



Henry County Schools Dual Enrollment Handbook



Important Messages Regarding Dual Enrollment

“Participation in Dual Enrollment/Dual Credit programs eases the transition from high school to college, provides students an early start to their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities.”



Dr. John D. Barge, State School Superintendent, Georgia

Benefits of Dual Enrollment Credit:

- 1. Students get 2 for 1 credit**
- 2. Financially beneficial to students and parents**
- 3. Exposed to expanded course offerings**
- 4. Gets students ahead on college completion**
- 5. Higher college preparedness**
- 6. Increased wages upon job entry**



Georgia Department of Education

“Dual enrollment provides meaningful academic and financial opportunities for students. By completing dual enrollment courses, students are able to earn college credit while still in high school. This experience acclimates them to the collegiate learning environment, while the earned credit helps accelerate their momentum into job opportunities or into continuing postsecondary studies. Funding provided through the HOPE Scholarship program makes dual enrollment financially helpful for families. Speaking as a former high school principal, I have witnessed firsthand the academic and financial benefits that students and families receive through their successful experiences in dual enrollment programs. This is evidenced as students earn college credit while still in high school and are able to enter their postsecondary schools of choice with the potential to have years of college coursework already completed.”



**Rodney Bowler
Superintendent, Henry County Schools**

Are you interested in...

- ⇒ Getting a head start in college?
- ⇒ Earning college credit while still in high school?
- ⇒ Attending college courses and earning credit towards your high school diploma?
- ⇒ Reducing the cost of your college education?
- ⇒ Learning about college life?

Then check out dual enrollment options!



Explore dual enrollment programs early to ensure you have enough time for meeting requirements.

You can even do it all right here in Henry County at the [Academy for Advanced Studies!](#)

What are Dual Enrollment/Dual Credit Programs?

Dual Enrollment/Dual Credit programs provide opportunities for high school students to take college-level courses and earn credit toward both a high school diploma and a college degree while still in high school.

- ⇒ Available to all eligible 11th and 12th grade students, and in limited cases, 9th and 10th graders
- ⇒ Once approved, may enroll full or part-time in approved credit-bearing college courses
- ⇒ Courses may be taken before, during or after regular school hours on the college campus, online or at the Academy for Advanced Studies

What do I need to do first?

Explore Dual Enrollment (DE) information early! If you are interested in DE, you will need time to ensure that you meet local school and college entry requirements, including taking the SAT/ACT.

- ◆ Take the “Are You Ready for Dual Enrollment” quiz on page 6 and discuss the results with your family
- ◆ Review the DE Student Checklist on page 8

The law requires that you conference with your high school counselor before being approved for DE. The district forms and important advisement points are provided in this handbook for you and your parents review. The Dual Enrollment Credit Participation Sign-Off Form and the ACCEL/MOWR/DE Contract will be completed during the conference with your school counselor.



Get the jump
on your COLLEGE CAREER
with DUAL ENROLLMENT

Dual Enrollment/Dual Credit Programs in Georgia

Accel

Program for students to take academic, college-level, coursework for credit toward both high school and college graduation requirements.

Dual HOPE Grant

Grant program for students seeking diplomas or certificates from the Technical College System of Georgia's institutions.

Move On When Ready

Eligible 11th or 12th grade student take ALL courses through an eligible postsecondary institution. Students receive secondary and college credit for completing high school diploma requirements.

Articulated Credit

Credit that students are awarded by the high school and the post-secondary institution upon successful completion of identified courses through a pre-existing articulation agreement. This is accomplished at the high school, during the normal school day.

Early College

A partnership between a local school system and University System of Georgia institution. There are currently several Early Colleges in Georgia. Students can earn a high school diploma and work toward an Associate's or Bachelor's degree.

Gateway To College

Located exclusively on a college campus and is site specific through local agreements between local school systems and colleges.

Residential Programs

Offered for gifted, talented, and motivated students through the University System of Georgia at two institutions:

- The Advanced Academy of Georgia on the campus of the University of West Georgia
- The GA Academy of Mathematics, Engineering and Science at Middle Georgia College

ARE YOU READY FOR DUAL ENROLLMENT?

Circle the response which best addresses the questions below. At the end of the survey, tally your scores based on the response that you circled. Your scores are just an indicator as to whether you are a good candidate for dual enrollment. This assessment will not tell you how successful you will be in a dual enrollment course.

