

How to Apply for Dual Enrollment with Chattahoochee Technical College 2022/2023

Start by following the link to CTC website.

<https://www.chattahoocheetech.edu/>

The following slides are what you will see on the actual website.



Enrollment Info Tab → Admissions for Dual Enrollment (H.S. student)

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Admissions

- Admissions
- Admissions for Dual Enrollment
- New Student Orientation

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Records

- Official Transcript
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Thank you for your interest in Chattahoochee Technical College's dual enrollment program.

The Dual Enrollment Program allows qualified high school students the opportunity to maximize their education and career training by taking courses that earn college and high school credit at the same time! Students must be enrolled in the 10th, 11th, or 12th grade at an eligible public or private high school, or home school program in Georgia, and the College.

Students are permitted to take up to 15 credit hours per semester; dual enrollment funding will pay for up to 30 semester credit hours per student. ***Note: State Legislation is subject to change, which could impact dual enrollment participation, eligibility, and funding.***

Students in 10th grade are only permitted to take CTAE/Occupational courses and are not allowed to take CORE courses unless qualifying ACT or SAT scores are received. GSFC's [GAfutures website](#) provides a list of funding course categories differentiating CTAE and CORE courses. Refer to the [Dual Enrollment Course Directory](#) for a complete list of approved Dual Enrollment courses.

All college pre-requisites/co-requisites must be met for the course(s) chosen – refer to the [Chattahoochee Technical College Catalog](#) for a list of pre-requisites/co-requisites.

Dual Enrollment Deadlines

Students must complete all Dual Enrollment Admission steps by the applicable Dual Enrollment deadline to be accepted into the Dual Enrollment program at the college. Dual Enrollment deadlines differ from traditional students applying to the college after high school graduation as a Beginning Student. [Please visit DE Deadlines for more information.](#)

Spring 2023 (January-May 2023)

- November 1, 2022: Online Dual Enrollment Application Deadline
- November 15, 2022: Dual Enrollment Document Deadline

The Dual Enrollment Program is a great opportunity for high school students to get a jumpstart on their college career.

- It is important that you and your parent speak with your high school counselor to determine if the Dual Enrollment Program is the right fit for you.
- The first step all Dual Enrolled applicants must do is to complete and submit the college's Dual Enrollment Online Admissions Application. All students MUST start with this step FIRST in order to have access to their student portal to upload additional documents required for Admission.
- The Dual Enrollment Admission Steps differ from traditional students applying to the college after high school graduation as a Beginning Student.
- Click the **Steps To Apply** button below to see the steps for Dual Enrollment Admission and how to apply! Are you ready to get started?

[Steps to Apply](#)

Questions? Please contact us:

Dual Enrollment staff are available by phone from 8 a.m.–4 p.m. Monday – Friday

Email: Dual.Enroll@ChattahoocheeTech.edu

Phone: [770-529-2452](tel:770-529-2452)

Text: [770-343-4133](tel:770-343-4133)

Request more info/Inquiry form: [Dual Enrollment: Contact Us](#)

Follow Dual Enrollment on Instagram: [@chattechde](#)

Dual Enrollment Admission Steps



The **first** step all Dual Enrollment applicants **must** do is to complete and submit the college's Dual Enrollment online admissions application. Once the application is submitted and processed, students will have access to their student portal to upload additional documents required for admission. Once you have completed the online college application and it has been processed, please be sure to complete the REQUIRED additional steps below.

- **Please note:** You must choose student type **Dual Enrollment** to avoid the college's application fee. If you choose the incorrect student type application and pay the application fee, you will not be reimbursed and will have to complete another application using student type Dual Enrollment. Not following directions will incur errors and slow down processing time.
- Please allow adequate time (5-7 business days) for the application and admissions documents to be processed. Missing and processed items listed on the application status may not be accurate if status is checked prior to the allotted processing time from the date of submission.


[Start Application](#)

Make sure to use your personal email on your application, **not** your Pickens County Schools email.

STEP 2

Documentation Upload

After the college's online Dual Enrollment Application is processed, you will need to [obtain your Chatt Tech student ID number \(900#\)](#) and securely upload the additional documents required for admission.

 Please [login to your student portal here](#) to see what additional documents are required.

A. Complete and [upload an advisement plan](#) with your high school counselor. This document must have 3 signatures to be accepted: counselor, parent/guardian, and student. [Download the Dual Enrollment Advisement Plan Form here.](#)

B. Student must [upload a verification of lawful presence document](#). (EX: Birth Certificate, driver's license/permit, etc.) If your driver's license expires prior to the start of the term you are applying for, it will NOT be accepted. We recommend using your Birth Certificate, as this never expires.

C. **(Home School Students ONLY)** [Upload your Home Study Program Declaration of Intent](#) from the [Georgia Department of Education's website](#) and upload a copy of your Home Study Program Declaration of Intent.

D. *Optional – [Upload Qualifying Test scores for placement.](#)

- Due to Coronavirus (COVID-19), qualifying test scores will not be a dual enrollment admissions requirement for Spring and Summer Semesters of 2023, with the exception of 10th graders wishing to take CORE classes.

- 10th grade students **must** submit qualifying ACT or SAT scores to be eligible for CORE classes. 10th graders wishing to take Core classes must also upload a copy of qualifying ACT or SAT scores to GaFutures.

Use this link to upload the following Documents:

- Advisement Plan
- Verification of Lawful Presence (Drivers License or Birth Certificate)
- Test Scores (if needed)

The **Advisement Plan** is created after you meet with Mr. Bell or your counselor and must be signed by your parent/guardian. ***Please request an electronic version for submission.***

STEP 3

- Parent/Guardian must electronically complete and sign the Chattahoochee Tech Dual Enrollment Approval form. This form is not to be signed by the student, but can be completed by the student and parent/guardian together.
- This form is not to be completed by the student and is different than the GAfutures application.
- This form can only be completed after your college application has been processed. This form requires your Chatt Tech student ID number (900#).

- Completed by student
- Completed by Parent/Guardian
- Student monitors



- Complete the Dual Enrollment Approval Form here.

STEP 4


- Complete the dual enrollment funding application/student participation agreement through GAfutures.org.
- This is a multi-step process:

- A: Student must have or create a GAfutures account.
- B: Student must complete the GAfutures Dual Enrollment funding application/student participation agreement.


If you do not have a GAfutures account, create one now. GAfutures.org Instructions located PHS website → Staff → College and Career Coach.

- C: Parent must approve the completed dual enrollment funding application/student participation agreement. An approval email from GAfutures will automatically be sent to parent once student completes Step B.

Follow directions for “How to Dual Enrollment Funding Application”. Instructions located PHS website → Staff → College and Career Coach

 **After** Application and required Document submission, monitor your personal email for an:

- Email from CTC Technology Department which contains:
 - Your CTC email address
 - Your personal password
- Acceptance email from CTC Dual Enrollment Department

 **After** “Acceptance”, you will complete the following:

- 5 Complete the OKTA Security Login account.
- 6 Sign up for a DE New Student Orientation (NSO) session using the LINK in your college acceptance letter.
- 7 Attend DE NSO.
- 8 Register for classes. Registration information will be provided via email one day prior to your scheduled DE NSO. Mr. Bell can help you choose classes and register.
- 9 Provide a copy of your college class schedule to your high school counselor or homeschool administrator.
- 10 Check your Chattahoochee Technical College student email regularly for important dates, notifications and updates.