

DUAL ENROLLMENT

@ ATHENS TECHNICAL COLLEGE

Athens Technical College Dual Enrollment Instructions dualenrollment@athenstech.edu

Before you Begin! (High School Notification Required)

You must communicate with your high school counselor that you wish to participate in dual enrollment. Complete any high school dual enrollment forms and turn into your HS counselors.

HB444:

New regulations, so please read updates on the GAFutures website. NOTE that 9th grade students are no longer eligible for dual funding. 10th grade students must provide eligible SAT or ACT scores to take degree level general education courses. All students are limited to a 30 semester hours of funding.

Step 1:

Fill out online dual enrollment application on ATC Website www.athenstech.edu/dualenrollment. You must complete the application online and submit the [Recommendation/Permission Form](#) found on the website that requires counselor and parent signature. Submit the recommendation form to dualenrollment@athenstech.edu.

Step 2:

Login to GAFutures www.GAFutures.org and send your HOPE GPA transcript report to ATC. Once you log on, scroll down to "My HOPE GPA", click on link, and follow the instructions.

- If you are a HOME School student, you must also submit the Declaration of Intent to ATC.

Step 3:

- For 9th & 10th graders: Send test scores from ACT, SAT, or take the Accuplacer at ATC. Use link to sign up with their testing office <https://www.athenstech.edu/studentAffairs/testing/compasssignup.cfm>
- For 11th or 12th graders: If your HOPE GPA is 2.6 or above, NO test scores are required. You will need to print your "MY HOPE GPA" progress report from GAFutures and send to ATC as described above. If your HOPE GPA is below 2.6, then you must send test scores from PSAT, ACT, SAT, or take the Accuplacer at ATC.

Step 6:

Go to GAFutures and complete the NEW ONLINE Dual Enrollment Funding Application. To locate this, enter into the GAFutures website www.gafutures.org on the bottom right corner and choose the dual funding application 2020-2021 link. Then follow the directions. ALL students now are required to do the online application! You and your parent do this once per year, but your counselor must complete their portion for you ***each semester.***

****This funding application must be approved prior to the semester beginning by the college payment deadline!****

Step 7:

Check your application status on the ATC website. You will need your college student number to do this. You receive this number from ATC via email upon completing your college application. **Use your college student number and your official name when making any inquiry regarding your college status.**

Step 8:

Once accepted, you will receive an acceptance letter in the mail with instructions on how to register and the steps required prior to registration. You must follow the directions for advisement and registration each semester you are enrolled! You will be required to show proof of completion of the GAFutures funding application, the NEW Student Orientation, and E-Learning/Blackboard Orientation before you are permitted to register each semester. Notify your counselor of your acceptance and be prepared with a list of classes you wish to enroll prior to advisement each semester. Dual Enrollment advisors will be available for assistance as needed.

- ❖ Registration is completed by the Dual Enrollment Advisor each semester you plan to dual enroll. You do not register yourself as a dual student.

Step 9:

Once registered, you MUST send your counselor a copy of your schedule at ATC so they can confirm your high school schedule and approved your GAFutures funding application that facilitates payment for your classes and books.