Dual Enrollment (DE) Checklist

STEPS 1 & 2 MUST BE COMPLETED BY MARCH 28

This deadline is for both Summer and Fall 2024 DE Applicants

Dual Enrollment Participation & Eligibility

☐ Enrolled in a Fulton County School high school, and has not received a high school diploma

☐ Meets college admission's requirements and has been accepted by an eligible postsecondary institution

☐ Meets grade level eligibility requirements set forth by HB444:

- 9th Graders (Not Eligible)
- 10th Graders (Conditional Eligibility)
- 11th & 12th Graders (Eligible)

☐ Has no more than two withdrawals from dual enrollment college courses (current DE students).

Step 1: Do Your Research! Do Your Paperwork! – DUE March 28

☐ Attend the Dual Enrollment Information Night **-OR-** Watch the recorded presentation

☐ Attend the College DE Info Session to learn more about their DE program.

☐ Submit the DE Interest Form (submit after you have an idea of which college you will apply)

☐ Complete the FCS Dual Enrollment Contract with your parent/guardian

Step 2: Meet with Your Counselor/Review Grad Requirements/Review Proposed DE Schedule – DUE March 28

☐ Schedule a meeting with your FAVE Counselor. Bring a draft of your completed FCS DE Contract with DE course ideas.

- Mrs. Gracey - Meeting Link

☐ Submit the completed/signed FCS DE Contract with ALL signatures to your FAVE Counselor.

Step 3: Submit Paperwork & College Application Process. – College Acceptance Email DUE May 23

☐ Use your personal email address and **apply to the college** you plan to Dual Enroll through: OTHER APPROVED OPTIONS

Georgia State University (Perimeter Campus)	Atlanta Technical College
Georgia State University (ATL Campus)	Kennesaw State University
Georgia Military College	Gwinnett Technical College (Alpharetta Campus)

☐ **Send your high school transcript** via www.gafutures.org to the college(s) you apply (directions)

☐ **Send official SAT/ACT scores** through the testing agency **OR** schedule to take the Accuplacer (if applicable) with the college by the college application deadline

☐ **Complete the student part of the 25-26 Dual Enrollment Funding Application**

☐ **Have parent/guardian complete the 25-26 Dual Enrollment Parent/Guardian Participation agreement.**

☐ Check your personal email for acceptance notification & email it to your FAVE Counselor – DUE May 24

☐ After your acceptance, check your college email/admissions account and **submit any additional documents required by the college** to remove any holds for course registration (i.e. residency docs, immunizations, attend orientation, etc.)

Step 4: Register for DE Courses & Submit College Schedule – Final Deadline July 28

☐ Register for your DE courses

☐ Did you take the AP Lang/American Lit exam? You may be able to waive ENGL 1101. Contact your college's DE Office.

☐ **Email your DE schedule to your FAVE Counselor**

Additional Resources:

- Dual Enrollment Course Catalog
- Dual Enrollment FAQs
- Funding Dual Enrollment Courses