

HENRY COUNTY SCHOOLS DUAL ENROLLMENT CHECKLIST

OVERVIEW:

THE HCS CHECKLIST IS DESIGNED TO GUIDE FAMILIES REGARDING THE DUAL ENROLLMENT PROCESS FOR HENRY COUNTY SCHOOLS. THE HCS DUAL ENROLLMENT CHECKLIST IS TO BE COMPLETED BY THE PARENT/GUARDIAN AND THE STUDENT. PLEASE CONTACT YOUR SCHOOL COUNSELOR IF YOU HAVE ANY QUESTIONS.

Student Name: _____ Grade: _____

Parent/Guardian: Please initial each statement indicating you understand the dual enrollment process.

- _____ Visit the counseling office to get information regarding the program from the counselor. *Plan EARLY; your student may need time to take the SAT, ACT, and/or ACCUPLACER to apply to the desired college/university.
- _____ Ensure your student meets the [eligibility requirements](#) for participating in dual enrollment as outlined in HB444.
- _____ Discuss dual enrollment options with your student. Discuss transportation to and from campus. Transportation *may* be provided to the Academy for Advanced Studies for college/university courses offered on that campus during school hours. *However, transportation to any college/university is the responsibility of the student and parent/guardian.
- _____ Check the admissions requirements and important dates of the college/university your student plans to attend.
- _____ Check with the college/university to determine if they offer in-house ACCUPLACER, SAT, and/or ACT testing.
- _____ If needed, register to take the ACT, SAT, and/or ACCUPLACER. Register for the SAT at www.collegeboard.com or the ACT at www.act.org. When registering online, send test scores to the college directly from the testing site.
- _____ Ensure your student completes and submit an admissions application by the deadline set by the college/university.
- _____ Ensure that your student's social security number is correct on all application materials.
- _____ Student should request and send an official transcript along with any other required documentation to the admissions office. Check the school counseling website for the transcript request link.
- _____ Complete the Parent Participation Agreement. This will be available via email after your student completes the Student Application for Dual Enrollment Funding on the GAFutures.org website. Please make sure your student has your correct email address.

After Acceptance to the College/University, Follow the Steps Below:

Student: Please initial each statement indicating you understand the dual enrollment process.

Parent/Guardian: Please initial each statement within the following student section, indicating you understand all of the responsibilities, expectations, and guidelines your student must follow as part of the dual enrollment process.

Student Parent/Guardian

_____ _____ Attend (student and parent/guardian) a Dual Enrollment Parent Night at the zoned school or virtually.

_____ Log into (or create an account) your GAFutures.org account and complete the Student Application for Dual Enrollment funding. Please ensure you have your parents' correct email address before completing this form.

_____ Meet (student and parent/guardian) with your high school counselor regarding your plan, review your transcript, and determine what courses you need to graduate and how to arrange your high school and college/university schedules.

At the time of meeting, please bring the following documents:

*College/university acceptance letter

*Signed HCS Dual Enrollment checklist **(this checklist)**

_____ After meeting with your high school counselor regarding the recommendation of courses, ensure your school counselor submits your completed and signed college/university Advisement Form to your dual enrollment advisor to set up your college schedule.

_____ DE provides equal opportunity for all eligible students. If you have an IEP/504, please consult with your Section 504 Administrator or IEP Case Manager to assist you and your family in providing the necessary documents to the university. The student and family are responsible for ensuring the college receives all documentation for any accommodations.

_____ Submit a copy of your college schedule to the high school counselor immediately in order for your school counselor to request payment for college courses.

Critical Reminders:

_____ I acknowledge I am able to enroll in a total of **15 semester hours or 12 quarter hours** combined at all post-secondary institutions in which I am enrolled.

_____ I acknowledge that the Dual Enrollment Funding Cap is 30 semester or 45 quarter hours. This is a hard cap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program.

_____ A new DE Funding Application will need to be completed **each school year**, if you wish to participate in dual enrollment courses. This is completed entirely online via GAFutures.org.

_____ A new college/university Advisement Form/Schedule should be completed every term (every semester or every quarter) in which you are enrolled in a DE college or university.

_____ You must submit your finalized DE schedule to your high school counselor ten (10) days prior to the college deadline.

_____ Students must maintain Satisfactory Academic Progress (SAP) in all college dual enrollment courses for continued participation.

_____ You must confer with the high school counselor prior to withdrawing or dropping a DE college course. Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college. Failure to drop or withdraw after the DE colleges add/drop deadline will result in a failing grade posted to your high school transcript.

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_____ If the DE college/university transcript reflects a W, WF, or WD, your high school transcript will reflect an F (55 numeric grade). Please see the Dual Enrollment grade conversion chart in the Henry County Schools Student & Parent Handbook and Grading Regulations IHA-R.

_____ A student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding.

_____ Students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal.

_____ Letter/Alpha grades assigned by the post-secondary institution on a student's official transcript through Dual Enrollment will be converted to a numerical grade according to the district's conversion chart in the Henry County Schools Student and Parent Handbook. HCS will not accept statements or forms from DE professors regarding numeric averages. Only grades sent to high schools on official college transcripts are accepted. Additional information can be located in the [Grading Systems Regulations IHA-R\(2\)](#) or [Grading Systems Regulation IHA-R\(1\)](#).

_____ If applicable, textbooks must be returned to the college/university each semester.

_____ To be eligible for selection as valedictorian or salutatorian in Henry County Schools, students must have been consistently enrolled in Henry County Schools for the entirety of the four (4) semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and regionally accredited school.

_____ Students will participate in the Signs of Suicide (S.O.S.) curriculum at their high school. Parent/guardian may choose to opt out of the session by signing an opt-out letter with their high school counselors.

_____ Students who are dropped by the college/university from a dual enrollment course due to lack of attendance or participation will be placed, depending on course availability, in the same course or a comparable course within the high school in person or online in the building. Any exceptions regarding the course or a comparable course must be communicated directly to the high school counselor.

_____ Students must communicate and check in with their high school counselors monthly.

Self-Pay Dual Credit Course(s)

_____ A Self Pay Dual Credit Course is a post-secondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which, the student receives credit from his/her eligible high school. [State Board of Education Dual Enrollment Rules](#).

_____ Students who wish to take more than the funded 30 DE courses must self-pay required tuition, fees, books, and any other related expenses. Courses must be chosen from the DE course directory or a list of approved self-pay dual credit courses.

_____ The parent/guardian and student are responsible for tuition and fees for any course taken that is not on the approved DE Course Directory or on the student's DE application. These courses will NOT be awarded high school credit nor will they count toward full-time status.

_____ Before registering for Self Pay Dual Credit Courses, parents/guardians and students must complete and submit the [Self Pay Dual Enrollment Course Approval Form](#) to the high school counselor before paying for any college courses, textbooks, and fees.

_____ Self-Pay Dual Credit Courses and the final grading mark will be posted to the student's transcript if the course is taken at a participating postsecondary institution. Students who elect to take Self Pay Dual Credit Courses must also agree to having all final grades added to their high school transcript. They also give their high school permission to access all college transcripts from the postsecondary institution for which the credit was earned. Students who elect to take Self-Pay Dual Credit courses must still meet the dual enrollment [eligibility guidelines](#) for participation outlined in HB444.

We have read and understand all the conditions and procedures outlined in the Dual Enrollment Checklist. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.

Student Name

Student Signature/Date

Parent/Guardian Name

Parent/Guardian Signature/Date
