Dual Enrollment Application Instructions

A step-by-step guide for completing the Dual Enrollment Application using Ga Futures.

Step 1

- Visit the GA futures website by going to www.gafutures.org
- Have your student log in using their username and password
  - If your student has forgotten their information, **do not create a new account.** Use the "forgot username" and "forgot password" options when selecting log in. If your student still cannot log in, have them contact their high school counselor.

Step 2

- Once logged into the GA Futures website, your student should now see the homepage. Select "My Dual Enrollment Profile."

Step 3

- After entering the Dual Enrollment Profile page, please read through the important information. After reading the page, select "Apply Now."
  - If the application does not move to the next page, be sure your pop-up blocker is turned off. If you cannot move forward, try using a different browser such as Microsoft Edge or Firefox.

Step 4

- Next you will see the Dual Enrollment Profile Options. Begin with "Apply for Dual Enrollment."

DUAL ENROLLMENT

The Dual Enrollment funding Application provides funding for students at participating Georgia high schools that are enrolled to take approved college-level courses at a participating eligible Georgia college or university. The students earn high school credit for graduation and earn college credit.

Your Dual Enrollment Profile Options:

Apply for Dual Enrollment — Must be completed each year you choose to participate. Note: only if you change high schools in the middle of the year, you must complete a new application.

Add College(s) — If you need to add a college for Dual Enrollment participation.

Resend Parent Acknowledgement Email — Parent/Guardian must authorize participation prior to high school approval.

View My Dashboard — Check the status of your application after you have submitted it.

Step 5

- Most of your student's information will autofill based on the content your student entered when creating their Ga Futures account. If it does not, enter the correct information on the form below. If the form will not allow you to enter the information, you will need to return back to step 2, and select "profile" and update your student's information. All information must be accurate. <u>The application will not process if the student's information does not align with the information the school has on file for your student.</u>
  - An email will be sent for parent authorization of this application. Be sure to enter a parent email address that can be checked by the parent/guardian.

Step 5 Cont.

- Next, read the participation agreement and select the "Student Acknowledgement" boxes when completed. Remember. You won't be able to select the "Parent/Guardian Acknowledgement" on this screen. Your parent will be emailed instructions on how to log in and approve of this information.

Step 5 Cont.

- Read the "Hope Grant Implications" below the "Student Acknowledgement" box and select the "I understand box."
- Next, read the certification statement and sign your legal name on the document.
- Click "Submit."

Step 6

- Congratulations! Your Dual Enrollment Application is complete.
  - Select "Return to my Dual Enrollment Profile."
- **Be sure to write down your application ID. Your parent will need this to sign the Parent Participation Agreement Form.**
  - If you forget this step, your student can view their ID by logging into their GAFutures account and finding the "messages" tab. In the Messages, students will receive a copy of the application confirmation and application ID.

DUAL ENROLLMENT APPLICATION

Return to My Dual Enrollment Profile

Thank you for your Dual Enrollment funding Application!

Your Application ID is ▮▮▮▮

An email has been sent to your parent/guardian's email address, as provided in your application, with instructions for acknowledging your Dual Enrollment funding Application and participation.

- Your parent/guardian must complete the Parent Acknowledgement for your Dual Enrollment funding Application prior to you being able to enroll in Dual Enrollment courses.
- Once your parent/guardian submits the acknowledgement, your High School and the College you plan to attend must approve your application.
- If you have not submitted an admissions application to the college(s) you want to participate in Dual Enrollment, visit the college website to apply.

After your parent/guardian, acknowledges your application, you can monitor the progress of your application by selecting the My Dual Enrollment Profile link after signing in to GAfutures. If your parent does not have an email address, have them visit GAfutures.org/DEparent to complete the agreement.

Step 7

- Select the "Add Colleges" from your Dual Enrollment Profile.

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View My Dashboard	Check the status of your application after you have submitted it.

Step 8

- Select the college you plan on participating in the dual enrollment program.
  - You may select more than one college if you plan on dual enrolling at two different institutions.

- When you've added the college(s), select "Add Colleges" for the information to save. Next, select "Return to my Dual Enrollment Profile." This will automatically save and there is no submit button.

DUAL ENROLLMENT ADD COLLEGE(S)

Return to My Dual Enrollment Profile

Add College(s) to Dual Enrollment Application ▮▮▮▮

Add the colleges you would like to apply for Dual Enrollment by placing your cursor in the box to select from a list of colleges. You are not able to remove colleges you have previously listed.

Chattahoochee Technical College | Kennesaw State University ✕

Add College(s)

Step 9

- Your Parent/Guardian will need to review your application and submit the Participation Agreement Form. Parent/Guardian will receive an email from noreply@gsfc.org to the email you designated in your application.
- The email will look like the example below. The Parent/Guardian should select the link "Access the Parent/Guardian Participation Agreement."

GAfutures
Explore. Plan. Succeed.

