Walton High School Dual Enrollment Checklist

Students: Follow the steps in the order listed to successfully complete the dual enrollment (DE) process.

Cobb County School District Dual Enrollment Deadlines:
Fall & Summer: May 1st Spring: November 1st

Note: College deadlines may be earlier than CCSD deadlines. We strongly recommend completing the process as soon as possible to meet all college and CCSD deadlines. College courses fill up quickly!!!

EFFECTIVE FOR SCHOOL YEAR 2027 (Summer 2026 and later): Georgia law now requires that students be U.S. citizens or eligible non-citizens, have a valid Social Security number, and meet Georgia residency requirements to be eligible for DE.

1. You and a parent/guardian must attend one of Walton's mandatory DE information sessions.

2. Research DE admissions criteria at participating colleges to confirm that you meet admissions requirements.
   - Click here for a full list of participating institutions. *Note: Walton students most commonly attend DE at Chattahoochee Tech, Kennesaw State University, and University of North Georgia.*

3. Apply to your chosen college by submitting the DE application online through the college website.
   - Use your personal email (e.g., Gmail, Hotmail, etc.) for the DE application.
   - Meet both college and CCSD deadlines. *Note: College deadlines may be earlier than CCSD.*
     - If required, order your official high school transcript to be submitted directly to your college.
       - Pay $2 (cash or by check) in the Records Room in the Counseling Suite.
     - If required, send your official test scores directly to the college.
       - SAT or ACT
       - PSAT (follow the college's specific instructions for submitting PSAT scores)
       - AP scores (send AP scores directly to the college to exempt intro-level courses)

4. Register for Selective Service (if applicable).
   - If you are a male and within 30 days of turning 18, federal law requires you to register.
   - Failure to comply will affect DE funding and could result in being dropped from your DE courses.

5. Complete the DE funding application at www.gafutures.org for the 2026-2027 academic year.
   - Both students and parents/guardians must complete this application.

6. Submit Walton's New Student DE Form (https://forms.cloud.microsoft/r/XzHLZZjkqx) in its entirety.
   - Schedule your appointment with your school counselor through the New Student DE Form:
     - A – B, H – K Mrs. Dunham
     - C – G Dr. Alpert
     - L – Q Mrs. Watford
     - R – Z Mrs. Fay

7. Attend your scheduled DE appointment with your school counselor
   - Bring your completed Student Advisement Plan and Local School Agreement to the appointment.
   - Your counselor will review graduation requirements, preferred courses, and answer any questions.

8. Check your personal email for an acceptance letter from the college.
   - Follow all the directives in the letter (e.g., setting up your college email, uploading documents, etc.).
   - Monitor your college email frequently. Most colleges will only use this email for communication.

9. Register and attend the college's DE advisement or orientation ASAP.
   - Registration directions will arrive via your college email.

10. Register for classes at the college ASAP. College classes fill up fast!
    - Email your school counselor a screenshot or PDF of your complete college schedule.

Questions? Use the QR code or go to www.waltonhighcounseling.com/dual-enrollment

Chattahoochee Tech Dual Enrollment Next Steps

1. Click here to apply to Chatt Tech DE
   - Use your personal email address (e.g., Gmail) for the application
2. Complete the DE funding application at www.gafutures.org for the 2026-2027 academic year.
   - Both students and parents/guardians must complete this application.
3. Check your personal email for a response from Chatt Tech. This will include your Chatt Tech student ID number.
4. Submit the required documents using your Chatt Tech student ID number (900xxxx)
   - Click here to upload the signed Student Advisement Plan (Chatt Tech accepts the CCSD SAP)
   - Click here to upload proof of lawful presence (e.g., driver's license, birth certificate, passport, etc.)
   - Click here to submit the Chatt Tech DE Approval Form
5. Chatt Tech will email you an official acceptance into the DE program. This email will include information on completing the mandatory self-paced orientation, which must be completed before registering for your Chatt Tech classes.
6. Register for Chatt Tech Courses
   - Registration for **Spring 2027** opens on **Monday, November 9, 2026 for new DE students**
   - Click here for directions on how to register for Chatt Tech courses
   - Send your DE school counselor a copy of your Chatt Tech schedule (e.g., screenshot, pdf, etc.)

Contact Chatt Tech for questions. Dual.Enroll@ChattahoocheeTech.edu or 770-529-2452

Kennesaw State University Dual Enrollment Next Steps

1. Click here to apply to KSU DE
   - Use your personal email (e.g., Gmail) to create a GAfutures account to apply
   - Write down your GAfutures username and password. You will need this for your funding application.
2. Submit your required documents to KSU
   - Transcript: Pay $2 (cash or check) to order your transcript from the Records Room in the counseling suite
   - Test scores: Depending on your GPA, you may be required to submit your SAT, ACT, or PSAT scores to KSU
3. Complete the DE funding application at www.gafutures.org for the 2026-2027 academic year.
   - Both students and parents/guardians must complete this application.
4. Follow ALL additional steps required by KSU to complete your DE application. It is ESSENTIAL to check your personal email daily for KSU notifications regarding your application status and missing documents.
   - Click here for the KSU DE website
   - Click here for the KSU DE advising website
   - Click here for the KSU DE Student's Guide
5. Register for KSU Courses
   - Registration for **Spring 2027** opens on **Thursday, October 8, 2026**
   - Click here for directions on how to register for KSU courses (start on page 16)
   - Send your DE school counselor a copy of your KSU schedule (e.g., screenshot, pdf, etc.)

Contact KSU for questions at depoffice@kennesaw.edu (DE office) or depadvising@kennesaw.edu (DE advising)