



# STUDENT SERVICES INFORMATION

## HENRY COUNTY SCHOOLS DUAL ENROLLMENT CHECKLIST

### OVERVIEW:

THE HCS CHECKLIST IS DESIGNED TO GUIDE FAMILIES REGARDING THE DUAL ENROLLMENT PROCESS FOR HENRY COUNTY SCHOOLS. THE HCS DUAL ENROLLMENT CHECKLIST IS TO BE COMPLETED BY THE PARENT AND THE STUDENT. PLEASE CONTACT YOUR SCHOOL COUNSELOR IF YOU HAVE ANY QUESTIONS.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parents:** Please initial each statement indicating you understand the dual enrollment process.

- \_\_\_\_\_ Visit the counseling office to get information regarding the program from the counselor. \*Plan EARLY; your student may need time to take the SAT, ACT, and/or ACCUPLACER to apply to the desired college/university.
- \_\_\_\_\_ Ensure your student meets the [eligibility requirements](#) for participating in dual enrollment as outlined in HB444.
- \_\_\_\_\_ Discuss dual enrollment options with your student. Discuss transportation to and from campus. Transportation *may* be provided to the Academy for Advanced Studies for college/university courses offered on that campus during school hours. \*However, transportation to any college/university is the responsibility of the student and parent/guardian.
- \_\_\_\_\_ Check the admissions requirements and important dates of the college/university your student plans to attend.
- \_\_\_\_\_ Check with the college/university to determine if they offer in-house ACCUPLACER, SAT, and/or ACT testing.
- \_\_\_\_\_ If needed, register to take the ACT, SAT, and/or ACCUPLACER. Register for the SAT at [www.collegeboard.com](http://www.collegeboard.com) or the ACT at [www.act.org](http://www.act.org). When registering online, send test scores to the college directly from the testing site.
- \_\_\_\_\_ Ensure your student completes and submit an admissions application by the deadline set by the college/university.
- \_\_\_\_\_ Ensure that your student's social security number is correct on all application materials.
- \_\_\_\_\_ Student should request and send an official transcript along with any other required documentation to the admissions office. Check the school counseling website for the transcript request link.
- \_\_\_\_\_ Complete the Parent Participation Agreement. This will be available via email after your student completes the Student Application for Dual Enrollment Funding on the [GAFutures.org](http://GAFutures.org) website. Please make sure your student has your correct email address.

**After Acceptance to the College/University, Follow the Steps Below:**

**Students:** Please initial each statement indicating you understand the dual enrollment process.

- \_\_\_\_\_ Attend (student and parent/guardian) a Dual Enrollment Parent Night at the zoned school or virtually.



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Log into (or create an account) your GAFutures.org account and complete the Student Application for Dual Enrollment funding. Please ensure you have your parents' correct email address before completing this form.

Meet (student and parent/guardian) with your high school counselor regarding your plan, review your transcript, and determine what courses you need to graduate and how to arrange your high school and college/university schedules. At the time of meeting, please bring the following documents:

- College/university acceptance letter
- Signed HCS Dual Enrollment checklist ([this checklist](#))

After meeting with your high school counselor regarding the recommendation of courses, ensure your school counselor submits your completed and signed college/university Advisement Form to your dual enrollment advisor to set up your college schedule.

DE provides equal opportunity for all eligible students. If you have an IEP/504, please consult with your Section 504 Administrator or IEP Case Manager to assist you and your family in providing the necessary documents to the university. The student and family are responsible for ensuring the college receives all documentation for any accommodations.

Submit a copy of your college schedule to the high school counselor immediately in order for your school counselor to request payment for college courses.

## **Critical Reminders:**

I acknowledge I am able to enroll in a total of **15 semester hours or 12 quarter hours** combined at all post-secondary institutions in which I am enrolled.

I acknowledge that the Dual Enrollment Funding Cap is 30 semester or 45 quarter hours. This is a hard cap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program.

A new DE Funding Application will need to be completed **each school year**, if you wish to participate in dual enrollment courses. This is completed entirely online via GAFutures.org.

A new college/university Advisement Form/Schedule should be completed every term (every semester or every quarter) in which you are enrolled in a DE college or university.

