***RETURNING***

***DE REGISTRATION INSTRUCTIONS***

***All forms can be found at*** [**www.cobbk12.org/allatoona**](http://www.cobbk12.org/allatoona) **> FIND IT FAST > COUNSELING > DUAL ENROLLMENT**

1. Complete the **DE Intent Form** and turn it into the **Counseling Office** prior to our **3/3/23 deadline**.
2. **ONLY** register for the classes you plan to take at Allatoona. We will give you a DE placeholder for all other classes. See Mrs. Rohrbach for your sticker during registration.
   1. If you aren’t sure what you want to take, and you haven’t met with Ms. Rohrbach for your Advisement meeting yet, just register for all classes at Allatoona and we can change it during your meeting.
   2. Teachers will recommend all core classes, if applicable.
   3. You will choose 4 electives & 2 alternates in order of preference, that you want to take at Allatoona. **Don’t choose random electives because you may end up with the class!!**
   4. If you think you want to take **CVA/GAVS online**, **Yearbook,** **Work Based Learning**, **Mentorship,** or anything else that requires an application, make sure you complete these forms prior to the **3/3/23 deadline**, even if you don’t end up taking anything. If you don’ have an application on file now, we won’t be able to get you into the course if you change your mind.
3. Look for a **REMIND text or email** from with directions on how to schedule an Advisement appointment.
4. **Bring the following to your Advisement appointment:** 
   1. **CCSD Dual Enrollment Advisement Plan** (Complete the top portion through High School/DE Status and the signature section ONLY! The counselor will complete everything else during the meeting.)
   2. Signed **Course Waiver form IF** you need to correct any of your Allatoona class requests from registration.
      1. This is the form you get after you have scanned in your course selections during registration in the media center.
      2. We will complete the form with you to change classes by dropping the Allatoona class and adding the DE class if necessary.