Dual Enrollment Process

☐ **Step 1** - *Research the college application and eligibility requirements for dual enrollment.*

☐ **Step 2** - *Apply to college.*
Use your personal email (do not use your school Google email) and check your inbox frequently. Your Social Security number is required. Effective summer 2026, all dual enrollment students must be U.S. citizens or eligible non-citizens and must meet Georgia residency requirements. It is your responsibility to check with the college regarding any residency questions or your status.

☐ **Step 3** - *Schedule your mandatory academic advisement meeting with your Grayson High School counselor.*
Use this form to submit your request. Forms are to be completed by the student. Students must access the forms using their school Google account. Students must also join the **2026 Dual Enrollment Classroom** for detailed information and announcements pertaining to dual enrollment.

☐ **Step 4** - *Create a GA Futures account.*
If you already have an account make sure you have included your social security number. Use your personal email (do not use your school Google email) and your Social Security number is required.

- GA Futures - Funding Application Video: Student Participation Agreement (SPA) and Parent Agreement must be completed electronically.

☐ **Step 5** - *Send your test scores to your college, if required.*
Most colleges require a test score.

- Visit www.sat.collegeboard.org or www.act.org to send your test scores to your college.

☐ **Step 6** - *Send your high school transcript to your college.*

- Visit GAFutures.org or MyPaymentsPlus.com to send your high school transcript to your college. If you are unable to upload your transcript via GAFutures you will need to order your transcript via MyPaymentsPlus. There is a $5.00 fee to order through MyPaymentsPlus.

☐ **Step 7** - *Check your personal email often for college notifications.*
Once you've been accepted by the college, you will receive instructions to set up your

official college email account. The college will use your official college email address for all future communication.

☐ **Step 8** - *College advisement and course registration.*

- You will receive notification from the college regarding your next steps, which may include but not limited to the following:
    - College orientation, scheduling a meeting with the college advisor
    - Register for college courses (note: students must complete the required academic advisement conference with their rising grade level high school counselor before registering for college courses.
- Do not schedule courses that conflict with your class attendance at Grayson High School. Your GHS schedule is a priority. You must schedule your college courses around the GHS bell schedule.
- Online courses - you must access any online course the first day of class to prevent being dropped from the course as a no-show.
- Check your college email frequently for updates, notifications, instructions, etc.

☐ **Step 9** - *Submit a PDF copy of your college schedule.*

- Upload the PDF copy of the college schedule to the "required forms" area in the Dual Enrollment Google Classroom. Your GHS Schedule will be changed accordingly.
- Students must inform their counselor of any changes made to the course plan discussed in the required academic advisement conference and at any time thereafter. No changes should be made without communicating with your high school counselor.

☐ **Step 10** - *Complete the dual enrollment process required forms and adhere to Grayson High School's deadlines.*

Upload the schedules using the Google Form in the Dual Enrollment Google Classroom (student access only).

All required forms are located in the Dual Enrollment Google Classroom and must be completed before attending the required academic conference with your Grayson High School counselor.