

Dual Enrollment

ALLATOONA HIGH SCHOOL

DUAL ENROLLMENT CHECKLIST	PERSON(S) RESPONSIBLE	COMPLETED
<input type="checkbox"/> Complete an Allatoona Intent form for Fall 2022 and/or Spring 2023 DE classes. ➤ If you do not submit this document during Allatoona's schoolwide registration window for the 2022-23 school year, you will NOT be allowed to DE either semester.	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Attend a Virtual DE Information Session ➤ If unable to attend a virtual session, student and parent/guardian MUST review the informational video posted on the AHS DE website. ➤ This is required for anyone planning to dual enroll and must be done prior to meeting with a high school counselor. ➤ Student & parent/guardian must complete the form provided in the online presentation to verify attendance.	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Determine if the student meets the requirements to dual enroll? ➤ Resources: GA Futures, DE Virtual presentations, the AHS DE website, the specific college's website, CCSD DE website	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Complete the DUAL ENROLLMENT application for the specific college. See the Allatoona DE website. We have linked the schools most students choose to attend. ➤ There is NO APPLICATION FEE . If you are being asked to pay a fee, you completed the wrong application type. ➤ The student should complete the application and use their personal email address, not their parents' email address. ➤ Pay attention to Allatoona's deadlines, they are earlier than the college's deadlines. NO EXCEPTIONS WILL BE MADE!	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Submit a transcript (if applicable) ➤ Chattahoochee Tech does NOT require a transcript. ➤ The student will request a Dual Enrollment Transcript in the counseling office.	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Submit qualifying test scores (if applicable).	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Complete the Required Allatoona Dual Enrollment Paperwork. ➤ This information can be found on the Allatoona DE website under Forms and Resources . You will submit it to the appropriate Allatoona DE counselor prior to or during your appointment.	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Email the Allatoona DE Counselor to schedule a virtual meeting 2-year/Technical Colleges: Dawn Neely dawn.neely@cobbk12.org 4-year Colleges: Robin Rohrbach robin.rohrbach@cobbk12.org ➤ You should reach out AFTER you have completed your application, the required documents, submitted your transcript and test scores (as applicable).	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> COUNSELOR	<input type="checkbox"/> STUDENT <input type="checkbox"/> COUNSELOR
<input type="checkbox"/> Attend individual DE meeting w/ the AHS counselor. ➤ Discuss DE classes & complete the CCSD Advisement Plan ➤ This is done each semester.	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT <input checked="" type="checkbox"/> COUNSELOR	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT <input type="checkbox"/> COUNSELOR
<input type="checkbox"/> Verify with the college that they have received all parts of your application prior to the deadline. ➤ Can usually be verified by logging into your college account using the username/password you created when you completed your application.	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT

<input type="checkbox"/> Join the appropriate Allatoona DE REMIND <ul style="list-style-type: none"> ➤ Make sure you are set to receive notifications via a text or push notification through the app that you have downloaded to your phone. ➤ REMIND Information can be found on the Allatoona DE Website. 	<input checked="" type="checkbox"/> STUDENT <input checked="" type="checkbox"/> PARENT	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT
<input type="checkbox"/> Make it a habit to check your COLLEGE and PERSONAL EMAIL <ul style="list-style-type: none"> ➤ You will receive acceptance information & continued communication with the Dual Enrollment office and professors. 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Register for the college advisement/orientation <ul style="list-style-type: none"> ➤ Using the information in your acceptance letter. ➤ It is important that you register as early as possible. 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Register for classes as soon as the registration window opens. <ul style="list-style-type: none"> ➤ Pay attention to REMIND and your college email for information. ➤ Check the colleges academic calendar for specific registration dates. ➤ Failure to register on-time, could mean the class you need to take is full. 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Send any remaining documents the college requires for admissions (immunization, verification of lawful presence, etc.)	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Email a <u>PDF</u> of your <u>DETAILED SCHEDULE</u> to your assigned Allatoona DE counselor as soon as you register for classes. <ul style="list-style-type: none"> ➤ It MUST include your name, the days, times and campus location of your classes! 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> College Specific Issues? (can't login, need textbooks, etc.) <ul style="list-style-type: none"> ➤ First, check your emails (college email and personal), the college's DE website or your advisement handbook. ➤ Contact the DE Office! The AHS counselors do NOT have the ability to help. 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Go to class! <ul style="list-style-type: none"> ➤ You can check the college's Academic Calendar (college's website) and/or your schedule by logging into the colleges scheduling systems (i.e. BannerWeb/Owl Express) to determine the first day of classes. 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT
<input type="checkbox"/> Advocate for yourself! <ul style="list-style-type: none"> ➤ If you are struggling, you must advocate for yourself. ➤ You are considered a college student and will be treated as such. ➤ You (the student) must be the one that reaches out for help. ➤ The professors will not talk to your parent/guardian. ➤ All communication goes through you! 	<input checked="" type="checkbox"/> STUDENT	<input type="checkbox"/> STUDENT