

Sprayberry Dual Enrollment Rules

Parents and Students please read and initial each section below:

- / 1. Students are responsible for researching which college they plan to attend and determine if they meet the requirements.
- / 2. Students must complete the online college application on their own.
- / 3. Students must submit all paperwork to the counseling department before the deadline date.
- / 4. All Dual Enrollment meetings will be scheduled on **Wednesdays only during virtual learning and Fridays only once we return to F2F learning**. Last minute, emergency appointments to participate in DE will not be honored. Please plan accordingly.
- / 5. DE students must meet with the DE counselor EVERY semester to complete the updated CCSD School Agreement. The form is fillable, so you can fill it out online and email the completed form to your specific DE counselor. Your parent's signature is required regardless of your age. A copy of this form can be found at www.SprayberryCounseling.com. Click on "More" and then "Dual Enrollment."
- / 6. Students must pay attention to deadlines. The DE counselor will not be responsible if you miss any deadlines. You are responsible for reaching out if there are questions or concerns.
- / 7. Your DE counselor will not email you about submitting paperwork. You are responsible **every semester** to
- / a. 1. schedule a meeting with your counselor,
b. 2. complete your CCDS School Agreement,
c. 3. complete the Student Enrollment Advisement Form with your counselor, and
d. 4. submit a copy of your finalize college schedule before the deadline date.
- / 8. The county has deadlines for submitting DE paperwork. We **do not** adhere to the college deadlines. If you do not submit your paperwork by Cobb County's deadline, you will not be allowed to participate in Dual Enrollment.
a. Spring deadline: November 1st
b. Summer and Fall deadline: May 1st
- / 9. Once you have met with Dr. White or Mrs. Brady, and your classes have been chosen; you may **NOT** make any changes to your schedule. If the alternative classes are not available, you will need to schedule another meeting with your DE counselor to discuss other options.
- / 10. If you cannot find a suitable alternative class, you will be required to return to SHS for class. All students are required to be enrolled in four classes.

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11. If a college class is not open (*the class is waitlisted*) you will NOT be allowed to wait. You will be required to choose from the alternatives that were discussed during the DE meeting. Failure to comply with this will result in your college classes being dropped. Schedules are due two weeks after enrollment opens.

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 12. Once you have started your college classes, you have 10 days from the beginning of Cobb County's semester to drop the class. This may mean that you have three days from the start of the college semester, as our schedules do not align. If you drop the class after the 10-day period, you will receive a 10% on your high school transcript. This will negatively impact your GPA.

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 13. If you receive notification from the college that you are failing a class and they recommend that you drop the class, DO NOT comply. This will result in you failing the high school class.

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 14. If you are participating in DE, you are considered a college student. This means that you are responsible for finding out deadlines, asking questions about things you are not sure about, and keeping abreast of high school events, like homecoming, senior days, prom, graduation, etc.

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 15. If you fail a college class, you will be required to return to Sprayberry for the next semester. No exceptions will be made to this policy.

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 16. You are responsible for checking your emails regularly. Failure to do so will result in you missing college and high school information and it may cause you to miss deadlines.

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 17. To be considered full time in DE, you must take a minimum of 12 hours. If you take less than 12 hours, you must take at least one class at SHS.

Both the student and the parent will need to initial next to each rule and sign/date below.

Student Signature

Date

Parent Signature

Date