce quickly and do not plan to pursue a traditional four-year college degree immediately after high school.

#### **What is the Accelerated Career Diploma?**

The **Accelerated Career Diploma** allows students to focus on career-specific courses and obtain industry-recognized credentials while still in high school. Instead of completing the standard 23 credits required for a traditional high school diploma, students in this program can earn a diploma by completing fewer high school credits alongside career and technical education (CTE) courses that prepare them for the workforce.

Students work closely with their high school counselors to create a personalized plan that outlines their career goals and aligns with the required courses for their desired field. This diploma is designed to streamline the educational process for students who are more focused on technical skills and workforce entry than on college preparation.

#### **What is the ACE Grant?**

The **ACE (Accelerating Career Education) Grant** is a financial aid program that provides funding for students enrolled in dual enrollment career-focused programs at technical colleges. It covers the cost of tuition, fees, and required materials for eligible career and technical education programs. The grant is specifically designed to support students pursuing high-demand careers, such as welding, healthcare, and other technical fields.

With the ACE Grant, students can take college-level courses while still in high school, earning both high school and technical college credit. This allows students to graduate with not only a high school diploma but also industry certifications or credentials that make them job-ready upon graduation.

### **How Students Can Graduate Without Meeting Traditional Requirements**

Through the Accelerated Career Diploma and the ACE Grant, students can bypass some of the traditional high school graduation requirements by focusing on career education. Instead of completing a full range of academic courses, such as advanced math, science, and foreign languages, students in this program are required to take:

- **Essential academic courses** that meet basic graduation criteria (e.g., English, math)
- **Career and technical education (CTE) courses** relevant to their chosen career path
- **Dual enrollment courses** through technical colleges, which count towards both high school graduation and career certification

By the time they graduate, students in the Accelerated Career Diploma program may already be certified in their chosen field and ready to enter the workforce immediately. This alternative pathway is ideal for students who want to start their careers as soon as possible, without the need to meet the full traditional academic load required for college preparation.

### **Benefits of the Accelerated Career Diploma and ACE Grant**

- **Faster entry into the workforce:** Students can complete high school and technical certifications simultaneously, allowing them to enter the job market quickly.
- **Reduced education costs:** The ACE Grant covers the cost of technical courses, reducing or eliminating out-of-pocket expenses for career training.
- **Industry credentials:** Students graduate with valuable skills and certifications that are in high demand by employers.
- **Personalized career pathways:** Students work with counselors to create a plan that aligns with their career interests and goals.

In summary, the Accelerated Career Diploma and ACE Grant provide a flexible, career-focused alternative to traditional high school graduation, helping students gain the skills and certifications they need to start their careers right after high school.

Dual Enrollment is an excellent opportunity for Putnam County High School students to get a jumpstart on their college education while still in high school. By participating, students can save money, explore new academic challenges, and gain valuable experience in college-level coursework. However, it's crucial to understand the commitment required, including meeting academic standards, managing time effectively, and communicating with instructors independently. Following the steps outlined in this handbook and staying informed will help ensure a successful Dual Enrollment experience.

For any questions or assistance, please contact your school counselor.

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