

FIRST TIME DUAL ENROLLMENT CHECKLIST
Sequoyah High School 24-25

Attend Dual Enrollment Information Session (scheduled during Advisement)

- Review general Dual Enrollment information & FAQs
 - CCSD Dual Enrollment website - [CCSD WEBSITE](#)
 - GA Student Finance Commission - [GA Futures](#)
- Research individual college requirements- The majority of SHS students attend Chat Tech or KSU. You may attend any participating Georgia higher-education institution for Dual Enrollment:
 - Chattahoochee Tech - [Chat Tech DE](#)
 - Kennesaw State University - [KSU DE](#)
 - Reinhardt University- [Reinhardt DE](#)
 - Georgia Highlands - [GA Highlands DE](#)
 - All participating Georgia colleges & universities - [ALL participating DE Schools in GA](#)

- **1. APPLY directly to the college (application on the college/university website)**
 - ___ Take/send test scores (SAT, ACT, PSAT, Accuplacer) to the college – if required
 - ___ Send official transcript to the college via GA FUTURES [GA Futures](#)
- **2. Make a DE appt. with your assigned counselor to complete the CCSD required paperwork**
- **3. Submit DE STARS FUNDING APPLICATION via GA FUTURES WEBSITE [GA Futures Funding App](#)**
 - **Student must do their form first**
 - **Parent will then receive an email from GA Futures to complete their portion**
- **4. Submit signed DE Participation Agreement to counselor (and college if required)**
- **AFTER ACCEPTANCE:**
 - ___ Print and bring copy of acceptance letter to your counselor
 - ___ Schedule and attend a mandatory DE advisement session with the college
 - ___ **Register** for courses - following the college timeline and directions – **every semester**
 - ___ Print and give your counselor a copy of your **Detail Student Schedule** (includes day, time and location) – **every semester**
 - ___ Complete any additional paperwork required by the college
 - i. ___ CTC – lawful presence, Parent/Guardian DE Approval Form (link in portal)
 - ii. ___ KSU- lawful presence, immunizations, New Student Form
 - iii. ___ other colleges – documents as requested