You must submit your finalized DE schedule to your high school counselor ten (10) days prior to the college deadline.

Students must maintain Satisfactory Academic Progress (SAP) in all college dual enrollment courses for continued participation.

You must confer with the high school counselor prior to withdrawing or dropping a DE college course. Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college. Failure to drop or withdraw after the DE colleges add/drop deadline will result in a failing grade posted to your high school transcript.

If the DE college/university transcript reflects a W, WF, or WD, your high school transcript will reflect an F (55 numeric grade). Please see the Dual Enrollment grade conversion chart in the Henry County



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Schools Student & Parent Handbook and Grading Regulations IHA-R.

- \_\_\_\_\_ A student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding.
- \_\_\_\_\_ Students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal.
- \_\_\_\_\_ Letter/Alpha grades assigned by the post-secondary institution on a student's official transcript through Dual Enrollment will be converted to a numerical grade according to the district's conversion chart in the Henry County Schools Student and Parent Handbook. HCS will not accept statements or forms from DE professors regarding numeric averages. Only grades sent to high schools on official college transcripts are accepted. Additional information can be located in the [Grading Systems Regulations IHA-R\(2\)](#) or [Grading Systems Regulation IHA-R\(1\)](#).
- \_\_\_\_\_ If applicable, textbooks must be returned to the college/university each semester.
- \_\_\_\_\_ To be eligible for selection as valedictorian or salutatorian in Henry County Schools, students must have been consistently enrolled in Henry County Schools for the entirety of the four (4) semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and regionally accredited school.
- \_\_\_\_\_ Students will participate in the Signs of Suicide (S.O.S.) curriculum at their high school. Parent/guardian may choose to opt out of the session by signing an opt-out letter with their high school counselors.
- \_\_\_\_\_ Students who are dropped by the college/university from a dual enrollment course due to lack of attendance or participation will be placed, depending on course availability, in the same course or a comparable course within the high school in person or online in the building. Any exceptions regarding the course or a comparable course must be communicated directly to the high school counselor.
- \_\_\_\_\_ Students must communicate and check in with their high school counselors monthly.

## **Self-Pay Dual Credit Course(s)**

- \_\_\_\_\_ A Self Pay Dual Credit Course is a post-secondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which, the student receives credit from his/her eligible high school. [State Board of Education Dual Enrollment Rules](#).
- \_\_\_\_\_ Students who wish to take more than the funded 30 DE courses must self-pay required tuition, fees, books, and any other related expenses. Courses must be chosen from the DE course directory or a list of approved self-pay dual credit courses.
- \_\_\_\_\_ The parent/student is responsible for tuition and fees for any course taken that is not on the approved DE Course Directory or on the student's DE application. These courses will NOT be awarded high school credit nor will they count toward full-time status.
- \_\_\_\_\_ Before registering for Self Pay Dual Credit Courses, students must complete and submit the [Self Pay Dual Enrollment Course Approval Form](#) to the high school counselor before paying for any college courses, textbooks, and fees.



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\_\_\_\_\_ Self-Pay Dual Credit Courses and the final grading mark will be posted to the student's transcript if the course is taken at a participating postsecondary institution. Students who elect to take Self Pay Dual Credit Courses must also agree to having all final grades added to their high school transcript. They also give their high school permission to access all college transcripts from the postsecondary institution for which the credit was earned. Students who elect to take Self-Pay Dual Credit courses must still meet the dual enrollment [eligibility guidelines](#) for participation outlined in HB444.

We have read and understand all the conditions and procedures outlined in the Dual Enrollment Checklist. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.

**Accelerated Career Education Program** (only complete if applies)

\_\_\_\_\_ Log into (or create an account) your GAFutures.org account and complete the Georgia Student Finance Application (GSFAPP).

\_\_\_\_\_ There is not an Accelerated Career Education Program funding cap.

\_\_\_\_\_ A student may receive funding for the same course.

\_\_\_\_\_ Courses must be taken at the Technical College System of Georgia Schools.

\_\_\_\_\_ Student may have more than two withdrawals.

**Student Name**

**Student Signature/*Date***

**Parent Name**

**Parent Signature/*Date***