

Dual Enrollment (DE) Checklist

****ALL STEPS MUST BE COMPLETED BEFORE THE MAY 1st COUNTY DEADLINE****

- You must be **16 years of age** before the first day of dual enrollment classes.
 - Eligible dual enrollment courses include some CTAE and CORE curriculum classes.
 - The grades students make in dual enrollment classes affect BOTH their high school AND college GPA.
 - It is NOT recommended that students take more than 3 dual enrollment classes at a time.
 - If students wish to attend a 4 year college after high school graduation, students are advised to look at the Transfer Equivalency Chart/Table for their preferred institutions to make sure the DE credit will be accepted.
1. **Decide how you want to earn your dual enrollment credit.** We partner with these 4 year colleges: Georgia Southern, Point University, East Georgia State & Savannah State. And, we partner with these 2 year colleges: Savannah Tech & Ogeechee Tech. Each has different academic programs and requirements. Do some research to see which option will work best with your strengths, interests and career goals.
 2. **Complete the DUAL ENROLLMENT admissions application for the college of your choice.** If you do not select DUAL ENROLLMENT as the “student type,” you may be charged an application fee.
Please be sure to consider the following:
 - The semester for which you are applying. If you are accepted for the summer term and decide to wait until the fall term to take classes, you must complete a TERM UPDATE FORM with the college before they will allow you to register for classes. This is also true if you “skip” a semester.
 - You may be asked to submit official test scores (AP, ACT, SAT, PSAT, ACCUPLACER, or HOPE GPA) to determine what types of classes you are eligible to take. **AP, ACT and SAT scores MUST be sent directly from the testing agency to the college of your choice.** **There may be a fee for this service.* The Accuplacer is an alternative test that 2 year colleges use to assess a student’s readiness for college-level courses. Students will schedule this test with the 2 year college.
 - Pay attention to the minimum GPA required for dual enrollment admission. It varies per college.
 3. **Submit your high school transcript.** Students have access to their high school transcript through Infinite Campus. If you are unable to upload it to your DE application, please notify your School Counselor.
 4. **Complete the Dual Enrollment Funding Application** at www.gafutures.org. This opens in FEBRUARY and must be filled out each year. Students are limited to 30 hours of dual enrollment funding (approximately 10 classes). **Lab fees and electronic textbook fees are NOT covered by the GA Department of Education and are the student’s/parent’s responsibility to pay.* There are separate student and parent portions of the Dual Enrollment Funding Application. Both must be completed in order to submit classes for payment. If you will be taking dual enrollment classes at more than one college, you must select **BOTH** institutions on the Dual Enrollment Funding Application. Also, be sure to select the correct *academic year*.
 5. **AFTER you are accepted by the college, schedule a meeting with your School Counselor for advisement.** Colleges will NOT register you until you complete this step. They want to make sure you are on track with the GA high school graduation requirements. Bring a copy of your acceptance email/letter.
 6. **Attend a mandatory, virtual Effingham County Dual Enrollment meeting.** This is where you will learn about the school district’s expectations for dual enrollment students. This meeting takes place in the spring and is for 1st time dual enrollment students only~ NOT continuing dual enrollment students. The meeting date(s) will be provided by your School Counselor. Both the student and a parent/guardian must be present to sign their portions of the electronic agreement. Please allow 1.5 hours for the meeting.
 7. **Schedule a meeting with your college academic advisor to register for classes.** This is for students who wish to take on-line or in-person courses at a college/university. If you will be taking embedded courses at ECCA, you may skip this step. Embedded courses are registered by the college on a 1st come, 1st served basis by your admit date. College schedules for advisement/registration may differ. **DO NOT WAIT UNTIL THE LAST MINUTE** to make your appointment so you meet our district’s May 1st deadline.

8. **Provide your School Counselor with a copy of your dual enrollment schedule.** The course numbers on your high school transcript, high school schedule, and college transcript MUST match. If you change your schedule, it is YOUR responsibility to keep up with college/university drop/add and withdrawal deadlines and make sure that your School Counselor receives an updated copy of your DE schedule.