**THINGS TO CONSIDER:**

1. **What is Dual Enrollment**? Dual Enrollment is when a student who is still in high school takes college classes and earns college credit and high school credit at the same time, for free. Dual Enrollment covers the cost of tuition, books, and mandatory fees. Students must provide their own transportation.
2. **Dual Enrollment is a serious commitment. What other obligations do you have? Work? Sports? Extracurricular activities? Will those obligations fit into your college class schedule as easily as a high school schedule?**
3. **Are you ready?**

* **Taking college classes for free and earning high school and college credit simultaneously are obvious advantages, but not everyone is ready to handle college classes while still a high school student.**
* **DE is more than just being smart enough to handle the rigor of college classes. It also involves having good time management skills and being organized, mature, assertive, and responsible. Don’t risk jeopardizing your high school and college GPA just for free college classes.**

1. **Do you qualify?** Students must meet the entrance requirements for the specific university/technical college they wish to attend. Each college has different entrance requirements and deadline dates.
2. **Challenging coursework**. Students participating in DE should do so with the knowledge that the course work may be harder than high school courses. **Some students who have taken Honors, AP, and/or IB coursework have found DE to be challenging or even overwhelming. DE has to be taken seriously and students can’t afford to slack off.**
3. **Grades. Grades earned in ALL Dual Enrollment classes appear on both the college transcript AND the high school transcript and are averaged into both the college AND high school grade point average.**
4. **There are no deadline extensions, no re-taking of tests, no parent-teacher conferences, no do-overs. Your instructor will treat you as if you are a regular college student. And,** there are fewer opportunities for grades. **You MUST go to class. ON TIME. EVERY DAY**.
5. **Can you take care of your own business?** There is a higher degree of independent responsibility and accountability than in high school classes. Students must be willing to seek help on their own if needed as soon as a problem arises. The longer you wait to address a problem the more difficult (or impossible) it will be to fix it. An ideal DE student should be:
   * Punctual & organized
   * A self-starter (shows initiative)
   * Assertive & independent
   * Mature & responsible
   * Capable under stress
   * A good self-advocate
   * Able to prioritize and manage time effectively
6. **Part time DE**:
   * You must be able to handle the logistics of being at a college campus for part of the day and at Campbell for part of the day, and allow time for transportation to and from both campuses.
   * Scheduling between the high school and college may limit flexibility in course availability and timing for either campus.
7. **Non-mandatory fees**: Certain courses may have extra fees (course-specific fees like a cosmetology mannequin head) that you are responsible for paying.
8. **If a student FAILS a DE class**:
   * The course and grade is posted to the college AND high school transcript.
   * It will impact the student’s college AND high school GPA.
   * The student may be put on probation by the college or may not be permitted to continue in the DE program.
9. **If a student withdraws from a DE class** after the **10th** day of the semester, a failing grade of 10 and no credit is posted to the high school transcript. This will impact the high school GPA.
10. **Transferring of courses:**
    * Most DE credits should transfer within Georgia, but *may* not transfer out-of-state.
    * Avoid taking a major area class in DE if transferring schools upon graduation. For example, if you take Calculus in Dual Enrollment at CTC and will be an Engineering major at KSU after graduation, KSU likely won’t accept a transfer credit in Calculus from CTC. They will want you to take **their** Calculus course.
11. **Which is better: AP classes or DE classes?**
    * Highly selective colleges may view high school AP courses as more preferable than DE, so you may be better off taking AP classes and not enrolling in DE.
    * Quality points: DE classes do not automatically receive extra quality points.
      + DE classes are given 1 extra quality point for the high school GPA **ONLY** if the student has already maxed out all of their options and taken the highest level offered in the corresponding subject area at the high school.
      + If earning those quality points are important to you, you may be better off taking, for example, AP Lit (1 QP) at the high school instead of ENGL 1101 (no QP) at the college.
12. **Special student services**: You must inform the college to make arrangements for accommodations.
13. **Cobb County School District and the college are not going to have the same academic calendar**:
    * Breaks may not start and end on the same day (ex: Christmas, Thanksgiving).
    * There will be times when CCSD is on break and the college isn’t (ex: Fall Break, Winter Break). You still have to go to your DE classes when CCSD is not in session.
    * The first and last days of the semester will not be the same. The college semester will usually start later and end earlier than CCSD.
    * Certain factors may impact your DE schedule or your Campbell schedule if you are part-time DE:
      + CCSD has Early Release days a few times a year where high schools are dismissed for the day at 11:30.
      + On days where Campbell has homeroom, a pep rally, or other activity where the bell schedule is different, you may need to leave Campbell early in order to make it to your DE class on time (or vice versa).
14. **There is a higher degree of independent responsibility and accountability on part of the student**. The counselor cannot speak to professors on your behalf. Additionally, if you have questions about specific items like class registration deadlines, drop/add deadlines, books, course requirements for specific technical programs or degree programs, or specific questions about class content, you will need to speak directly with the college.

