

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 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.
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. If you don't have the required score, you will not 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 GSU's links on Sprayberry's DE website.
7. Complete the Student Participation Agreement at 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 Ms. Annie Soltis at annie.soltis@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. Please have your parent initial next to each rule, and then you and your parent 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 on Fridays only, so please plan accordingly. If you wait until the last minute, you will miss this deadline, and you will not be allowed to participate in DE for the upcoming semester.**

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 you and your parent will need to sign and return to your DE counselor.

12. If you are applying to KSU or any other 4-year college, Dr. White will send your transcript through Naviance.

- Chatt Tech does NOT require a copy of your transcript.
- **You cannot complete this step until AFTER you meet with your DE high school counselor.**

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." This "proposed schedule" will be sent 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. This schedule will have your classes listed along with the dates and times of each class.