

# Are you interested in Dual Enrollment?

## DUAL ENROLLMENT (DE) PROGRAM

Dual Enrollment is a program designed for high school students to take college classes while in high school. The program is available for 11<sup>th</sup> and 12<sup>th</sup> grade students to take academic and CTAE college classes and to 10<sup>th</sup> grade students to take CTAE classes. The program is free but will only pay for 30 Semester or 45 Quarter hours. Students must be in good academic standing, be on track to graduate, provide their own transportation to the college classes, and only attend PCHS during the times their classes are held at the high school. Any student that drops or fails 2 classes will not be able to participate in Dual Enrollment. Also, Dual Enrollment will not pay for the same class twice. Students in 9<sup>th</sup> grade are not eligible to participate in Dual Enrollment.

This is an outline of the steps that must be followed to participate in the DE program:

1. Attend a Parent/Student Information Meeting, participate in an Advisement Session with the school counselor, and complete the Advisement / Contact Form.
2. Apply to and be accepted by the college/university of your choice. You are responsible for following the college's application procedures and meeting all deadlines. **Students desiring to participate in the Dual Enrollment Program must have all the steps completed by May 1st to take classes for summer and fall.**
3. After receiving your college acceptance, notify your high school counselor. It is your responsibility to know which courses you still need to complete for graduation. Set up an appointment with your counselor to review your credits if you are unsure.
4. Meet with your college advisor to set your college schedule.
5. Meet with your high school counselor to review your college schedule and high school credits/graduation requirements. You must meet with your counselor each quarter or semester to discuss your classes and schedule.
6. Complete the on-line DE Application ([www.gafutures.org](http://www.gafutures.org)).
7. Stay in contact with your school counselor about your progress in your Dual Enrollment classes. Notify your counselor as soon as possible if you experience problems or are in danger of failing.
8. For more details and guidance visit: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

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## DUAL ENROLLMENT PROCEDURES

1. Create a GA Futures Account. You need your GTID and SSN.
2. Once you are signed in or have created a new account, complete the Dual Enrollment application.
3. Click: My Dual Enrollment Profile under profile
4. Click: The Upcoming 2023-2024 School Year.
  - Then Select: Apply for Dual Enrollment
  - Under Student Demographic section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
  - Under High School section: • Click High School. • Select your high school name.
  - In the “I Plan to Enroll statement”, select May 2023 - April 2024.
  - Select your appropriate grade level.
  - Under College Selection section, select college you will be attending for Dual Enrollment classes
  - Under Participation Agreement section: • Go to Student Acknowledgement, read and click on each box to indicate your agreement/understanding.
  - Read the HOPE Grant Implications box and click ‘I Understand’.
  - For Student Signature, type your first and last name. • Click Submit. • Write down the Dual Enrollment Application ID that appears. \* Your parent needs this so they can complete their part of the application!
5. Your parent will then receive an email with information on how to go in and complete the parent portion of your application. They will use the Dual Enrollment Application ID to access your application.
6. If you are attending more than one college for DE: • Click My Dual Enrollment Profile. • Click Add Colleges. • Select your second college.
7. It is your responsibility to keep up with the funding hours that will be paid by Dual Enrollment. New guidelines for Dual Enrollment only cover 30 semester hours or 45 quarter hours.

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**PCHS Dual Enrollment Information Form**

**Student Information**

Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

College Attending for Dual Enrollment: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Parent / Guardian Information**

Parent(s) Name(s): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Father (work) \_\_\_\_\_ Mother (work) \_\_\_\_\_

Father (cell) \_\_\_\_\_ Mother (cell) \_\_\_\_\_

E-Mail Address: Father \_\_\_\_\_

Mother \_\_\_\_\_

**Advisement Acknowledgement**

I have participated in an advisement session regarding the DE Program at my student's high school. I understand the procedures and my responsibilities if I choose to participate in the program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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