

## 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 1<sup>st</sup>      Spring: November 1<sup>st</sup>**

*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!!!*

- You and a parent/guardian must attend one of Walton's mandatory [DE information sessions](#)
- Research [DE admissions requirements](#) at participating colleges
- Check the [testing requirements](#) for your chosen college. If needed, send your official test scores directly to the college:
  - [SAT](#)
  - [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
- Submit the DE application for your chosen college (available on the college website).
  - Be sure to use your personal email (e.g., Gmail, Hotmail, etc.) for your DE application.
  - You must meet both college and CCSD deadlines. Note – college deadlines may be earlier than CCSD.
  - Common colleges Walton students attend for DE include [Chattahoochee Tech](#), [Kennesaw State University](#), [Georgia State University](#), [Perimeter College](#), and [University of North Georgia](#).
  - [Click here](#) for a list of all DE participating institutions.
- If required by the college, order your official high school transcript to be submitted directly to your college
  - Order your official transcript and pay \$2 (cash or by check) in the Records Room in the Counseling Suite
- Complete your DE funding application on [www.gafutures.org](#)
  - [Student Directions](#) and [Parent Directions](#)
- Submit Walton's [New Student DE Form](#)
  - Use your CCSD Microsoft 365 account to complete and submit this form
- If you are a male and within 30 days of turning 18, federal law requires you to register for [Selective Service](#). Failure to comply will affect your DE funding and could result in being dropped from your DE courses.
- Email your designated DE counselor at least 2-3 weeks before the earlier of the CCSD or college deadline to request a DE counselor advisement meeting. We will review graduation requirements and preferred courses at this meeting.
  - You must bring your completed [Student Advisement Plan](#) and [Local School Agreement](#) to the meeting.
    - A-G    Dr. Alpert    [Betsy.Alpert@cobbk12.org](mailto:Betsy.Alpert@cobbk12.org)
    - H-K    Mrs. Dunham    [Donna.Dunham@cobbk12.org](mailto:Donna.Dunham@cobbk12.org)
    - L-N    Mrs. Watford    [Erica.Watford@cobbk12.org](mailto:Erica.Watford@cobbk12.org)
    - O-Z    Mrs. Fay    [Lisa.Fay@cobbk12.org](mailto:Lisa.Fay@cobbk12.org)
- Check your personal email for an acceptance letter from the college. Follow the additional directives outlined in your acceptance letter (e.g., setting up your college student email address, verification of lawful presence, etc.).
- Monitor your college email frequently since many colleges will only email you via your college email account.
- Register and attend the college's DE advisement/orientation ASAP (instructions will arrive via your college email).
- Register for classes at college ASAP.
- Email your DE counselor a screenshot or PDF of your complete college schedule.
  - Your Walton schedule will not be adjusted until you have completed this step.

Questions? Visit Walton High School's DE website at [www.waltonhighcounseling.com/dual-enrollment](http://www.waltonhighcounseling.com/dual-enrollment)



## **Chatt Tech Dual Enrollment Next Steps**

- Apply to Chatt Tech dual enrollment - <http://tinyurl.com/55xaekxy>
  - Use your personal email address (e.g., Gmail) for the application
- Submit DE funding application on [www.gafutures.org](http://www.gafutures.org) (students and parents must do this)
  - [Student Directions](#) and [Parent Directions](#)
- Check your personal email for an email response from Chatt Tech. This email will have your Chatt Tech student ID number (900xxxx). Using your Chatt Tech student ID number, you and your parent/guardian will need to do STEP 2 and STEP 3:
  - STEP 2: DOCUMENTATION UPLOAD
    - Direct link: <https://ctcforms.chattahoocheetech.edu/DualEnrollment/dedocupload-form.php>
    - Submit your proof of lawful presence (e.g., driver's license, birth certificate, etc.)
    - Submit your signed advisement plan (I emailed this to you as a PDF)
  - STEP 3: DUAL ENROLLMENT APPROVAL FORM
    - Direct link: <https://ctccentral.etrive.cloud/?isAnonymous=true#form/35>
    - Complete the dual enrollment approval form
- Chatt Tech will email you with an official acceptance into dual enrollment.
  - Chatt Tech will provide information about completing the self-paced orientation. You must complete this before you register for your Chatt Tech classes.
    - **Registration for Fall 2024 classes is Monday, April 22.**
- Send a copy of your Chatt Tech schedule to your school counselor
  - Remember you will have a full Walton schedule until your school counselor receives your Chatt Tech schedule.
- Contact Chatt Tech directly for questions related to Chatt Tech (e.g., orientation questions, registration, etc.)
  - [Dual.Enroll@ChattahoocheeTech.edu](mailto:Dual.Enroll@ChattahoocheeTech.edu)
  - 770-529-2452

## **KSU DUAL ENROLLMENT NEXT STEPS**

- Apply to KSU dual enrollment - <http://tinyurl.com/bdh9kexb>
  - You will both need to create a GAFutures account to apply to KSU. Use your personal email (e.g., Gmail).
  - Write down your GAFutures username and password. You will need this for your funding application.
- Pay \$2 (cash or check only) for Walton to send your official transcript to KSU.
- Submit DE funding application on [www.gafutures.org](http://www.gafutures.org) (students and parents must do this)
  - [Student Directions](#) and [Parent Directions](#)
- Check your personal email for an email response from KSU. This email will have your KSU student ID number. Using your KSU student ID number, you will need to do the:
  - Submit your proof of lawful presence (e.g., driver's license) at <http://tinyurl.com/yc89myt8>
  - Submit your KSU new dual enrollment student form. This requires your parent/guardian to also submit their approval via email. <http://tinyurl.com/5n7mw54v>
- KSU will email you with an official acceptance into dual enrollment.
  - They will give you information about how to register for a mandatory KSU dual enrollment orientation.
  - Attend the KSU dual enrollment orientation.
  - You will register for your KSU dual enrollment courses for the summer and fall.
  - Send me a copy of your KSU schedule (e.g., screenshot, pdf, etc.) to your school counselor.
  - Remember you will have a full Walton schedule until your school counselor receives your KSU schedule.
- Email KSU directly for questions related to KSU (e.g., orientation questions, registration, etc.)
  - KSU dual enrollment office - [depoffice@kennesaw.edu](mailto:depoffice@kennesaw.edu)
  - KSU dual enrollment advising - [depadvising@kennesaw.edu](mailto:depadvising@kennesaw.edu)