



# 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](http://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.



The screenshot shows the top navigation bar of the GAfutures website. On the left, the logo for GSFC (Georgia Student Finance Commission) is displayed. To the right of the logo are three buttons: "Create an Account", "Sign In", and "Help ?". A search bar is located to the right of the "Help ?" button. Below the navigation bar is a horizontal menu with eight items, each with an icon and text: "Home" (house icon), "HOPE & State Aid Programs" (gift icon), "Federal Aid & Scholarships" (money icon), "College Planning" (graduation cap icon), "Career Exploration" (arrow icon), "Resources" (document icon), "About Us" (calendar icon), and "My GAfutures" (gear icon).

# Step 2

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



GAfutures.org / My GAfutures /



- Profile
- Messages
- My Dual Enrollment Profile**
- My High School HOPE GPA
- My High School Transcript
- My College HOPE Profile



**Messages**

- No recent Messages



# 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.

Dual Enrollment funding Application

Application Procedure for Dual Enrollment

Important notice: Additional requirements may be implemented for the program year 2020-2021, effective Summer Term 2020. Updates forthcoming.

Apply Now

## 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. The application will not process if the student's information does not align with the information the school has on file for your student.
  - 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.

**DUAL ENROLLMENT APPLICATION**

[Return to My Dual Enrollment Profile](#)

[Print](#)

A new application must be completed and submitted each year you plan to enroll in college with Dual Enrollment. Refer to the Dual Enrollment Course Directory for approved courses which you may enroll and receive Dual Enrollment funding. Your counselor may approve courses up to the per term maximum of 15 semester or 12 quarter hours. A new application must be completed and submitted each year you plan to enroll in college with Dual Enrollment. Refer to the Dual Enrollment Course Directory for approved courses which you may enroll and receive Dual Enrollment funding. Your counselor may approve courses based on your eligibility. I understand that failure to enroll in and pass designated courses may result in my not graduating with my class. I understand that any credits earned under this program may or may not be transferable to a University System or other College; this is determined by the college transferring into. I also understand that any refund resulting from withdrawal from a college will be returned to the Georgia Student Finance Commission. Further, I authorize the college(s) named below to forward a transcript of my grades to my high school. An asterisk (\*) indicates a required field.

**Student Demographics**

First Name  MI  Last Name  SSN  DOB

Home Address  ZIP  City  State

Phone Number  Student's Email Address

Parent/Guardian Email Address  Confirm Parent/Guardian Email Address

Parents email address must be different than the student's email address.  Check this box if your parent/guardian does not have an email address

**High School**

Are you attending High School or Home Study? \*

High School  Home Study

High School \*

North Paulding High School (110965)

I plan to enroll in Dual Enrollment course(s) during the school year:  \*

During the school year I selected, I will be in the:  \* grade.

# 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.

## Participation Agreement

Student must complete acknowledgements before participating. After your acknowledgement is completed, your parent/guardian will be notified for parent/guardian acknowledgement. Review and check each box.

Student Acknowledgement	Parent/Guardian Acknowledgment	
<input type="checkbox"/>	<input type="checkbox"/>	The student must apply for admissions and be accepted by the college (postsecondary institution) as a Dual Enrollment student.
<input type="checkbox"/>	<input type="checkbox"/>	Dual Enrollment funding is capped at a total of 30 semester/45 quarter paid hours. The per term maximum is 15 semester or 12 quarter hours.
<input type="checkbox"/>	<input type="checkbox"/>	The student and parent/guardian must discuss with the high school advisor: Dual Enrollment expectations and responsibilities in conjunction with the student's graduation plan. The student must provide the advisor with proof of acceptance into the postsecondary institution and receive approval from the advisor before any course/schedule changes are made.
<input type="checkbox"/>	<input type="checkbox"/>	All attempted postsecondary courses and grades become a part of the student's permanent high school and college academic history and transcript records.
<input type="checkbox"/>	<input type="checkbox"/>	Be aware of your schedule - courses taught on the college campus follow the college calendar and courses taught on the high school campus follow the high school calendar.
<input type="checkbox"/>	<input type="checkbox"/>	The student may incur charges for specific course-related fees, such as a lab fee, books that are considered optional or for lost or damaged books.
<input type="checkbox"/>	<input type="checkbox"/>	The Dual Enrollment funding Program does not allow funding to repeat or retake courses. Students that withdraw from two courses will no longer be eligible for funding (effective Summer 2020 or after).
<input type="checkbox"/>	<input type="checkbox"/>	The student and parent/guardian acknowledges, if a student withdraws from a college course, the high school will make its best attempt to place the student in a corresponding high school or virtual course to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local school system shall determine how the course will be recorded: as a withdrawal or incomplete on the student's transcript. Public school student and parent acknowledge understanding of the local school system policy regarding withdrawal from Dual Enrollment classes.
<input type="checkbox"/>	<input type="checkbox"/>	A public high school student participating in the High School Graduation Option B (SB2) must complete all state-required coursework and assessments per the GADOE assessment guidelines/requirement, whether courses are taken at the high school or through Dual Enrollment. High School Graduation Option B (SB2) program requirements can be found here: <a href="https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-2-34.pdf">https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-2-34.pdf</a> and discussed with the advisor during the advisement session.
<input type="checkbox"/>	<input type="checkbox"/>	The parent/guardian acknowledges that the U.S. Department of Education requires that all postsecondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. This mandatory training information will be provided by postsecondary institutions at no cost and may include Dual Enrollment students.

