



CHS Dual Enrollment: Steps to Apply

Students planning to dual enroll must read and complete all applicable steps in this packet!

IMPORTANT DEADLINES:

Must watch the DE Info video, take the quiz (Step 2), and turn in the DE Packet (Step 3) by:

Spring DE: October 5

Summer: February 5

Fall DE: April 3

Must meet with the CHS DE Counselor (Step 7) by:

Spring DE: October 15

Summer: February 13

Fall DE: April 17

DUAL ENROLLMENT CHECKLIST		PERSON(S) RESPONSIBLE	COMPLETED
1. Determine if the student meets the colleges requirements to dual enroll? Resources: GA Futures, DE Virtual presentations, the CHS DE website, the specific college's dual enrollment webpage, CCSD DE website.		☒ STUDENT ☒ PARENT	☐ STUDENT ☐ PARENT
2. Watch the entire DE Information Session: https://tinyurl.com/DEinfoFall25 <i>The student must complete the quiz provided in the online presentation and score a 100% to verify completion and understand of DE. It can be taken as many times as needed.</i> - You may have to download to get it to play. - This is required for anyone planning to dual enroll and must be done before meeting with a high school counselor.		☒ STUDENT ☒ PARENT	☐ STUDENT ☐ PARENT
3. Complete and turn in the Campbell Intent form, Local School Agreement, and page 2 of Advisement Plan signed by the deadline listed above. - Turn this in before you schedule an appointment with the school counselor. - This information can be found on the Campbell DE Counseling webpage.		☒ STUDENT ☒ PARENT	☐ STUDENT ☐ PARENT
4. Complete the DUAL ENROLLMENT application for the specific college. - 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 or their CCSD email. - Pay attention to Campbell's deadlines, they are earlier than the college's deadlines. NO EXCEPTIONS WILL BE MADE!		☒ STUDENT	☐ STUDENT
5. Submit qualifying test scores (if applicable). - KSU, GSU and other 4-year colleges may require the SAT or ACT. - Chatt Tech does NOT require test scores for admissions.		☒ STUDENT	☐ STUDENT
6. Schedule a meeting to meet with the appropriate Campbell DE Counselor by the deadline listed above. <i>To schedule go to > FIND IT FAST > Counseling > Counseling Team</i> Technical Colleges (Chattahoochee Technical College): Last Names A-M: Kimberly West (kimberly.west@cobbk12.org) Last Names N-Z: Dawn Holmgren (dawn.holmgren@cobbk12.org) 4-year Colleges (KSU, GSU, GA Highlands, etc.): Taisa Turner (taisa.turner@cobbk12.org) You should schedule this after you have completed your application.		☒ STUDENT	☐ STUDENT
7. Attend an individual DE meeting w/ the CHS counselor. - Discuss DE classes & complete the CCSD Advisement Plan - This is done each semester.		☒ STUDENT ☒ PARENT (optional) ☒ COUNSELOR	☐ STUDENT ☐ PARENT ☐ COUNSELOR