- 1. I am self-motivated and I do my schoolwork and homework without being told twice.**

1= Never 3=Sometimes 5=Always
- 2. I am an independent learner who does not require much attention from my teacher.**

1= Never 3=Sometimes 5=Always
- 3. I stay on task when doing my school work without redirection from my teacher.**

1= Never 3=Sometimes 5=Always
- 4. I schedule my time well at school.**

1= Never 3=Sometimes 5=Always
- 5. I schedule my time well outside of school and I complete schoolwork with minimal effort.**

1= Never 3=Sometimes 5=Always
- 6. I follow through on requests from my teachers.**

1= Never 3=Sometimes 5=Always
- 7. I am a student who takes personal responsibility for my learning.**

1= Never 3=Sometimes 5=Always
- 8. I am an academic honest student who always submits original work.**

1= Never 3=Sometimes 5=Always
- 9. I submit classwork, homework, projects, or any teacher given assignment on time without constant reminders about what is expected and the due date.**

1= Never 3=Sometimes 5=Always
- 10. I have a system for keeping up with dates that assignments/projects are due. I do not depend on the teacher to continuously inform me of due dates.**

1= Never 3=Sometimes 5=Always
- 11. I handle academic and personal situations independently without a lot of involvement from my parents.**

1= Never 3=Sometimes 5=Always

12. I am willing to put in extra time to be successful in a challenging class.

1= Never 3=Sometimes 5=Always

13. I seek help from my teacher when necessary.

1= Never 3=Sometimes 5=Always

14. I am on time for classes and prepared to learn.

1= Never 3=Sometimes 5=Always

15. I attend school on a regular basis.

1= Never 3=Sometimes 5=Always

16. I have strong study skills and I study even when the teacher does not assign homework.

1= Never 3=Sometimes 5=Always

17. I have strong reading skills and I am constantly reading inside and outside of class.

1= Never 3=Sometimes 5=Always

18. I have strong note taking skills which enable me to recall facts given during a classroom presentation.

1= Never 3=Sometimes 5=Always

TOTAL: _____

Scores of 18-53: Scores in this range may indicate that you are not a good candidate for dual enrollment because successful dual enrollment students possess strong study skills, reading skills, time management skills, and note-taking skills. Dual enrollment students should also be able to work well independently with little direction, possess strong motivation, and take personal responsibility for their course work. College professors will not remind students about turning in assignments/projects. It is the student’s responsibility to maintain a system of organization to meet the professor’s expectations. You may want to work on these areas before applying for dual enrollment.

Scores of 54-70: Scores in this range may indicate that you might be a good candidate for dual enrollment. However, there may be some areas that you will still need to improve if you want to be a successful dual enrollment student.

Scores of 71-90: Scores in this range may indicate that you are a good candidate for dual enrollment. Talk with your counselor about the appropriate steps to complete the dual enrollment process.

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

Student Dual Enrollment Checklist

Student Name _____

Attend a Dual Enrollment meeting at your high school or go to the counseling office to get information regarding the program from your counselor. **Get info EARLY (you will need time to take SAT/ACT and apply to colleges)

_____ Discuss dual enrollment options with your parents or guardian. Discuss transportation* to and from campus, classes, and money for books and fees. *transportation may be provided to the Academy for Adv Studies

_____ Meet (student and parent/guardian) with high school counselor regarding your plans and complete a Dual Enrollment Credit Participation Sign-Off Form and the DE/ACCEL/MOWR Contract (pages 12-16)

_____ Return completed Dual Enrollment Credit Participation Sign-Off Form to school counselor.

Register to take the COMPASS test and/or ACT, SAT. You can register for the SAT at www.sat.org/register or the ACT at www.actstudent.org/start. Contact the technical college to arrange testing for the COMPASS.

_____ Contact the college to find out their minimum score requirements. Check with the college to determine if they offer in-house COMPASS test and/or SAT, ACT.

_____ Send your scores to the college directly from the testing agency. You can do this when you register to take the SAT or ACT test(s).

Meet minimum admission requirements and apply to eligible college, university, or technical college.

_____ Check the admissions requirements of the school you plan to attend.

_____ Complete and submit an admissions application. Check with the school to find out their application deadline.

_____ Send an official transcript along with any other required documentation to the admissions office. You will have to pay a small fee for the transcript. Transcript requests are located in the counseling department.

_____ Contact the dual enrollment advisor at the college of interest to inform him/her of your interest in participating in the program.

Bring a copy of your acceptance letter to your high school counselor within two weeks of acceptance.

_____ Schedule an appointment for you and your parents/guardians with the high school counselor to review your transcript, determine what classes you need to graduate and how to arrange your high school schedule.

After meeting with your HS counselor regarding the recommendation of courses, consult with your college dual enrollment advisor to set up a class schedule.

Submit a copy of your college schedule to the high school counselor immediately.