## 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.”

**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.

**Student Signature \***

First Name

Last Name

signed: 03/26/2020

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 [REDACTED]



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](http://GAFutures.org/DEparent) to complete the agreement.

# Step 7

- Select the “Add Colleges” from your Dual Enrollment Profile.

## 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 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 [REDACTED]

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.”



**Dear Parent / Guardian,**

**[REDACTED]** 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.



### DUAL ENROLLMENT PARTICIPATION AGREEMENT

[Español](#)

[Dual Enrollment Parent/Guardian Participation Agreement](#)

You are required to complete the Participation Agreement for your student's participation in Dual Enrollment. For security purposes, enter your student's information below, using one of the search options:

<b>Application ID*</b> <input type="text" value="DE1234567"/>	<b>Date of Birth*</b> <input type="text" value="mm/dd/ccyy"/>
<input type="button" value="Submit"/>	

OR

<b>SSN*</b> <input type="text" value="XXXXXXXX"/>	<b>Date of Birth*</b> <input type="text" value="mm/dd/ccyy"/>
<input type="button" value="Submit"/>	

# Step 9 Cont.

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

## Dual Enrollment Parent/Guardian Participation Agreement

You are required to complete the Participation Agreement for your student's participation in Dual Enrollment.

### College Selection

Your student is interested in participating in the Dual Enrollment program at the colleges/universities listed below. If your student has not submitted an admission application and been accepted to the college(s), visit the college website.

### Parent Agreement

You are required to complete the Participation Agreement for your student's participation in Dual Enrollment. Review and check each box.

Student Acknowledgement	Parent/Guardian Acknowledgement	
<input type="checkbox"/>	<input type="checkbox"/>	The student must apply for admissions and be accepted by the college (postsecondary institution) as a Dual Enrollment student.
<input type="checkbox"/>	<input type="checkbox"/>	Dual Enrollment funding is capped at a total of 30 semester/45 quarter paid hours. The per term maximum is 15 semester or 12 quarter hours.
<input type="checkbox"/>	<input type="checkbox"/>	The student and parent/guardian must discuss with the high school advisor Dual Enrollment expectations and responsibilities in conjunction with the student's graduation plan. The student must provide the advisor with proof of acceptance into the postsecondary institution and receive approval from the advisor <b>before</b> any course/schedule changes are made.
<input type="checkbox"/>	<input type="checkbox"/>	All attempted postsecondary courses and grades become a part of the student's permanent high school and college academic history and transcript records.
<input type="checkbox"/>	<input type="checkbox"/>	Be aware of your schedule - courses taught on the college campus follow the college calendar and courses taught on the high school campus follow the high school calendar.
<input type="checkbox"/>	<input type="checkbox"/>	The student may incur charges for specific course-related fees, such as a lab fee, books that are considered optional or for lost or damaged books.
<input type="checkbox"/>	<input type="checkbox"/>	The Dual Enrollment funding Program does not allow funding to repeat or retake courses. Students that withdraw from two courses will no longer be eligible for funding (effective Summer 2020 or after).
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<input type="checkbox"/>	<input type="checkbox"/>	A public high school student participating in the High School Graduation Option B (SB2) must complete all state-required coursework and assessments per the 8ADOE assessment guidelines/requirement, whether courses are taken at the high school or through Dual Enrollment. High School Graduation Option B (SB2) program requirements can be found here <a href="https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBCE%20Rules/160-4-0-24.pdf">https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBCE%20Rules/160-4-0-24.pdf</a> and discussed with the advisor during the advisement session.
<input type="checkbox"/>	<input type="checkbox"/>	The parent/guardian acknowledges that the U.S. Department of Education requires that all postsecondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. This mandatory training information will be provided by postsecondary institutions at no cost and may include Dual Enrollment students.



# 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 [REDACTED] and 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\***

[REDACTED] [REDACTED]

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

# Step 10

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

## DUAL ENROLLMENT

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Your Dual Enrollment Profile Options:

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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 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  entries Search:

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

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