8. Submit a transcript (if applicable) - Chattahoochee Tech does NOT require a transcript. - All other college require a transcript. The student will request a Dual Enrollment Transcript when they meet with the CHS DE counselor.	☒ STUDENT ☒ COUNSELOR	☐ STUDENT ☐ COUNSELOR
9. Complete the student & parent/guardian portion of the Dual Enrollment Funding www.gafutures.org > HOPE & State Aid Programs > State Aid Applications > DE Funding - This is done once a year. (includes Summer Term-Spring Term)	☒ STUDENT ☒ PARENT	☐ STUDENT ☐ PARENT
10. Verify with the college that they have received all parts of your application prior to the deadline. - Can be verified by logging into your college account using the username/password you created when you completed your application. Send any remaining documents the college requires for admissions (immunization, verification of lawful presence, DE approval, etc.)	☒ STUDENT	☐ STUDENT
11. Join the Campbell DE BAND Notification App - Make sure you are set to receive notifications via a text or push notification through the app that you have downloaded to your phone. - The login info will be provided to you during your individual meeting.	☒ STUDENT ☒ PARENT	☐ STUDENT ☐ PARENT
12. Make it a habit to check your COLLEGE and PERSONAL EMAIL You will receive acceptance information & continued communication with the Dual Enrollment office and professors.	☒ STUDENT	☐ STUDENT
13. Complete College Advisement/Orientation - Using the information in your acceptance letter/email. - It is important that you register as early as possible. - It is strongly encouraged that you complete it.	☒ STUDENT	☐ STUDENT
14. Register for classes as soon as the registration window opens. - Pay attention to BAND 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.	☒ STUDENT	☐ STUDENT
15. Email a PDF of your DETAILED SCHEDULE to your assigned Campbell DE counselor as soon as you register for classes. It MUST include your name, the days, times, and campus location of your classes!	☒ STUDENT	☐ STUDENT
16. If you have an IEP or 504 Plan, contact the college to determine the steps needed to receive accommodations at the college.	☒ STUDENT	☐ STUDENT
17. College Specific Issues? (can't login, need textbooks, etc.) - First, check your emails, the college's DE website or your advisement handbook. - Contact the DE Office! The CHS counselors do NOT have the ability to help. - This must be requested by the student using their college email address.	☒ STUDENT	☐ STUDENT
18. Go to class! You can check the college's Academic Calendar (college's website) and/or your schedule by logging into the colleges scheduling systems (i.e. Student Portal/Owl Express) to determine the first day of classes.	☒ STUDENT	☐ STUDENT
Advocate for yourself! - 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! - Utilize campus resources such as the tutoring through the Academic Success Center.	☒ STUDENT	☐ STUDENT

Students Name: _____ CCSD ID: _____

Proposed Dual Enrollment College: _____

Campbell HS Dual Enrollment Intent Form 2026-27

Part I: Proposed DE Plan (This is what you would like to do – we will discuss specifics during your meeting.)

KEY:

Full-Time DE (FT) = 12 college credit hours

Part-Time DE (PT) = 2-11 college credit hours + classes at Campbell High School

Morning DE classes (AM) = this means your CHS classes will likely be scheduled for 3rd and/or 4th block

Afternoon DE classes (PM) = this means your CHS classes will likely be scheduled for 1st and/or 2nd block

If you are taking 3 DE classes, we will schedule accordingly.

SEMESTER	FULL-TIME (FT) OR PART-TIME (PT)	MORNING DE (AM) OR AFTERNOON DE (PM)
Spring 2026	___ FT ___ PT ___ N/A	___ AM DE ___ PM DE ___ N/A
Summer 2026	___ FT ___ PT ___ N/A	___ AM DE ___ PM DE ___ N/A
Fall 2026	___ FT ___ PT ___ N/A	___ AM DE ___ PM DE ___ N/A

Part II: Dual Enrollment Rules, Requirements, and Expectations

Student Initials	Parent/Guardian Initials	Rules, Requirements, and Expectations
		1. Students should consider where they plan to apply to college after high school, prior to participating in dual enrollment (DE). They are responsible for verifying that they will still meet admission criteria for that school if they take DE classes.
		2. Students are responsible for researching the dual enrollment college they plan to attend to determine if they meet admissions criteria.
		3. Students must complete the college's online DE application. All applications can be found on the college's website. Students must apply as a DE student and submit all required documents.
		4. Campbell has their own deadlines for submitting DE paperwork. Students must pay attention to all deadlines. We DO NOT adhere to the college's deadlines. If you do not submit your documents by Campbell's deadline, you will not be allowed to participate in DE the next semester. See the Steps to Apply page for more info on deadlines.
		5. All DE advisement meetings will be scheduled in advance. Last minute emergency meetings to participate in DE will NOT be honored.
		6. To be considered a full-time DE student, students must take a minimum of 12 credit hours. Students who take less than 12 hours at the college, must take classes at Campbell. (ex. 2 DE & 2 CHS)
		7. Part-time DE students must specify if they are planning to take their DE classes in the morning or afternoon.
		8. Once you have met with the appropriate DE counselor at CHS, and your classes have been chosen, you may NOT make any changes to your schedule unless you ask the appropriate counselor via email.
		9. Copies of schedules are due to your counselor as soon as you register. It is strongly recommended that you register for classes as soon as registration opens at the college to ensure you get the class you want at the time needed.
		10. Each semester, you must submit a detailed copy of your college schedule that should include your name, the course name, day, time and location of the class. You must also complete your DE Funding once a year.

