**Sprayberry Dual Enrollment Student Rules**

*(initial next to each number)*

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 SHS counseling department in person. Emailed copies of forms will not be accepted.
4. All Dual Enrollment meetings will be scheduled on **Fridays only.** Last minute, emergency appointments to participate in DE will not be honored. Please plan accordingly. The deadline date for paperwork to be submitted in the fall is November 1st, and May 1st for the spring semester. See the website for meeting deadline dates. These dates are generally two weeks BEFORE the paperwork deadline dates.
5. DE students must meet with the DE counselor EVERY semester to complete the Participation Agreement. You will need to print and complete the Participation Agreement form. Your parent’s signature is required regardless of your age. A copy of this form can be found at [www.SprayberryCounseling.com](http://www.SprayberryCounseling.com).
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 schedule a meeting with your counselor, complete your Cobb County Local School Agreement, submit a copy of your schedule, and complete your online funding application/Student Participation Agreement.
8. Cobb County’s deadline for DE paperwork to be finalized is November 1 for the spring semester and May 1 for the summer and fall semesters. Sprayberry’s internal deadline to meet with the DE counselor is generally two to three weeks BEFORE Cobb’s deadline. The college deadlines vary from college to college. Sprayberry and Cobb **do** **not** adhere to the college deadlines. That said, you need to make sure the college deadline is not before our deadline. Neither the colleges nor the high school will not accept late paperwork.
9. Once you have met with Dr. White and your classes have been chosen, you may **NOT** make any changes to your schedule. If specific classes are not available, you will need to schedule another meeting with you high school 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.
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.
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.
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.
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.
15. If you fail a class, you will be required to return to Sprayberry for the next semester. No exceptions will be made to this policy.
16. You are responsible for checking your emails regularly. Failure to do so will result in you returning to SHS.
17. If you take a DE class and it is “Pass/Fail,” this grade will not factor into your GPA for HOPE.
18. 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. You will be capped at 30 semester hours for Dual Enrollment.
19. You must have transportation to and from the college. DE students cannot stay on Sprayberry’s campus unless they are in a high school class during that period. If you are a full-time DE student, you will not be allowed on Sprayberry’s campus during the school day. If you are part-time at Sprayberry, you will only be allowed on campus during the blocks in which you take classes. No student will be allowed to sit in a lab or the library.

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

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Student Signature Date

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Parent Signature Date