1. Ensure you have completed **Algebra II (Advanced Algebra) and American Literature** at the high school. You must complete these two classes BEFORE you can participate in Dual Enrollment. Additionally, you must be passing ALL your current high school classes and you must attend school regularly. Students with chronic absences will NOT be allowed to participate in Dual Enrollment.

2. Review the DE PowerPoint 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 you are interested in. It is the student's responsibility to ensure they meet the minimum requirements. You can only apply if you meet the minimum requirements. Please note that you must submit your SAT/PSAT or ACT scores to participate in DE at KSU with a core GPA less than 3.2.

5. If needed, take and send placement tests (SAT or ACT) to the college(s) of interest. You are also required to give the DE counselor a copy of your scores when you submit the paperwork. You must have the minimum scores listed on our website to be allowed to schedule a DE meeting for KSU.

6. Complete the DE application for your specific college of interest. Sprayberry's DE website has links to KSU, Chatt Tech, and GA TECH. The "Apply Now" link will take you to your DE application in GAFutures. You are responsible for completing all the steps for your college application. If you need help with this, contact your college of interest.

7. Watch the video on "how to set up your GAFutures account and how to complete the funding application." You will find this video on Sprayberry's DE page near the bottom. The link will also take you directly to the parent funding application. Please make sure your parent completes this section.

8. Complete the "CCSD Local School Agreement" and the “Dual Enrollment Rules” forms on Sprayberry's DE page. Once completed and signed, print them, and bring the completed forms to the counseling department.

* When reviewing the DE Rules, please ensure you and your parent initial next to each rule, and then you and your parent will need to sign the form.
* Both forms are due one week **in advance of your Friday meeting with** Dr. White.

9. Once you submit your forms, Dr. White will reach out to you and schedule your Friday DE meeting. **All meetings will occur on Fridays only, so please plan accordingly. If you wait until the last minute to submit your forms, you will miss this deadline and will not be allowed to participate in DE for the upcoming semester.**

**Please bring the following paperwork with you to counseling:**

* **Dual Enrollment Rules (signed by each rule)**
* **CCSD Local School Agreement (signed)**

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

* Once you return this form, Dr. White will review it and email you a copy.
	+ If you are attending Chatt Tech, you must upload this form into your application.
	+ If you are attending KSU, you will use this form when/if you meet with your academic advisor.

11. If you are applying to KSU or any other 4-year college, Dr. White will send your transcript through STARS **after** your DE meeting.

* Chatt Tech does NOT require a copy of your transcript.
* **You can only complete this step after meeting with your DE high school counselor.**

12. Once you have completed all the above steps, you will be notified of your acceptance by the college via email. **It is imperative that you check your email and spam folder DAILY**! The email will acknowledge your acceptance and give additional instructions (NEXT STEPS), including an advisement time and/or directions on registering for your classes. It is your responsibility to complete all the required steps. You will be given an opportunity to meet with your college advisor, but it is not required. That said, we encourage you to attend the meeting. You will also be given directions on how to develop your college schedule.

* Once you have developed your college schedule, you will need to submit the finalized college schedule to Dr. White via email. This schedule must include your name, the dates and times of your college classes.
* Once received, your DE funding will be approved.
* The deadlines for submitting your college schedule to Dr. White:
	+ November 15th for the spring semester, and
	+ May 15th for the summer/fall semesters.

 *Failure to submit your finalized college schedule will result in the cancellation of your DE classes.*