		11. If a college class is full (the class is waitlisted), you will not be allowed to wait. You will be required to choose from the alternatives that were discussed during the DE meeting. If the alternative classes are not available, you will need to schedule another meeting with the CHS DE counselor to discuss other options. If you cannot find a suitable alternative, you will be required to return to CHS for class.
		12. Only students who participate in DE part-time are eligible for minimum day in the spring.
		13. Per CCSD Board Policy (IHA-R), you have the 10 days from the beginning of Cobb County's semester to drop classes and sign up for a new class. Please keep in mind that our schedules do NOT align with the colleges. If you drop the class after the CCSD 10-day period, you will receive a grade of 10% on your high school transcript. This will negatively impact your GPA.
		14. If you receive a notification from the college that you are failing a class and they recommend that you drop the class, DO NOT comply. This will result in your failing the class and earning a grade of 10%.
		15. If you are participating in DE, you are considered a college student. This means that you are responsible for communicating with your professor, advocating for yourself, and keeping abreast of high school events/information. It is extremely important that you check your email regularly, make sure you join the BAND communication app, and have notifications turned on.
		16. If you have a 504 Plan or IEP and wish to request services at the college. It is the student's responsibility to initiate that request with the college. Each college has their own requirements, but they will NOT communicate with parents and the student must submit the request using their college email.
		17. If you fail a class, you will be required to return to CHS for the next semester.
		18. On school days, DE students are ONLY allowed on the Campbell campus during the following times: before or after school for meetings, during their scheduled CHS class period, or for a meeting with a counselor. Students CANNOT hang out in the Learning Commons, on athletic fields, a teacher's classroom or anywhere else on campus, if you are not scheduled to be at school.

Part III: DE Presentation, College Application, and DE Funding Acknowledgement

The prospective DE student & parent/guardian have watched the entire recorded presentation, and the student has taken the quiz and earned a score of 100%. The video is located on the CHS Counseling webpage. If you select no, please do not turn this form in until you have completed this step.	☐ Yes ☐ No
The prospective DE student has submitted the DE application directly to the college.	☐ Yes ☐ No
The prospective student has submitted their funding application at www.gafutures.org and their parent/guardian has completed their part.	☐ Yes ☐ No

STUDENT INFORMATION & SIGNATURE	
STUDENT NAME:	DATE:
EMAIL:	PHONE #:
SIGNATURE:	
PARENT/GUARDIAN INFORMATION & SIGNATURE	
PARENT/GUARDIAN NAME:	DATE:
EMAIL:	PHONE #:
SIGNATURE:	

OFFICE USE ONLY		
☐ IEP Case Manager: _____	☐ 504	☐ Gifted



Cobb County School District School
Dual Enrollment (DE) Local School Agreement (LSA)

Student Name _____ Student ID _____ Current Grade Level _____

9th Grade Entry Date: _____ Anticipated Dual Enrollment (DE) College(s): _____

The student is applying for DE to begin in the following school term(s) (circle): Summer 20____ Fall 20____ Spring 20____

Enrollment options (please select one):

- ____ The student plans to attend college full time
____ The student plans to attend part time college/part time high school
____ The student plans to enroll for the summer term only

*****Student and Parent, please read and initial each section below.*****

____ / _____ Student participation in any DE program as defined in CCSD Administrative Rule IDCH-R Dual Enrollment Programs is a student choice. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its positive and/or negative effects upon high school graduation, grade point averages, HOPE eligibility, college admissions, and credit transferability, as well as any financial obligations outside the covered tuition and fees.

____ / _____ **ELIGIBILITY:**

A student shall be eligible to participate in the DE program if he/she:

1. Is enrolled in a Cobb County School District high school, and
2. Has not received a high school diploma, and
3. Meets admission requirements and has been accepted by an eligible DE college, and
4. Is an 11th or 12th grader OR an eligible 10th grader based on HB 444 exceptions, and
5. Registers for Selective Service upon turning 18, per federal law (males only).
6. Continued eligibility is contingent upon successful dual enrollment course completion.

____ / _____ **STUDENT PARTICIPATION:**

- DE colleges do NOT follow the Cobb County School District calendar
- DE students are NOT to loiter on the CCSD campuses when the college class is not in session (ie Media Center, Cafe, Gym, athletic fields, etc.)
- Part-time DE students must be flexible regarding their CCSD and college schedule. College courses should be scheduled around CCSD courses.

