



Dual Enrollment Program Shiloh HS Step-by-Step Procedure

The following steps must be followed if you are planning to participate in the Dual Enrollment (DE) Program:

- ___ 1. Attend a Mandatory Parent/Student Information Meeting
- ___ 2. Complete the required forms:
 - Advisement/Contact Information (only once unless information changes)
 - GCPS Permission Form (only once)
 - Dual Enrollment Funding Application through GAfutures (every semester)
 - SHS Dual Enrollment Contract (only once a year)
- ___ 3. Apply to the College/University of your choice. You are responsible for following the college's application procedures and meeting all deadlines. (Repeat depends on college requirements)
- ___ 4. Schedule and participate in an advisement session with the DE Coordinator.
- ___ 5. After receiving your college acceptance, notify your high school DE coordinator. It is your responsibility to know which courses you still need to complete for graduation. Set up an appointment with your counselor to review your graduation requirements.
- ___ 6. Meet with your college advisor to set your college schedule and register for your classes. Provide the DE coordinator with your college schedule. Your HS schedule will not change until you have completed this step.
- ___ 7. Join the DE Remind messaging group. You must download the REMIND App. This will be the primary form of communication for DE students and parents. **REMIND Class code: 3g3eeac**
- ___ 8. If you are taking a course that requires an End of Course Test (American Literature or Biology I) it is your responsibility to check with your HS DE Coordinator to find out the date, time, and location of your test.
- ___ 9. At the end of the semester, provide a copy of your college/university official transcript to your DE coordinator in a timely manner. Colleges are required to provide one free transcript each semester. Your participation in the graduation ceremony is dependent on the receipt of your official college transcript.

NOTE: Steps 3-9 must be completed for each semester (fall, spring and summer). An official copy of your 2nd semester college schedule can be emailed to your high school DE coordinator instead of scheduling a face to face meeting if there were no changes made with your previous course selections.

***DUAL ENROLLMENT STUDENTS ARE RESPONSIBLE FOR COMPLETING ALL HIGH SCHOOL GRADUATION REQUIREMENTS. FINAL TRANSCRIPTS MUST BE RECEIVED 5 DAYS BEFORE GRADUATION REHEARSAL IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY.**