



Family and Student Services Division

Student Services Department: HCS Dual Enrollment Checklist

OVERVIEW:

THE HCS CHECKLIST IS DESIGNED TO GUIDE FAMILIES ON THE DUAL ENROLLMENT PROCESS FOR HENRY COUNTY SCHOOLS. THE HCS DUAL ENROLLMENT CHECKLIST IS TO BE COMPLETED BY THE PARENT AND THE STUDENT. PLEASE CONTACT YOUR SCHOOL COUNSELOR IF YOU HAVE ANY QUESTIONS.

HCS Dual Enrollment Checklist

Student Name: _____ Grade: _____

Parents: Please initial each statement indicating you understand the dual enrollment process.

_____ Visit the counseling office to get information regarding the program from the counselor. *Plan EARLY; your student will need time to take the SAT, ACT, and/or ACCUPLACER to apply to the desired college/university.

_____ Discuss dual enrollment options with your student. Discuss transportation to and from campus. Transportation may be provided to the Academy for Advanced Studies for college/university courses offered on that campus during school hours. *However, transportation to any college/university is the responsibility of the student and parent/guardian.

_____ Check the admissions requirements and important dates of the college/university your student plans to attend.

_____ Check with the college/university to determine if they offer in-house ACCUPLACER, SAT, and/or ACT testing.

_____ Register to take the ACT, SAT, and/or ACCUPLACER. Register for the SAT at www.collegeboard.com or the ACT at www.act.org. When registering online, send test scores to the college directly from the testing site.

_____ Complete and submit an admissions application by the deadline set by the college/university.

_____ Ensure that your student's social security number is correct on all application materials.

_____ Send an official transcript along with any other required documentation to the admissions office. You may have to pay a small fee for the transcript. Transcript request forms are located in the counseling office.

_____ Complete the Parent Participation Agreement. This will be available via email after your student completes the Student Application for Dual Enrollment Funding on the GAFutures.org website. Please make sure your student has your correct email address.

After Acceptance to the College/University, Follow the Steps Below:

Students: Please initial each statement indicating you understand the dual enrollment process.

_____ Attend (student and parent/guardian) a Dual Enrollment Parent Night at the zoned school or virtually.

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_____ Log into (or create an account) your GAFutures.org account and complete the Student Application for Dual Enrollment funding. Please ensure you have your parents' correct email address before completing this form.

_____ Meet (student and parent/guardian) with high school counselor regarding your plan, review your transcript, and determine what courses you need to graduate and how to arrange your high school and college/university schedules. At the time of meeting, please bring the following documents:

- College/university acceptance letter
- Signed HCS Dual Enrollment checklist

_____ After meeting with your high school counselor regarding the recommendation of courses, take your completed college/university Advisement Form to your dual enrollment advisor to set up your college schedule.

_____ Submit a copy of your college schedule to the high school counselor immediately in order for your counselor to request payment for college courses.

Critical Reminders:

_____ I acknowledge I am able to enroll in a total of **15 semester hours or 12 quarter hours** combined at all post-secondary institutions in which I am enrolled.

_____ I acknowledge that the Dual Enrollment Funding Cap is 30 semester or 45 quarter hours. This is a hard cap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program.

_____ I understand that the parent/student is responsible for funding of credits exceeding the funding cap limit or for a course that is not funded by the Georgia Student Finance Commission. <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory-2020-2021-beginning-summer-term-2020/>

_____ A new online program DE Funding Application will need to be completed **each school year**, if you wish to participate in dual enrollment courses. This is completed entirely online via GAFutures.org.

_____ A new college/university Advisement Form/Schedule should be completed every term (every semester or every quarter) in which you are enrolled in a DE college or university.

_____ You must submit your finalized DE schedule to your high school counselor ten (10) days prior to the college deadline.

_____ Students must maintain Satisfactory Academic Progress (SAP) in all college dual enrollment courses for continued participation.

_____ You must confer with the high school counselor prior to withdrawing or dropping a DE college course. Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college.

_____ Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college. Failure to drop or withdraw after the DE colleges add/drop deadline will result in a failing grade posted to your high school transcript.

_____ If the DE college/university transcript reflects a W, WF, or WD, your high school transcript will reflect an F (55 numeric grade). Please see the Dual Enrollment grade conversion chart in the Henry County Schools Student & Parent Handbook and Grading Regulations IHA-R.

_____ Effective Summer term 2020 (FY2021), a student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding.

_____ Effective Summer term 2020 (FY2021), students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal. Course withdrawals prior to Summer term 2020 are not included.

_____ Letter/Alpha grades assigned by the post-secondary institution on a student's official transcript through Dual Enrollment will be converted to a numerical grade according to the district's conversion chart in the Henry County Schools Student and Parent Handbook. HCS will not accept statements or forms from DE professors regarding numeric averages. Only grades sent to high schools on official college transcripts are accepted. Additional information can be located in the [Grading Systems Regulations IHA-R\(2\)](#) or [Grading Systems Regulation IHA-R\(1\)](#).

_____ Textbooks must be returned to the college/university each semester in order for the counselor to receive your transcript.

_____ To be eligible for selection as valedictorian or salutatorian in Henry County Schools, students must have been consistently enrolled in Henry County Schools for the entirety of the four (4) semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and regionally accredited school

_____ Students will participate in the Signs of Suicide (S.O.S.) curriculum at their high school. Parent/guardian may choose to opt out of the session by signing an opt-out letter with their high school counselors.

_____ Students must communicate and check in with their high school counselors monthly.

Student Name

Student Signature

Student Email

Parent Signature

Date

Parent Email