



SKG Dual Enrollment Checklist

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SKG DUAL ENROLLMENT DEADLINES:

Summer/Fall Semesters: Apply to the college and submit DE Contract to SKG by **April 1st**

Spring Semesters: Apply to the college and submit DE Contract to SKG by **November 1st**

Please reference the SKG and colleges' DE websites for detailed information!

☐	Attend a DE Information Meeting or watch the DE Presentation on SKG's website.
☐	Choose which college you want to attend for DE classes: <ul style="list-style-type: none">- DO YOUR RESEARCH! Look at the colleges' DE websites.- What are the college's admission requirements? No flexibility on these requirements.- Where do you plan to go to college after graduation? Will the college accept DE credits?- Are you mature enough to handle the additional responsibilities of a DE student?
☐	Complete the online DE application to the college you wish to attend for DE. Students are responsible for following the college's application procedures and meeting all deadlines.
☐	Take the SAT/ACT/ACCUPLACER if needed before SKG's/college admission deadlines – request scores to be sent to colleges when registering for the test; don't wait until scores are received.
☐	Send your high school transcript to the college through your GAFutures.org account.
☐	Both student and parent/guardian complete their portions of the Dual Enrollment Funding Application on GAFutures.org ; this is done once a year for each college the student attends.
☐	If you have questions about the DE application process, attend a DE Help Session on Wednesdays in the month of February during all lunches.
☐	When registering for SKG classes for next school year, select 7 SKG classes . We will adjust any SKG classes later in the spring after you have registered for your college DE classes.
☐	After receiving your acceptance to the college , schedule an appointment in MARCH to meet with your assigned counselor to plan your SKG and college classes.
☐	Sign the SKG Dual Enrollment Contract and turn it into your counselor.
☐	Register for classes at the college. Follow the college's procedure for registering for classes. <ul style="list-style-type: none">- Part-time Dual Enrollment students will need to plan all college classes around their SKG schedule (course selections and times of their classes).- DE courses are one semester, not yearlong. You will need to register for classes each semester and update your counselor.
☐	Schedule a meeting with your counselor before the start of each semester to finalize your SKG schedule.
☐	Part-time DE students will need to make transportation arrangements for their college classes. Students are unable to remain on SKG's campus unless they have a dedicated DE Lab period.
☐	Send AP scores (if needed) to the college as well to exempt intro level courses.

***DE students are responsible for completing all high school graduation requirements to participate in the graduation ceremony.**

***The student's/parent's or guardian's responsibility is to research what will transfer to which college/major (the counselor can help direct but can't speak for a college).**