

How to Begin Dual Enrollment FY 2022:

Student Name: _____

Grade: _____

Date: _____

Please follow each step carefully to minimize delays later.

- Step 1:** I have completed the “Dual Enrollment Self Assessment” form located at the (PHS website-> Counseling-> Dual Enrollment) and have chosen the Dual Enrollment option that best fits my career plans. Form can also be picked up in Mr. Bell’s office room 304.
- Step 2:** I and my parent/guardian have received information from my counselor or high school or college representative regarding Dual Enrollment (can be as a group or individual, either live or virtual) or reviewed the **Dual Enrollment** PowerPoint that, based on the “Dual Enrollment Self Assessment”, best fits my career plans, located at (PHS website-> Counseling-> Dual Enrollment) and understand the Dual Enrollment requirements and regulations. If I had any questions in regards to the Dual Enrollment requirements and regulations, I made contact with my counselor or Mr. Bell.
- Step 3:** My transcript has been audited and I have received a “**Dual Enrollment Student ADVISEMENT Plan FY 2022**” from Mr. Bell or my counselor with approved Dual Enrollment classes that meet my individual graduation requirements. You **must** meet with Mr. Bell or your counselor to complete this requirement.
- Step 4:** The “**Dual Enrollment Student ADVISEMENT Plan FY 2022**” has been signed by myself and my parent/guardian and returned to Mr. Bell or my counselor. I have received a copy and will be responsible for uploading the copy to the approved participating college.
 - Please understand that the completion of the ADVISEMENT Plan is **NOT** registering you for classes and does not guarantee class availability. This simply provides the participating college with course interest data.
 - **You** will register for classes, during the registration period (after you have been accepted).
- Step 5:** Locate and follow the Dual Enrollment Admissions instructions located on participating college’s website. You will follow the participating college’s directions for submitting the college Admissions Application and all required Admissions documents and requirements, which includes attending the participating college’s New Student Orientation after you have been accepted.
 - ❖ **Parents and student:** PHS will provide support and guidance during the admissions process, but it is the **student’s responsibility** for following the directions given by the participating college. The student’s personal email and, after acceptance, their college email should be used for communication, **not** their PHS email.
 - ❖ If you need help with any of these requirements, please contact Mr. Bell or your counselor and we will guide you as you complete the requirements.
- Step 6:** If you do not have a GAfutures account, you will need to set up an account. Follow the directions in the “How to Create a GAfutures Account” located at (PHS website-> Counseling-> Dual Enrollment).
- Step 7:** You must fill out a Dual Enrollment Funding Application located on the GAfutures website. Follow the directions in the “**How to Dual Enrollment Funding Application**” located at (PHS website-> Counseling-> Dual Enrollment).

Contact with questions:

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Pickens County Schools College and Career Coach
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