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**Dual Enrollment Participation & Eligibility Checklist**

 ☐ Enrolled in a Fulton County School high school, and has not received a high school diploma,

 ☐ Meets college admission’s requirements and has been accepted by an eligible postsecondary institution,

 ☐ Meets grade level eligibility requirements set forth by HB444:

 9th Graders (Not Eligible)

10th Graders

* Eligible students may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
* Eligible students who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.

11th & 12th Graders

* Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution ([USG](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/), [TCSG](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/) or [private](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/)).

Note: GSFC must have the required test score(s) on file prior to the student completing the Dual Enrollment funding Application and the high school or home study approving courses.

☐ Has no more than two withdrawals from dual enrollment college courses.

**Steps to Taking College Courses in High School**

 ☐ Attend your high school’s Dual Enrollment information presentation. View the presentations found on [www.ahsde.weebly.com](http://www.ahsde.weebly.com).

 ☐Complete ***Naviance STEP 1***: “2022-2023 Dual Enrollment Interest Survey” by March 1, 2022.

 ☐ Research eligible participating postsecondary institutions and apply to the college of choice. Complete the transcript request if needed AFTER applying to college on College’s DE website in ***Naviance STEP 2***: “2022-2023 Information and Transcript Request for Dual Enrollment” by March 1 for Summer DE applicants and March 31 for Fall/Spring DE applicants.

 ☐ Register to take the SAT, ACT or Accuplacer and submit test scores (SAT/ACT/PSAT) to the college as needed. (Email your counselor to send your PSAT scores if desired to Gwinnett Tech). Or if you have already taken SAT or ACT, have your scores sent to the college – order through Collegeboard.org or ACTStudent.org.

☐ Research approved courses in the Ga Futures Dual Enrollment Course Directory. Check college prerequisites for your desired course(s). <https://www.gafutures.org/checs/dualenrollment/DECourseDirectory>

 ☐ Complete college application and local high school’s process by March 31 for Fall/Spring and March 1 for Summer DE applicants. (***Naviance STEPS 1-4***). Provide all required documents, forms, scores that the college requires of an applicant.

☐ Summer Participation Application Deadline: **March 1**

☐ Fall Participation Application Deadline: **March 31**

☐ Spring Participation Application Deadline: **November 1**

 ☐ Review, complete and submit the Fulton County Dual Enrollment Contract to high school counselor in ***Naviance STEPs 3 and 4*** by March 1 for summer DE applicants and March 31 for Fall/Spring DE applicants.

☐ Parent and student complete the funding application: <https://www.gafutures.org/?action=signin>. Funding application directions: <https://www.youtube.com/watch?v=-UoBFlfsNSU> by May 1 for Fall/Spring DE applicants and March 1 for Summer DE applicants. ***Naviance STEP 5***.

☐ Check your college email frequently for college updates and notifications.

☐ Upload proof of course registration ***Naviance STEP 6*** (college schedule) to high school counselor by August 1, 2022 for Fall and January 5, 2023 for Spring 2023.

 ☐ Consult with and receive approval from high school counselor before dropping or changing any

 discussed or approved college courses.

 ☐ Ensure high school counselor receives college transcript with final grades.

**Dual Enrollment Costs:**

Students Receiving State Funding for College Courses

 ☐ Complete the Dual Enrollment Funding Application by May 1, 2022 for Fall (for summer DE applicants by March 1)

***Naviance STEP 5***.

 ☐ Parent or guardian must complete the Dual Enrollment Parent/Guardian Participation Agreement by May 1, 2022 for Fall/Spring and March 1 for Summer DE applicants. In gafutures part of funding application and part of ***Naviance STEP 5***. <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/de-parent-agreement/>

 ☐ Eligible students can receive state funding for up to 30-credit hours. Students taking courses over

 the funded 30 credit hours will be required to self-pay.

Students Self-Paying for College Courses

 ☐ Before registering for college courses students must complete and submit the Self-Pay Course Approval Form to the attending college (if applicable) before paying for any college courses, textbooks and fees.

**Fulton County Schools DE Deadlines & Reminders**

Students are strongly encouraged to meet all district, high school, and college deadlines. Failure to do so will result in not being allowed to participate in the Dual Enrollment Program