Dual Enrollment Program

I'm interested in Dual Enrollment … Now what???

1. **Decide where you want to be involved with the Dual Enrollment program.** Use this Dual Enrollment link to research postsecondary institutions and course offerings: https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/move-on-when-ready/ Most of our district students attend the following institutions, but you are not limited to these:
    a. Chattahoochee Technical College – http://www.chattahoocheetech.edu/deadmissions/
    b. Georgia Highlands College – https://www.highlands.edu/how-do-i-apply/dual-enrollment/
    c. Kennesaw State University – http://admissions.kennesaw.edu/apply/dehp.php
    d. University of West Georgia – www.westga.edu/dualenroll

2. **Research and Think about the Decision:** It is important to research your program of interest to get all information regarding admission requirements, honors programs, course offerings, etc. Be sure to note postsecondary checklists of what to do. Be thinking about how many classes you would like to take at the high school and how many you would like to take at the college. If you want to be a full-time college student, you must take at least four (4) three-hour college courses and a minimum of 12 college hours. Anything less, you will have to fill your remaining schedule with high school courses at your home high school or take online courses through the Paulding Virtual Academy program.

3. **Take the SAT, ACT, or Accuplacer.** Different programs require different tests for admissions. You must take the test and have the scores sent to the desired institution. Test results must be received by the college by the application deadline.
    a. **SAT –** www.collegeboard.org
    b. **ACT –** www.act.org
    c. **Accuplacer –** http://www.chattahoocheetech.edu/testing-placement-scores/

4. **Apply to your school of choice.** Once you know where you want to go, apply through that school's website.
    a. There may be an application fee.
    b. Sometimes a counselor advisement conference and/or signature is required as part of the application process. Thus, please schedule an appointment with your high school counselor to complete necessary paperwork. **Please do not wait until the day before the deadline as you may not be able to see your counselor that quickly.**

5. **Complete Pre-Registration Meeting:** Once you have completed admissions requirements and are accepted by your chosen institution, you must either attend a DE Pre-Registration meeting that is held at your school with your parent/guardian, **or** you must watch the narrated PowerPoint on the district website that goes through the basics of Dual Enrollment and the paperwork needed to participate. This meeting will specifically cover the *DE Participation & Advisement Agreement (aka Form 1)* that is needed to participate in DE.
    a. If you cannot make it to your own school's meeting, you can attend another meeting at a local school.

6. **Meet with your counselor** to fill out necessary paperwork and to discuss courses for your upcoming semester at college. **DE Participation & Advisement Agreement** (aka Form 1) is a required district document.

7. **Deadlines:** Please make sure you are aware of the college admission deadline as well as your high school deadline. Most often college admission deadlines come **before** the district deadlines, but you must schedule an appointment with your counselor to review acceptance documents and procedures before the district high school deadline. If you do not, the counselor may not be able to complete your necessary paperwork in time.

Visit PCSD Counselor web page for additional information.

http://www.paulding.k12.ga.us/Page/23177

Important Considerations Prior to Beginning the Dual Enrollment Program…

- **Required SAT/ACT or other testing has been completed or is scheduled.**
- **Academic Rigor**-Understanding that DE courses will be rigorous courses.
- **Attendance**-Recognizing the importance of attending all classes.
- **Career Goal**-Selecting courses not only based on high school graduation requirements but also with career interests in mind.
- **Cell Phone Use**-Realizing that paying attention to the college professor during class is extremely important and to follow cell phone use policies set by the postsecondary school.
- **Communication Skills**-Knowing when to ask for the professor's help and learning early each semester how to contact each professor. Understanding that communication from the professor will be with the student and ***not*** the parent(s)/guardian(s).
- **You are responsible** for all high school information (i.e. testing dates, class activities, etc.). Check school website often.
- **GA Futures:** Know your *GAfutures* login information. Your *GAfutures* account must have a working email, (link for help with GAfutures account: http://www.paulding.k12.ga.us/Page/32638), and the *GAfutures* online application process is required.
- **Grades-**Grades that are on the college transcript are letter grades. Only core courses are weighted with 10 points. The district board policy conversion scale from alpha/letter grades to numeric grades is:

A	**95**
B	**85**
C	**75**
D	**70**
F	**69**

- **Mandatory Student Events and Trainings**-Participating in mandatory orientations or other events set up the postsecondary school. Completing *HAVEN* training which is safety and wellness training provided by the postsecondary institution (federal requirement).
- **Maturity Level**-Making certain that the student's social and emotional maturity level is such that the student will be successful in the Dual Enrollment program.
- **Organization and Study Skills**-Recognizing the importance of time management and being organized as well as having a plan to meet all course requirements on time.
- **Perfectionism**-Knowing that feeling overwhelmed requires being able to recognize when student needs to ask questions or seek help from the college professor and thus, asking for assistance is a life skill.
- **Procrastination**-Making certain that important projects and/or tests are prepared for well in advance.
- **Satisfactory Academic Progress**-Understanding what the postsecondary institution's SAP is as set by the institution.
- **Syllabus**-Being familiar with each college professor's syllabus which will be the road map for the course and include all important deadlines.
- **Transfer of Dual Enrollment Courses**-Talking with admissions representatives and understanding what the transfer policies are regarding completed DE courses and credit hours for a student who wants to transfer Dual Enrollment courses and grades to another institution after high school. Talking with admissions staff to determine what and how many dual enrollment credit hours will transfer.

To review Dual Enrollment courses available by institution, use the DE Directory at this link on *GAfutures*:
https://apps.gsfc.org/securenextgen/dsp_accel_course_listings.cfm

Dual Enrollment District Information Summits

Specific Date TBD