

Dual Enrollment Step-by-Step Planning Guide

Step 1: View the Dual Enrollment Presentation on the Henry County School's District Website

- <https://www.henry.k12.ga.us/Page/75811>

Step 2: Review the Henry County Schools Dual Enrollment Checklist

<https://www.henry.k12.ga.us/cms/lib/GA01000549/Centricity/Domain/8984/DE%20Checklist%20June%202023.pdf>

Step 3: Apply to the College/University of your choice. Partnering Schools for Henry County Schools include Clayton State University, Gordon State College and Southern Crescent Technical College. Please be sure to review the admissions requirements for the college of our choice.

Clayton State University	https://www.clayton.edu/admissions/undergrad/dual-enrollment
Gordon State College	https://www.gordonstate.edu/admissions/types-of-students/dual-enrollment/index.html
Southern Crescent Technical College	https://www.sctech.edu/admissions/dual-enrollment/

Step 4: Request for your transcript as required by the College to be sent to your school of choice via your School's Counseling Department. Test Scores will need to be sent directly from CollegeBoard.org or ACT.org. You will need to contact the testing agency directly.

Step 5: Upon admission into the college, notify your School Counselor and submit your official acceptance letter or email.

Step 6: Make an appointment with your School Counselor to discuss Dual Enrollment policies, procedures, and the advisement process. During your appointment you will complete the following tasks:

- Henry County Schools Dual Enrollment Checklist
- Georgia Future's Funding Application (Must create an account for this task at GaFutures.org)
- Review your transcript to discuss which Dual Enrollment Courses are right for you
- Complete your Advisement Form with Dual Enrollment Course Selections to be submitted to the college
- Once the college has confirmed your selected courses, your High School Schedule will be updated to reflect Dual Enrollment Courses

Step 7: Ensure that your Dual Enrollment Funding Application is complete through GaFutures.org

Step 8: Please be sure to check in with your counselor consistently to discuss your academic progress in your Dual Enrollment Courses. Also, be sure to schedule an appointment with your School Counselor again, to discuss and enroll in Dual Enrollment Courses for the following semester.