_____ Complete and submit an online ACCEL application at www.gacollege411.org. You must sign in with your username and password. Please see your counselor if you need that information. **Do not create a new account.**

_____ Inform your high school counselor that you have submitted Part I of your online ACCEL application.

The high school counselor will complete Part II of the online ACCEL application and submit to the Georgia Student Finance Commission. If other documentation is required, please complete all sections pertaining to student and parent. Bring the forms to your counselor to complete the remaining sections.

Dual Enrollment Resources

[Academy for Advanced Studies, Henry County Schools](#) Mr. John Uessler, CEO

Phone: 770-320-7997

Email: juesseler@henry.k12.ga.us

Take courses from:

School	Clayton State University	Gordon College	Southern Crescent Technical College
Contact	Crystal Gladden	Rick Calhoun	Drew Todd
Phone	678-466-4633	678-359-5118	770-229-3065
Email	crystalgladden@clayton.edu	ricc@gordonstate.edu	dtodd@sctech.edu

More dual enrollment options are listed below. Please note that this is not an exhaustive list of opportunities, but is available in an effort to assist in your search.

- [Central Georgia Technical College](#)
- [Clayton State University](#)
- [Georgia Highlands College](#)
- [Georgia Piedmont Technical College](#)
- [Georgia Perimeter College](#)
- [Georgia State University](#)
- [Gordon State College](#)
- [Georgia Tech](#)
- [Kennesaw State University](#)
- [Middle Georgia Technical College](#)
- [Southern Crescent Technical College](#)
- [University of Georgia](#)
- [University of West Georgia](#)

More helpful sites:

[University System of Georgia](#)

[Technical College System of Georgia](#)

Click [here](#) for the DOE quick reference guide

Click [here](#) for the FY14 Dual Enrollment Guidance Document



Dual Enrollment FAQs

1. What is dual enrollment?

Dual Enrollment is a process through which a high school student takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution. The dual enrollment guidelines vary according to the dual enrollment program the student is involved in. Approved courses must count towards state and/or local graduation requirements.

2. Who can participate in dual enrollment?

Dual enrollment is open to any student who is enrolled in high school, meets criteria for participation in dual enrollment programs and is accepted by a state public or private postsecondary institution. High school students must have advisement and scheduling completed with their high school counselor before and approval from the postsecondary institution before enrolling in the college classes to receive high school credit. Students typically begin dual enrollment coursework in their junior or senior year of high school, but in some cases, students in grades 9 and 10 may participate if they meet specific eligibility requirements .

3. Where can I take dual enrollment courses?

Dual enrollment courses can be taken on a college campus, online or at the Academy for Advanced Studies in Henry County.

4. Where can I get more information on the Academy for Advanced Studies (AAS)?

Visit the school website: <http://schoolwires.henry.k12.ga.us/domain/5889#6> or contact the Academy by phone 770-320-7997.

5. Is transportation provided for students between the high school and AAS?

Henry County Schools will provide bus transportation for students between AAS and the home school. No transportation will be provided directly from a student's residence. Students who choose to provide their own transportation may do so. However, they will only be assigned a parking pass for AAS when they present a parking pass from their home school.

6. Will dual enrollment affect my HOPE cap?

No. Courses approved for dual enrollment will not count against the 127 paid hour cap for the HOPE scholarship.

7. Can I still participate in sports or other extra-curricular activities at my high school?

Yes! However, in some cases, course schedules and requirements may prevent you from participating.

Dual Enrollment FAQs

8. Will my student be able to start dual enrollment in the 9th grade?

Maybe. 9th and 10th grade students with a 3.5 GPA may be eligible for dual enrollment through the Accel or Hope Grant Programs. However, Move on When Ready is only for 11th and 12th grade students.

9. How many courses can I take through dual enrollment?

Students can enroll full-time (12-15 semester hours) or part-time (1-11 semester hours).

10. How much will dual enrollment cost?

There are no additional costs for tuition. There may be additional costs for books, fees or transportation related expenses.

11. Will I still have to take EOCTs for related dual enrollment courses?

Yes, all dual enrollment students must meet state assessment requirements. This means that dual enrollment students will have to take the associated EOCTs for courses aligned with HS EOCT courses. Dual enrolled students will take the EOCT and any other required assessment at the high school. Students need to be aware of EOCT and other required testing dates each semester.

12. Will college credits earned in high school transfer to all colleges and universities?

Students who earn college credits while in high school may decide to transfer to another postsecondary institution after graduation. College credits may or may not transfer, depending on the courses or programs of study. Check with the colleges before registration to see what courses will transfer.

13. Do all colleges and universities offer dual enrollment?

Not all colleges and universities offer the same courses or programs of study. Students are advised to contact the college for information on dual enrollment and available courses.

14. What if I have additional questions about dual enrollment?

If you have any questions about dual enrollment, please contact your school counselor for more information and use the links provided on the resource list in this document to access additional information.





