

Walton High School Dual Enrollment Checklist

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

CCSD DE 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!!!

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 the [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 Academic Year 2025-2026.
 - Both [students](#) and [parents/guardians](#) must complete this application.
6. Submit Walton's [New Student DE Form](#) (<https://forms.office.com/r/Qex9A1Ww7K>) in its entirety.
 - Schedule your DE appointment with your DE counselor (based on your last name) through the form:
 - A – B and H - K Mrs. Dunham
 - C – G Dr. Alpert
 - L – Q Mrs. Watford
 - R – Z Mrs. Fay
7. Attend your scheduled DE appointment with your assigned DE counselor (based on your last name).
 - Bring your completed [Student Advisement Plan](#) and [Local School Agreement](#) to the appointment.
 - Your DE 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 DE counselor a screenshot or PDF of your complete college schedule.

Questions? Use the QR code or go to www.waltonhighcounseling.com



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 Academic Year 2025-2026.
 - Both students and parents/guardians must complete this application.
 - The 2025-2026 funding application will be available starting early Spring 2025.
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).
 - Documentation Upload
 - [Click here](#) to upload the following required documents:
 - Proof of lawful presence (e.g., driver's license, birth certificate, etc.)
 - Signed Student Advisement Plan (Chatt Tech accepts the [CCSD Student Advisement Plan](#))
 - DE Approval Form
 - [Click here](#) to complete Chatt Tech's 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.
 - [Click here](#) for directions on how to register for Chatt Tech courses.
 - Registration opens on February 24 (summer) and April 28 (fall)
 - Send your DE 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 Academic Year 2025-2026.
 - Both students and parents/guardians must complete this application.
 - The 2025-2026 funding application will be available starting early Spring 2025.
4. Check your personal email for an email response from KSU. This will include your KSU student ID number.
5. Submit the required documents using your KSU student ID number.
 - [Click here](#) to submit your proof of lawful presence (e.g., driver's license)
 - [Click here](#) to submit your KSU New Dual Enrollment Student Form. This requires your parent/guardian to also submit their approval via email. <http://tinyurl.com/5n7mw54v>
6. KSU will email you an official acceptance into the DE program. This email will include details about registering for the mandatory DE orientation. Note: Registration for KSU orientation fills up quickly!
7. Attend your KSU mandatory DE orientation.
 - Register for your KSU DE courses with your KSU DE advisor.
 - Send your DE counselor a copy of your KSU schedule (e.g., screenshot, pdf, etc.).

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