

DUAL ENROLLMENT

@ CENTRAL GEORGIA TECHNICAL COLLEGE

Getting Started

What is Dual Enrollment?

Georgia's Dual Enrollment program allows high school students to earn college and high school credit while working on their high school diploma. The goals of the Dual Enrollment program are to increase college access and completion, as well as prepare students to enter the workforce with the skills that they need to succeed.

Eligibility

Students must meet CGTC's entrance requirements. Ninth grade students are no longer eligible for dual enrollment funding, but can enroll at the College and self-pay for courses. Tenth grade students can enroll in technical courses; select 10th graders can enroll in academic classes. Please check the dual enrollment FAQs and eligibility on Gafutures.org. Eleventh and 12th grade students can take technical and/or academic classes. The 30 credit hour funding cap applies.

Funding

Full tuition, fees, and cost of textbooks are covered for the Dual Enrollment program. Funding is provided through State of Georgia appropriations. High school students are limited to 30 credit hours of dual enrollment funding.

Getting Started in the Dual Enrollment Program

1 High School

- Contact your high school counselor to request program approval and check on graduation requirements
- Complete the *Student Participation Agreement* and dual enrollment funding application at www.gafutures.org

2 Central Georgia Technical College

- Complete the *Dual Enrollment Application for High School Students* online at www.centralgatech.edu/highschool
- Email your completed *Dual Enrollment Application for High School Students* to highschool@centralgatech.edu
- Complete the ACCUPLACER® placement exam (or equivalent), or submit official SAT, ACT, or high school transcript

3 Apply for and Secure Dual Enrollment Funding

- Complete the Dual Enrollment funding application at www.gafutures.org (a step-by-step guide is available from the Office of High School Initiatives)

4 Next Steps

- Contact the CGTC high school initiatives coordinator for your county to discuss your program and course options
- The High School Coordinator will register you for classes
- Check your CGTC email account DAILY during the first week of classes for instructions on completing *Haven Training*

Contact Information

Bleckley, Pulaski County
Kim Gunn
Director of High School Initiatives
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(478) 218-3752

Baldwin, Jones, Putnam County
Lindsey Powell
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Bibb, Dooly, Monroe, Twiggs County
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Perry High, Veterans High & Peach County
Megan White
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(478) 218-3258

Houston County High, Northside High & Warner Robins High Schools
Holly Turner
High School Coordinator
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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

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Frequently Asked Questions

What types of Dual Enrollment classes may I take?

High school students can take occupational classes or degree-level courses. Occupational courses within a diploma or technical certificate program provide hands-on experience to jump start an exciting career. Degree-level core courses provide the opportunity to earn college and high school credit simultaneously. Please check Gafutures.org for eligibility and requirements by grade. Dual enrollment funding is limited to 30 credit hours.

Do I receive high school and college credit for Dual Enrollment classes?

One college semester course is equivalent to one Carnegie unit at the high school. Students must meet minimum testing requirements to enter the program and take degree-level core courses. After successfully completing a course at CGTC, students earn both high school and college credit.

How many Dual Enrollment classes may I take?

Dual enrollment is now limited to 30 credit hours. The student's high school counselor must approve the number of classes that the student takes. Students usually begin by taking one or two classes.

Where will I take my Dual Enrollment classes?

CGTC classes are taught on all CGTC campuses and sites, online, in area college and career academies, and in some area high schools. The location of a class depends on where the student attends high school and the specific classes for which a student is registered.

May I take Dual Enrollment classes in the summer?

Students who have completed the ninth grade may take summer semester classes if approved by their high school counselor. High school graduates are not eligible to take Dual Enrollment summer classes; however, following graduation, they may take classes as a regular CGTC student.

What expenses are not covered by the Dual Enrollment program?

