**Dual Enrollment Process Instructions**

In order to participate in Dual Enrollment, you must complete paperwork for the **College** and for the **High School**. There are two separate enrollment processes for Dual Enrollment (high school process, college process) and you must complete *both* to be enrolled. The details are outlined below.

**High School Process**

1. Pick up a Dual Enrollment (DE) Student Packet from Northview Counseling beginning Feb. 1st.
2. Meet with your counselor to indicate your interest in dual enrollment and to discuss required courses.

* **Complete the courses section** of the Student Participation Agreement (SPA) Form (attached to this instructions sheet) by using the Dual Enrollment Course Directory available on GaFutures.org -- <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory/>
* **Complete the Fulton County Schools Dual Enrollment Contract.**
* Parents must sign the form.

1. On your Northview course request form, indicate what classes you plan to take if you aren’t accepted into dual enrollment. (e.g., if you don’t take College English, will you take AP Lit or World/Multi Lit)
2. **Return the Student Participation Agreement (SPA)** and **Fulton County Dual Enrollment Contract** for your counselor’s final signature by Nov. 30 for spring semester and by Mar. 31 for fall semester. Obtain your own copy of the SPA because you must send a copy of this form to the college you plan to attend.

* *GT students must also do this!*
* *Incomplete forms or missing signatures will be returned to the student for correction.*

1. Register for classes at the college by Aug. 1 for any fall semester classes and by December 14 for any spring semester classes.
2. Once accepted to the college, email your counselor **AND** boatwrightc@fultonschools.org with a screenshot of your college schedule and then we can add the class to your Northview schedule.

***ALL* of the required High School and College process steps must be completed before you can enroll in any Dual Enrollment course. College deadlines are different than Fulton County deadlines.**

**College Process**

1. Create an email account that you and/or a parent will check daily. This is the only way the college will communicate with you.
2. Take the SAT or ACT by March 31 for fall semester classes, and send your scores directly to the college. Order these scores by logging in to your ACT or College Board account online.

* *Potential GA Tech students must also code GA Tech as the receiving college for their AP Calculus BC exam.*

1. Apply to the college by March 31 for fall semester classes. Request transcripts through www.parchment.com.  
   *\*Ga Tech Application usually opens May 15, and this is the only exception to the March 31 deadline to apply.*
2. Submit all required additional material directly to the college by May 1. (GA Tech is only exception to May 1 deadline; please follow their posted deadlines). This includes:

* Immunization Records
* Verification of Lawful Presence
* Parental Consent Form (if required)
* Males register with the selective service
* Other materials required by the college

1. **You MUST send a copy of your Student Participation Agreement to the college.**

* GSU/Perimeter: new students bring the SPA to orientation. Existing Perimeter students can email their SPA to [dualenrollmentpc@gsu.edu](mailto:dualenrollmentpc@gsu.edu).
* GA Tech: upload to application portal
* Gwinnett Tech: email to HSadmissions@gwinnetttech.edu

1. Log into [www.gafutures.org](http://www.gafutures.org) and **complete the Dual Enrollment Funding Application by May 1 for fall semester classes and Nov. 30 for spring semester classes**. *(This includes potential Ga Tech students.)* You can find this form from the GAFutures home page, under the Hope & State Aid tab> Scholarships & Grants> Dual Enrollment.

**Instructions for Applying for Funding**

1. Go to [www.GAFutures.org](http://www.GAFutures.org).
2. Find the link to Dual Enrollment.

* Under Trending on the right-hand side,

or

* Click on the *Hope & State Aid* Tab at the top.
* Next, scroll down to *State Scholarships and Grants*, and select this option.
* Dual Enrollment information should automatically appear on your screen, but if not, click on the green Dual Enrollment tab at the top of the screen.

1. On the left side, select *Application Procedure and Deadline*.
2. Read the instructions and click on the highlighted instructions for *online Dual Enrollment funding application*.
3. You will be asked to sign-in to GAFutures (your college 411 account should work).
4. Select *Add New Application*.
5. Complete and submit the application.
6. Hit the *Home* button and follow steps 3-6.
7. Select *View Application Status*.