Participation in DE requires the student to:

1. Follow the rules and regulations of the college and Cobb County School District.
2. Maintain regular communication with the student's school counselor while in any DE program.
3. Provide to the high school a signed copy of the DE Local School Agreement (this document)
4. Meet with the high school counselor each semester to complete a High School DE Advisement Session
5. Provide to the high school a copy of the detailed college schedule upon class registration
6. Obtain DE high school counselor approval before any changes are made to the college schedule
7. Request and sign forms needed to authorize the college to notify the CCSD of the student's grade in each course
8. **Provide own transportation** Students are expected to arrive on time for all High School courses. Please allow for appropriate travel time. Tardies and absences due to DE may not be excused. Parking on the high school campus may not be guaranteed for DE students
9. Ensure high school receives official college grades by stated deadline in order to participate in graduation activities.

____ / _____ **STATE ASSESSMENT:**

1. Students are required to take the Georgia Milestones End-of-Course (EOC) assessment if they do not already have HS credit for Biology and American Literature. EOC assessments count 20% of the final grade. Other DE Courses taken at a college are exempt from the EOC.
2. Courses taken by the student at the college may contain some but not all of the concepts/topics taught in high school and assessed on the EOC.
3. It is the student's responsibility to obtain study materials and prepare for the EOC.

____ / _____ **COURSE CREDIT:**

1. The student must be classified as a full time student for fall and spring semesters. Full time status can be established in multiple ways:
 - a) Part-Time HS Block schedules: Student must take a minimum of four (4.0) high school credits per semester between the HS and the college
 - b) Part-Time HS Traditional schedules: Student must take a minimum of three (3.0) high school credits per semester between the HS and college
 - Students who select option a) or b) and are classified as 12th graders may choose minimum day, which reduces the HS schedule by one class period, according to Board Policy IED-R. Students who opt into minimum day must take at least one high school credit-bearing course.
 - c) Full-time College enrollment: Student must be enrolled in at least 12 college credit hours. Most college courses receive 3 credit hours.
 - Minimum Day **is not** an option for students attending the college full-time based on the state regulations for full-time DE requirements.
2. The maximum number of hours that are covered by DE funding per semester is 15 total college credit hours.
3. The total maximum "lifetime" number of hours that are covered by DE is 30 semester hours/45 quarter hours.
 - Students can self pay for approved DE courses beyond 30 hours or work with TCSG colleges to determine accessing additional state funded programs.

4. The semester/quarter hours awarded by the postsecondary institution will be converted to high school credits on the student's transcript as follows:

College Hours	High School Credit
1-2 Semester OR 1-3 Quarter Credit Hours	0.5 High School Credit
3-5 Semester Credit Hours OR 4-8 Quarter Hours	1.0 High School Credit

5. Most grades earned at the college will not receive additional quality points toward the high school GPA; however, additional quality points may be given for DE courses after the student has taken the highest instructional level in a specific subject area available at their high school (CCSD Admin Rule IDCH-R). The DE course must be a higher level than the HS course. This will potentially impact GPA. Students should consider course selection carefully.
6. A student may not repeat or retake a DE course, even if the postsecondary school makes this recommendation. Courses completed at the high school can be repeated at the college if an alternate DE course number exists.
7. Students must select from approved core and CTAE courses in the DE Course Directory, published on www.gafutures.org
- a. Courses not listed in the Course Directory are not eligible for DE funding, will not count toward full time status, and will not be awarded high school credit.

_____/_____
COURSE INCOMPLETION, WITHDRAWAL, OR FAILURE:

1. If a student withdraws from a DE course after the first ten days of the **CCSD High School term** regardless of the college drop/add and withdrawal policies, the withdrawing student will receive a grade of 10 in the course on the high school transcript according to CCSD Admin Rule IHA-R.
2. Students become ineligible to continue to receive DE funding for future terms after their 2nd course withdrawal.
3. A student's graduation may be delayed if:
- A student withdraws from, is dropped from, or fails a course needed for graduation.
 - A course is audited rather than taken for credit.
 - A student withdraws from a college class or fails a college class needed for graduation and is unable to enroll in a district high school or college course that will allow on-time graduation. (Note: not every course is offered every semester.)
 - A student withdraws from a college class and enters a high school class, potentially missing course content.