Dear Parent / Guardian,

█████████ has submitted an application to participate in the Dual Enrollment funding program.

As the parent/guardian, you must electronically complete the Participation Agreement to confirm participation or to deny participation in Georgia's Dual Enrollment Program.

Access the Parent/Guardian Participation Agreement

You will be prompted to provide the student's Application ID (provided to the student upon completing the application) and Date of Birth or student's SSN and Date of Birth.

If you have questions, please contact your student's high school.

Please do not reply to this email. Thank you.

Step 9 Cont.

- The parent/Guardian will need your Application ID or Social Security Number to move forward to the next step. Enter this information in the required box.
- Once this information has been entered, select the "submit" button.

Step 9 Cont.

- Next, the Parent/Guardian will read each section of the Participation Agreement form and check the required boxes.

Step 9 Cont.

- Next, the Parent/Guardian will read the Hope Grant Implications and check the "I Understand" box.
- The Parent/Guardian will also need to read the certification statement, acknowledge consent, and sign electronically.
- After the Parent/Guardian has completed these steps, select "submit."

HOPE Grant Implications

I acknowledge, once I, the student, reach the 30 semester or 45 quarter paid hours Dual Enrollment funding cap, I may qualify to receive HOPE Grant Bridge funding. Should I qualify and accept HOPE funding, the credit hours funded by HOPE Grant will be applied toward the HOPE & Zell Miller Grant 63 semester Paid Hours limit and toward the HOPE & Zell Miller Scholarship 127 semester or 190 quarter Combined Paid-Hours limit. Student must meet HOPE Grant eligibility requirements. For questions, discuss this option with your college's Financial Aid Office.

☐ I understand

I certify that the information reported and on any other document or writing in connection with this application is true, correct and complete to the best of my/our knowledge. I authorize release and exchange of information between the Georgia Student Finance Authority, educational institutions, and educational state agencies, and agree that such information exchanged may include financial, enrollment, academic status, identification, legal residency, and location information necessary to assure proper administration of this program. I understand that any willfully false statements made for the purpose of enabling the student to establish eligibility for, or to wrongfully receive, state student aid funds, may be subject to fine or imprisonment, or both, herein may result in prosecution for violation of Georgia Laws 1978, pp. 1249, 1310, which states that false swearing shall be punished by a fine of not more than $1,000 or imprisonment for not less than one or more than five years or both. I also understand that any refund of fees, paid resulting from withdrawal from a postsecondary institution, will be returned to the Georgia Student Finance Authority. Further, I authorize the postsecondary institution, to forward a transcript of grades to the high school or home study, at the end of the term(s) named.

○ I am the parent/guardian of _____ nd I agree for my student to participate in the Dual Enrollment funding Program. I authorize release and exchange of information for the student between the Georgia Student Finance Commission (GAfutures), the college/university and the high school regarding the student's enrollment, academic status, identification, necessary to assure proper administration of this program.

○ I am the parent/guardian of RYLEIGH HARRIS and I **do not** agree for my student to participate in the Dual Enrollment funding Program.

Student Signature*

signed: 03/26/2020

Parent Signature*

First Name   Last Name

Submit

Step 9 Cont.

- The Parent/Guardian will receive notification that the Participation Agreement has been received.

⚠️ **Dual Enrollment Participation Agreement**

Your acknowledgement for your student's participation has been received. If the student has not yet submitted an admissions application to the participating college, they will need to do so prior to enrolling in Dual Enrollment courses.

Close

Close

Step 10

- The student may now log in and review their dual enrollment dashboard status.

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| Add College(s) | If you need to add a college for Dual Enrollment participation. |

| Resend Parent Acknowledgement Email | Parent/Guardian must authorize participation prior to high school approval. |

| View My Dashboard | Check the status of your application after you have submitted it. |

Step 10 Cont.

- The student/parent participation agreement (SPA) and dual enrollment funding application are now _complete_!
- **Next Steps:**
  - Your high school counselor will approve of your application and funding after they have received a copy of your college schedule.
  - District Documentation must now be completed, which will be online after June, 2020. (This was formerly on the "Form 1" document)
  - Please email your high school counselor with any further questions that you have.

DUAL ENROLLMENT STUDENT DASHBOARD

Return to My Dual Enrollment Profile

My Dual Enrollment Profile

Show 10 entries   Search: 🔍

Last Name ⬇	First Name ↕	SSN	DOB	High School ↕	Grade Level ↕	SPA Signed by Parent ❷ ↕	Academic Year ↕	Term ↕	Postsecondary Institution (PSI) ↕	Funded Hours ❷ ↕	Dual Enrollment Application Status ❷ ↕	Activity Date ❷ ↕
▮	▮	XXXX-XX- ▮	▮	▮	10	Y	2020-2021				High School Profile Pending	03/26/2020

Showing 1 to 1 of 1 entries   Previous **1** Next