

Sprayberry High School

Dual Enrollment Checklist

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.
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 in which you are interested. It is the student's responsibility to ensure they meet the minimum requirements. You will not be allowed to apply if you don't meet the minimum requirements.
5. If required, take and send placement tests (SAT or ACT) to the college(s) of interest. Also, you are required to give the DE counselor a copy of your scores when you submit the paperwork. You must have the required minimum scores to be allowed to schedule a DE meeting.
6. Complete the DE application for your specific college of interest. You will find KSU, Chatt Tech, and GA TECH's links on Sprayberry's DE website. Additionally, 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, reach out to 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. There is also a link that will 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 **BEFORE** you schedule your Friday meeting. You cannot schedule a meeting without submitting this form in advance.
 - You must also submit your PSAT, SAT or ACT scores if you are applying to a 4-year college for DE. Chatt Tech does not require this.
9. Schedule your Dual Enrollment meeting with Dr. White. **All meetings will occur** on Fridays only, so please plan accordingly. **If you wait until the last minute, you will miss this deadline and will not be allowed to participate in DE for the upcoming semester.**

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Please bring the following paperwork with you when you schedule your Friday DE meeting:

- **Dual Enrollment Rules (signed by each rule)**
- **CCSD Local School Agreement (signed)**
- **PSAT, SAT or ACT scores – if attending a 4-year college**

10. During your DE meeting, you 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.

- 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. Please make sure you complete all the required steps. Your college advisor will review your courses to ensure that everything is correct. After you meet with your college advisor, you can create 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 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.