Dual Enrollment covers tuition, mandatory institutional fees, and textbooks. Students may incur expenses for course-related fees and supplies required for a specific course and may be charged replacement costs for lost or damaged textbooks. Students are responsible for tuition and fees for any courses they take that are not on the Dual Enrollment Approved Course Directory and/or any courses not approved by the high school counselor and/or any courses taken after the 30 hour credit cap has been reached.

What responsibilities does a Dual Enrollment student have?

Dual Enrollment students are responsible for their academic success. This includes, but is not limited to, attending and being on time for class, participating in class discussions, and submitting assignments on time. For every hour spent in the classroom, Dual Enrollment students should plan on spending 2-3 hours studying and completing assignments. In other words, for each three credit hour class, a student should plan to devote at least 10 hours per week. Students are encouraged to take advantage of the college's academic resources, such as the Academic Success Center (for tutoring and workshops) and the library.

How will grades earned in Dual Enrollment courses impact my academic record?

Grades are reflected on both high school and college transcripts and are used to calculate GPAs at the high school and the college. Withdrawing from a college class may impact a student's GPA, high school graduation, and/or continuation in the Dual Enrollment program. Before a student withdraws from or stops attending a class, the student should always consult with the high school counselor and college high school initiatives coordinator. Dual Enrollment credits will not be included in future HOPE program hours and do not count against the HOPE credit hour cap; however, Dual Enrollment grades are included in GPAs and can affect HOPE academic eligibility.

Why is Satisfactory Academic Progress (SAP) important?

Students must meet Satisfactory Academic Progress (SAP) in order to receive Dual Enrollment funding each term. Students meet SAP requirements by maintaining a 2.0 grade point average AND passing 67% or more of attempted coursework. A student is placed on academic warning after the first semester of not meeting either of the two criteria for good standing. After a second semester of not meeting GPA or course pass rate requirements, a student is no longer eligible for Dual Enrollment funds.

Can I still participate in high school extracurricular activities? What college activities are available to me?

As long as a student's class schedule permits, the student can participate in high school activities. Students are encouraged to also become involved in college activities, such as student organizations and athletics.

Information and Resources for Dual Enrollment Students

✓ Course Policies, Procedures, and Materials

- **Course Syllabus:** provided by your instructor, this is where you will find course standards/objectives, grading procedures, attendance policy, and other course requirements.
- **Course Schedule:** where you will find important dates pertaining to your course (meeting dates, assignment deadlines, and exam dates).
- **Attendance:** All courses do not have the same attendance policies. Know the policy for each course. You can be dropped from a course for failure to attend.

✓ Dropping or Adding a Course

- **During the drop/add period:** Usually the first three days of the semester, you may drop a course without academic penalty and without being charged. You may add a course in time for financial aid to be adjusted IF APPROVED BY YOUR HIGH SCHOOL COUNSELOR.
- **After the drop/add period:** If you are unable to complete a course, please contact your high school counselor and CGTC coordinator *immediately*. A grade will be assigned for a dropped course (W). Dropping a class affects your pass rate at CGTC.
- **Always see your advisor before dropping or adding courses.** Both may affect your Dual Enrollment eligibility!
- Dual enrollment only allows for two course withdrawals. After the second withdrawal, the student is no longer eligible for dual enrollment funding. Schedule changes must be done through the High School Coordinator.

✓ Checking Your Grades in BannerWeb

- Go to <https://bannerweb.centralgatech.edu>
- On the main login screen, click **Enter BannerWeb**, then log in with your **User ID** (nine-digit student ID number) and **PIN** (your date of birth in MMDDYY format unless you have changed it to something else).
- Click **Student Services**
- Click **Student Records**
- Click **Final Grades**, select the semester that you would like to see grades for, then click the **Submit** button

✓ If You Need Help

- If you are experiencing difficulties in a course, talk to your instructor; visit the **Academic Success Center** for tutoring, computer assistance, study skills workshops, and test-taking strategies; or contact your Dual Enrollment advisor. If you have questions, **ASK!**