DUAL ENROLLMENT
@ CENTRAL GEORGIA TECHNICAL COLLEGE

Steps to Enroll

(Scan me to fill out the app!)

Follow these simple steps!

1 **Fill out the College application:** Apply online at cgtc.io/apply. Or, print and fill out a paper form. Applications can be turned in to your high school counselor or to the admissions office at the CGTC campus nearest you.

2 **Submit a transcript:** Students who have at least a **2.0 cumulative high school GPA** will be accepted to CGTC for the program of their choice. Some high schools may require a different GPA measure for certain courses. Check with your high school counselor for information. If you don't meet the GPA requirement, check with the CGTC high school coordinator to discuss other options for acceptance such as PSAT or Accuplacer score.

3 **Check your email for your acceptance letter!** Be sure to provide an accessible, personal email address in order to view your college acceptance letter. Your acceptance letter gives you important information such as your student ID number and credentials to use student resources.

4 **Apply for Dual Enrollment Funding:** Dual Enrollment courses are paid by state funding, but you MUST apply! Visit **www.GAFutures.org** to apply for funding each year. **Students cannot register for college courses until the student applies for dual enrollment funding AND the parent approves participation in the dual enrollment program in GAFutures.**

5 **Choose your courses:** Communicate with your CGTC high school coordinator and your high school counselor about the college courses you wish to take. The College will send you information about registering for your college classes via mail or your CGTC student email. All college registration must be completed through your CGTC High School coordinator with high school approval.

It's really that easy!

You Should Also Know:

✓ There is no application fee and CGTC waives all book costs and mandatory college fees for Dual Enrollment students. Certain programs do require course-related fees or purchase of personal protective equipment which are not covered by funding.

✓ You can choose to take multiple courses per semester. Many courses are offered in 8 week terms or traditional semester length of 15 weeks. Dual enrollment funding will cover up to 15 credit hours per semester.

✓ High school students are limited to 30 semester hours of dual enrollment funding. After 30 credit hours, students can choose to self pay for courses or, in some cases, utilize HOPE Grant/HOPE Career Grant* funding for specific technical programs designated as high-demand careers in Georgia. *Additional residency requirements and HOPE application required.*

✓ If you withdraw from **two** courses, you are no longer eligible for dual enrollment funding. You can still take college courses, but must use a different funding source to pay for classes.

STAY IN TOUCH! Make sure to stay in touch with your counselor and your CGTC High School coordinator. Communicate with your instructor to make sure you understand the material. If you need help, ask your instructor or contact the Academic Success Center for tutoring. If you need extra support, use the Student Self Alert button in your Single Sign On dashboard.

Bleckley, Pulaski
Kim Gunn
Director of High School Initiatives
kgunn@centralgatech.edu
(478) 218-3752

Baldwin, Jones, Putnam
Lindsey Powell
High School Coordinator
lpowell@centralgatech.edu
(478) 757-3493

Bibb, Dooly, Monroe, Twiggs
Kenneth Rozier
High School Coordinator
krozier@centralgatech.edu
(478) 476-5160

Crawford
Julia Nell Shaw
High School Coordinator
jshaw@centralgatech.edu
(478) 218-3316

Perry High, Veterans High (Houston County schools) & Peach County
Megan White
High School Coordinator
mwhite@centralgatech.edu
(478) 218-3258

Houston County High, Northside High & Warner Robins High Schools (Houston County)
Holly Turner
High School Coordinator
hmturner@centralgatech.edu
(478) 757-3452

General Questions
highschool@centralgatech.edu
(478) 218-3752 | cgtc.io/DE

Learn how to apply for Dual Enrollment funding!
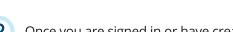
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Secure Funding
(Financial Aid)

(1) Have you EVER created an account in **GAfutures**?

YES	NO
1. Go to **www.gafutures.org**	1. Go to **www.gafutures.org**
2. Click the **Sign In** button	2. Click the **Create an Account** button
3. Enter your Username and Password	3. Complete all information on the **Create new account?** screen
4. Click the **Sign In** button	4. Click the **Create Account** button

(2) Once you are signed in or have created a new account, complete the application:

1. Click **My Dual Enrollment Profile** >> **Apply Now** >> **Apply for Dual Enrollment**
2. Click **The Upcoming 2023-24 School Year**.
3. Under **Student Demographic** section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
4. Under **High School** section:
   - Click **High School**.
   - Select your high school name.
   - In the **I Plan to Enroll** statement, select **May 2023 - April 2024.**
   - Select your appropriate grade level.
5. Under **College Selection** section, select **Central Georgia Technical College**.
6. Under **Participation Agreement** section:
   - Go to **Student Acknowledgment**, read and click on each box to indicate your agreement/understanding.
   - Read the **HOPE Grant Implications** box and click '**I Understand'**.
   - For Student Signature, type your first and last name.
   - Click **Submit**.
   - Write down the **Dual Enrollment Application ID** that appears.
     * The parent needs this so they can complete their part of the application!
7. The parent will then receive an email with information on how to log in and complete the parent portion of your application. They will use the **Dual Enrollment Application ID** and **Student's Date of Birth** to access the application.
8. If you are attending more than one college for DE:
   - Click **My Dual Enrollment Profile**.
   - Click **Add Colleges**.
   - Select your second college.

Note: You must apply for and secure your Dual Enrollment funding in GAfutures **each year**. For help with your GAfutures application, please click the **Help** button on the GAfutures website or contact your high school initiatives coordinator.

Contact Information

Bleckley, Pulaski County
Kim Gunn
Director of High School Initiatives
kgunn@centralgatech.edu
(478) 218-3752

Baldwin, Jones, Putnam County
Lindsey Powell
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lpowell@centralgatech.edu
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krozier@centralgatech.edu
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jshaw@centralgatech.edu
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(478) 757-3452

General Questions
highschool@centralgatech.edu
(478) 218-3701
www.centralgatech.edu/highschool

Special Accommodations
Special accommodations are available for qualified students. For more information, contact the Special Populations Office:

Crawford, Dooly, Houston, Peach, Pulaski, Twiggs County
specialpops@centralgatech.edu
(478) 218-3229

Baldwin, Bibb, Jones, Monroe, Putnam County
specialpops@centralgatech.edu
(478) 476-5137

CENTRAL GEORGIA
cgtc
TECHNICAL COLLEGE

Warner Robins | Macon | Milledgeville
www.centralgatech.edu
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