

Sprayberry High School

Dual Enrollment Checklist

DUAL ENROLLMENT DEADLINE FOR ALL PAPERWORK TO BE SUBMITTED TO COUNSELING IS:

- NOVEMBER 1 FOR THE SPRING SEMESTER
- MAY 1 FOR THE SUMMER AND FALL SEMESTERS

1. Make sure you have completed **Algebra II and American Literature** at the high school level. You must complete these two classes BEFORE you can participate in Dual Enrollment.

2. Review the DE power point and complete the Google Form at the end of the presentation. You and your parent will need to sign off on this presentation. Parental consent is required to participate in DE classes.

3. Research the college requirements/options and consider logistics, implications, etc.

4. Make sure you have the required scores to attend the college in which you are interested. It is the student's responsibility to ensure they meet the minimum requirements.

5. Take and send placement tests (SAT/ACT/ACCUPLACER) to the college(s) of interest. Also, send a copy of your scores to your DE counselor one week before your meeting.

6. Complete the DE application for your specific college of interest. You will find KSU, Chatt Tech and GSU's link on Sprayberry's DE website.

7. Complete the Student Participation Agreement in www.GAFutures.org. For specific directions for students, review "Student: How to Submit a DE Funding Application" on Sprayberry's DE page. Your parent will also need to complete their part. For specific directions for parents, review the "Parent-Guardian How to Submit Funding Application" on Sprayberry's DE page.

8. Complete the "CCSD School Agreement" form on Sprayberry's DE page. This form is fillable. Once completed and signed, email it to your DE counselor. Students planning on attending Chatt Tech or a 2-year college will send their form to Mrs. Brady at brandy.brady@cobbk12.org and students attending KSU or another 4-year college will send their completed form to Dr. White at tammy.white@cobbk12.org.

9. Students and parents will review and sign the DE rules. This form is located on Sprayberry's DE page. This form is fillable, so please have your parent initial next to each rule and then your parent and you will need to sign the form and email it to your DE counselor.

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10. Schedule your Dual Enrollment meeting with your counselor. All meetings will occur **virtually on Wednesdays only** while students are learning virtually. Once we return to **F2F classes, you will schedule your DE meetings on Fridays only.**

11. During your meeting, you will review what classes you plan on taking at the college. You will be given a Dual Enrollment Student Advisement form that your parent and you will need to sign and return to your DE counselor.

12. If you are applying to KSU or any other 4-year college, you will need to send a copy of your official transcript to the college. Please reach out to Mrs. Gonzalez, our counseling clerk, at nury.gonzalez@cobbk12.org. She will walk you through the required steps.

- Chatt Tech does NOT require a copy of your transcript.

13. Once you have completed all the above steps, you will be notified of your acceptance by the college. You will then be given an advisement date and time. Please do not miss this appointment. Your college advisor will review your classes to ensure that no mistakes were made.

- If you are attending KSU, you will be given a “proposed schedule.” You will need to submit this “proposed schedule” to Dr. White for approval. Once approved, you will be given a date/time to enroll in your college classes for the upcoming semester.
- If you are attending any other college, after your meeting, you will be given a date/time to enroll in your classes.
- Once enrolled, you will need to submit the finalized college schedule to your DE counselor. This is due by the deadline date for that specific semester.