**BENEFITS OF DUAL ENROLLMENT**:

1. Tuition, books, and mandatory fees are covered
2. Allows students to start on career goals
3. Permits students to earn college credit while in high school for free
4. Grades for core DE classes are given a .5 extra quality point for **HOPE GPA** (up to a 4.0)
5. Core DE courses are counted for “rigor requirement” for HOPE
6. DE credit hours DO NOT count toward HOPE limits
7. Eligible through 4 years of high school
8. No residency or citizenship requirement
9. Allows for full time or part time enrollment
10. May be ideal for:
    * Student who has taken all higher level courses at the high school
    * Student who is independent and advanced
    * Student who is not involved or interested in high school environment
    * Student planning to go to through a lengthy graduate program
    * Student who is scared about his/her/their ability to succeed in college (can do part-time and take just one DE class)

**DUAL ENROLLMENT APPLICATION PROCESS**:

(Each college may do this process in a slightly different order, but in general you can expect the following)

1. Complete the college’s DE application on-line and submit qualifying ACT, SAT, or Accuplacer scores (be sure you are submitting the **Dual Enrollment** application and not the freshman/undergraduate application).
2. If you are applying to Chattahoochee Technical College and want to take the Accuplacer, CTC usually comes to Campbell once or twice a semester to administer the Accuplacer. Otherwise, you go over to CTC to take it.
3. Think about the subjects you want to take through DE and whether you want to take DE classes part-time or full-time. Meet with Mrs. Loftin to complete the Local School Agreement and the Student Participation Agreement (SPA). The SPA must include the classes you plan to take and have signatures from parent and student.
4. Test scores, the DE application, the completed SPA, and any other required items must be submitted to the college by their deadline. No exceptions!
5. Check your email regularly for your acceptance!
6. After you have been accepted, you will receive information about orientation and how to register for classes. Be sure to check your email regularly since this is the only way that the college will communicate with you. The college will set you up with a student email account.
7. Please take the time to read every email from the college thoroughly and carefully; it has important information – they wouldn’t be sending it to you if it didn’t. The answers to most questions that you will have can be found in the emails that they send you. **Any questions that you have about how to register for classes, how to log into the college’s portal, what to do if you forgot your password, drop/add, how to print your college schedule, your college student identification number, the college’s academic calendar, how to get textbooks, and so on should be addressed with the college. Mrs. Loftin does not have access to any of this information**.
8. Complete the Dual Enrollment Funding Application on the Ga Futures website (the college will give you instructions on how to do this). Failure to do this will result in tuition charges.
9. Once you have registered for classes, email or bring a copy of your schedule to Mrs. Loftin so that she can approve your courses on your funding application: Failure to do this will result in tuition charges.
10. Be sure to contact Mrs. Loftin to make any needed changes to your Campbell schedule for the upcoming semester.
11. **Go to class. ON TIME. EVERY DAY**.

Campbell High School Dual Enrollment Contact: Jana Loftin [jana.loftin@cobbk12.org](mailto:jana.loftin@cobbk12.org)