



Dual Enrollment Program POLICIES AND PROCEDURES

The following steps must be followed if you are planning to participate in the Dual Enrollment (DE) Program:

- ___1. Attend a MANDATORY Parent/Student Information Meeting.
- ___2. Apply to the college/university of your choice. You are responsible for following the college's application procedures and meeting all deadlines.
- ___3. Complete the Advisement/Contact Information Form, GCPS Permission Form, MOWR Contract and Student Participation Agreement (SPA)(Parts I, II, and V).
- ___4. Schedule an advisement meeting with YOUR Counselor to turn in forms and complete the course portion of the SPA. During your advisement you will develop a plan for the Fiscal Year.
- ___5. Complete Part I of the on-line Dual Enrollment Application (GAfutures). Some colleges require this step in order to be admitted.
- ___6. After receiving your college acceptance, notify your high school DE Coordinator.
- ___7. Join the DE Remind messaging group. This will be the primary form of communication for Dual Enrollment students.
- ___8. Meet with your college advisor to set your college schedule and register for your classes (This may look different depending on the college you are attending). Provide the SHS DE Coordinator with your college schedule.
- ___9. At the end of the semester, provide your high school DE coordinator with an official copy of your college transcript. Colleges are required to provide one free transcript to the student each semester

NOTE: Steps 3-9 must be completed for each semester (fall, spring and summer). An official copy of your 2nd semester college schedule can be emailed to your high school DE coordinator instead of scheduling a face to face meeting.

***DUAL ENROLLMENT STUDENTS ARE RESPONSIBLE FOR COMPLETING ALL HIGH SCHOOL GRADUATION REQUIREMENTS. FINAL TRANSCRIPTS MUST BE RECEIVED 5 DAYS BEFORE GRADUATION REHEARSAL IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY.**