



Paulding County School District Dual Enrollment (DE) Interest Checklist

Dual Enrollment, by its nature, places much responsibility on the student rather than the parent. Therefore, it is the STUDENT'S responsibility to ensure that all steps are followed. To participate in Dual Enrollment, **you** (the student) must complete ALL the steps listed on this checklist. Parent participation is welcome, but student participation is MANDATORY.

☐ **Decide if DE is Right for You**

- Review "Thinking Points"
- Watch DE Virtual Summit video OR attend a DE information session and complete the District Documentation (required)
- <https://youtu.be/tO0skmz8Z6g?si=JDVkJtLxyCTEj74>



☐ **Research college DE programs and their admission requirements**

- If required – take the SAT or ACT and have scores sent to the college

☐ **Apply to the college of your choice**

- Pay close attention to the college's deadline
- Request an official transcript be sent to the college using www.GAfutures.org
- Submit required materials (this may include immunizations, parental consent, test scores, etc.)

☐ **Complete the online Dual Enrollment funding application on GAfutures.org**

- This applies to BOTH student and parent. Parents complete the "Parent Acknowledgement" portion.
- Funding application can be found on www.GAfutures.org
- Failure to apply for funding in a timely manner may result in receiving a bill from the college for tuition.

☐ **Schedule an advising meeting with your high school counselor to complete required documentation**

- Come ready to plan your classes. Approved DE classes can be found on www.GAfutures.org

☐ **Register for your college classes according to college procedures**

- Your high school counselor does NOT schedule your college classes for you

☐ **Send your high school counselor a copy of your college schedule**

- Your schedule must show the days and times your classes meet
- This is required to approve your funding for the classes

→ PCSD Priority Deadlines: Fall/Summer – April 1 / Spring – November 1 ←

All steps must be completed by the priority deadlines to ensure time to process paperwork and register for your preferred classes. Applications may need to be submitted earlier depending on the college deadline.

Thinking Points

- College courses require more independent work and more student responsibility than most high school classes. Are you **READY** for the responsibility of managing a college course?
- Can you advocate for yourself? It will be **YOUR** responsibility (not your parents' responsibility) to speak with your professors and the college's admission department for any college course questions.
- Do you have transportation to and from the college? Do you have a parking pass? (Please note that parking on the all PCSD campuses is **NOT** guaranteed) Students taking college courses in person **OR** online may **NOT** be on campus when they are scheduled at a high school for safety reasons.
- What are the admission requirements and the admission deadlines for your chosen college? **DO NOT** wait until the deadline date to apply!
- Is a standardized test (SAT/ACT) score one of the requirements? If so, plan to take this before completing the DE application.
- How many classes would you 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 to equal a minimum of 12 college hours.
 - If you would rather have a **part-time** college schedule, you will have to fill your remaining schedule with high school courses.
 - Remember, every student must have 4 classes in their schedule every semester.
- Do you have a personal (non-PCSD) computer or laptop available? If you are planning to take online DE classes, you will most likely need software that cannot be downloaded or used on your school-issued laptop.
- Have you considered if the courses you want to take will transfer to another college/university you are considering attending after graduation? Contact the college's admissions office for this information.