

2020-2021 Dual Enrollment Checklist

University System and School/Technical College System of Georgia School

Step 1: Must be on track for high school graduation

- Must be a rising 11th or 12th grade student (9th grades are not eligible)
- 10th grade students are eligible for CTAE courses at TCSG institutions.
- High achieving 10th grade students (SAT 1200 or ACT 26) are eligible
- Must be following an academically rigorous curriculum.

Step 2: Create GaFutures Account

- Go to www.Gafutures.org
- Create an account using your personal email (**DO NOT** use your coastalplainscharter.org account)
- Your password should be at least 8 characters long and contain 1 number, 1 special character, 1 upper case character and 1 lower case character.
- User Name: _____
- Password : _____
- If you have any questions please contact your Counselor at Coastal Plains Charter.

Step 3: Grade Point Average Requirement

- Click on the words **Welcome (Your Name)**
- On the left you will see **"My HOPE GPA"**
- Most USG schools require you to have a core GPA of 3.0 in order to participate in the Dual Enrollment program. Your HOPE GPA is a great indicator of this average.

Step 4: Complete Online application through GaFutures

- Click on **College Planning** section and select **Applications and Transcripts**
- Choose the **"Apply to College"** tab and select the Georgia University of your choice. Scroll to the bottom of the page to **"Begin or Continue Application"**
- During the application process, please make sure you indicate that you are a Dual Enrollment student. There is **NO** application fee for this program.
- Each Technical College has their own application. Please go to their website to access the application. Some may not have the application online. Please contact the Technical College that you plan to attend for a paper application.

Step 5: Transcript Request.

- Click on the **College Planning** section and select **Applications and Transcripts.(Some Technical Colleges do not require a transcript - please contact the Technical College you plan to attend.)**
- Choose the **"Request Your Transcripts"** tab.
- On the left you will see **"My Transcript"**. Request to have your transcript sent to Georgia University of your choice and be sure to include your social security number and accept the Terms of Use and Private Policy agreement.
- This request will be automatically sent to the Coastal Plains District Registrar.
- If your transcript is not available in GaFutures, please see your counselor.
- Fall Term - Have this completed by May 1st of the previous year. Spring Term - Have this completed by November 1st. Summer Term - Have this completed by April 30th.
- Coastal Plains CEEB code - 110099

Step 6: Admissions Test Requirements - This process has been waived for the 20/21 Fall, Spring and Summer Terms

Step 7: Immunization

- Immunization Forms must be completed by a doctor or health department. Must be completed and submitted to the college prior to registration.

Step 8: Dual Enrollment Advisement

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- Schedule an appointment with your Counselor for advisement. Parents **must** be present.

- Step 9: Dual Enrollment Online Funding Application (Participation Agreement)**

- Use the following link to complete the online funding application:
<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/application-procedure-and-deadline/>
- You will need your parents email address in order for them to complete their portion of the participation agreement.
- You will NOT be able to register without this document signed by you, your parent, and your Counselor.

- Step 10: Dual Enrollment Course Registration**

- Schedule DE registration appointment with your counselor.

- Step 11: Orientation and Textbooks**

- ALL** students must attend orientation.
- Textbooks will be distributed by the college, **not** at Coastal.
- Students are responsible for checking out and returning textbooks.
- Fees will be assessed for damaged or lost textbooks.