_____/_____
POTENTIAL FOR DIVISIVE CONCEPTS

1. Please be aware that the CCSD does not determine course content, class discussions or the nature of social conversations taking place during a college course.
2. Encountering content that may be considered as a divisive concept will not change the formentioned policies regarding course withdrawal after the 10 day of the CCSD semester.

COMPETITIVE ACTIVITIES:

"To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation" (Georgia High School Association Constitution and By-Laws). Other eligibility concerns may be confirmed with the athletic director. Students and parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.

_____/_____
DUAL ENROLLMENT APPLICATION, FUNDING APPLICATION, AND FEES:

****Students are required to complete Dual Enrollment Funding Application annually at www.gafutures.org.**

1. Student application deadlines (**Students must adhere to these CCSD deadlines unless the college admission and funding deadline is earlier.**)
- Fall – College Application and Dual Enrollment Funding Application are due by **May 1**
 - Spring – College Application and Dual Enrollment Funding Application due by **November 1** (if enrolling for the first time).
 - Summer – College Application and Dual Enrollment Funding Application due by **March 1** (if enrolling for the first time).
2. DE funding is capped at 30 semester/45 quarter hours for all students (TCSG programs may be able help access additional funding beyond 30 hours)
3. An eligible student must be enrolled in an approved eligible core academic, world languages, or Career, Technical and Agricultural Education (CTAE) career pathway course(s) listed on the Dual Enrollment Course Directory.
4. Students who wish to pursue the Accelerated Career Diploma, please see the LSA addendum for additional regulations and funding options.
5. DE students may be responsible for additional fees or supplies required for particular courses or optional fees charged by the college.
6. Students who wish to take more than the funded 30 DE courses must self-pay required tuition, fees, books, and any other related expenses. Courses must be chosen from the DE Course Directory. Unless enrolled in a TCSG program that covers additional fees and hours.
7. The student is responsible for tuition and fees for any course taken that is not in the DE Course Directory or on the student's DE application. These courses will **NOT** be awarded high school credit nor will they count toward full time status.
8. DE courses in degree-level core academic subjects (found on the HOPE eligible list at www.gafutures.org) are included in determining a student's High School HOPE GPA. HOPE eligible courses are given an additional 0.5 weight in the High School HOPE GPA calculation up to a GPA maximum of 4.0. The HOPE GPA can be found at www.gafutures.org and is NOT on the high school transcript.
9. DE courses/grades are NOT included in a student's college HOPE/Zell Miller GPA checkpoint calculations, attempted hours, or paid hour limits.
10. Low and/or failing grades in DE classes will impact initial HOPE GPA calculation negatively and may impact ability to earn HOPE and federal funding in the future.

We have read and understand all the conditions and procedures outlined in the DE Local School Agreement. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.

Student Signature_____ Date_____

Parent Signature_____ Date_____

ONE TEAM.ONE GOAL.STUDENT SUCCESS.

Accelerated Career Diploma (ACD)*

To be completed ONLY by counselors for students pursuing their high school diploma through the ACD track.

Accelerated Career Diploma information <https://www.tcsq.edu/completion2career>

1. Check below to indicate which qualifying Career Pathway will be pursued:

- ☐ Two (2) Technical College Certificates (TCCs) on **Approved TCSG List** (see link above)
- ☐ Technical College Diploma
- ☐ Associates Degree

2. Program of Study Area to be completed:

_____ (Welding, Health Science, etc.)

Completion of **Accelerated Career Diploma Agreement also required*

Dual Enrollment funds up to 30 semester hours/45 quarter hours.

Total Previously Earned and In Progress DE hours: _____ Total Proposed DE hours (as listed above): _____

Total Remaining DE hours (for future terms): _____

Notes:

Student Name Printed _____ **Date** _____

Student Signature _____

Student Phone Number _____

Student Email _____

Parent/Guardian Name Printed _____ **Date** _____

Parent/Guardian signature _____

Parent Phone Number _____

Parent Email _____

HS DE Advisor/Counselor Name Printed _____ **Date** _____

HS DE Advisor/Counselor Signature _____

Phone Number _____

Email _____