Dual Enrollment Credit Participation Sign-Off Form

I. Overview of Dual Enrollment Credit

- A. Dual Enrollment Credit provides opportunities for high school students in grades 9-12 to enroll part or full-time at postsecondary institutions to earn dual credits. General information about the different dual credit programs must be distributed to all students in grades 8 through 11 **before April 1**.

- B. The counseling services concerning participation in dual enrollment credit have been provided to the participant and parents/guardians. The Georgia Department of Education's program guidelines and the student responsibilities have been explained and discussed and the participant clearly understands what is expected in order to enroll and continue participation in Dual Enrollment Credit. The student understands he/she must still meet the postsecondary institution's Dual Enrollment Credit requirements and approval before acceptance is completed. They have been made aware that dual enrollment grade conversions from the colleges could have a **negative effect** on their high school G.P.A. and class standing.

- C. The amount of tuition, mandatory fees, books and materials that may be paid for the student is dependent on which program the student participates. The financial information has been explained to the parents and students. There could be other expenses the student and/or parents/guardians may occur that would be their responsibility to pay.

II. Circle the following information regarding potential Dual Enrollment students:

- 1. **Yes / No** The student is currently on track to graduate from high school and meets all the eligibility requirements for participation required by secondary and postsecondary guidelines.

- 2. **Yes / No** The student is a resident of Georgia as determined by local system guidelines.

III. Indicate the Dual Enrollment/Dual Credit Program Requested by Student:

ACCEL

Move On When Ready

Dual HOPE Grant



Dual Enrollment Credit Participation Sign-Off Form

VII. Dual Enrollment/Dual Credit FTE Verification Checkpoint

The dual enrolled student **must** have a checkpoint conference at the high school with a counselor to sign and verify current enrollment and eligibility in a dual enrollment program in an eligible postsecondary institution.

Dual Enrollment/Dual Credit FTE Verification Checkpoint Dates Below:

September 17, 2014

Fall 2014 Dual Enrollment Checkpoint

Student must come to meet with a School Counselor by **September 17, 2014** and indicate items below:

I still currently meet all requirements for participation in the above indicated dual enrollment program.

I am currently enrolled in the

MOWR

Dual HOPE Grant

Accel

program at the beginning of the Fall 2013 semester.

January 17, 2015

Spring 2015 Dual Enrollment Checkpoint

Student must come to meet with a School Counselor by **January 17, 2015** and indicate items below:

I still currently meet all requirements for participation in the above indicated dual enrollment program.

I am currently enrolled in the

MOWR

Dual HOPE Grant

Accel

program at the beginning of the Spring 2014 semester.

Student Signature for Fall 2014

Student Signature for Spring 2015

Conference Date

Conference Date

Counselor Signature (and print last name)

Date



ACCEL/MOWR/DE Contract

Student Name _____ Date of Birth _____

Address _____

Postsecondary School Attending _____

Grade Level _____ Total Credits _____

Eligibility

- 1) ___ Students must be enrolled the prior year in a Georgia public high school and meet Georgia residency requirements.
- 2) ___ Students must be admitted and classified as an ACCEL/MOWR/DE student by an Eligible Postsecondary Institution.
- 3) ___ Students must complete one entire semester. Some situations will be reviewed on an individual basis, including but not limited to:
 - A. Withdrawal from or failure of a class needed for graduation
 - B. Inability to enroll in a high school or college course that will allow him/her to graduate on schedule
 - C. Situations that may hinder satisfactory progress in the high school course. (i.e. will re-enter the high school having missed the course content presented prior to the enrollment.)
- 4) ___ Students seeking to enroll in the ACCEL/MOWR/DE program will be expected to complete all graduation course requirements, GHSWT, EOCTs, and any other required assessments as defined by the GaDOE. Students taking DE courses that align with HS Courses requiring an EOCT, must take that EOCT. The EOCT grade will be factored into the final grade for the DE class.
- 5) ___ MOWR students are enrolled full time (12-15 hours) and take all coursework at the post-secondary institution.
- 6) ___ Upon completion of college courses, students shall be responsible for requesting an official transcript be sent to the student's high school.
- 7) ___ Courses can be taken beyond regular school hours and/or through the college's on-line courses that are part of the ACCEL/MOWR/DE course list.
- 8) ___ Students must adhere to the high school and college's behavior code of conduct and/or discipline guidelines and can be disciplined by either or both institutions for violations.
- 9) ___ Students and/or parents/guardians are responsible for all other expenses (which may include, but not limited to books, transportation, additional fees).
- 10) ___ Students enrolled in an eligible institution for secondary credit are not eligible for any other state student financial aid at an eligible institution for courses taken under the program.
- 11) ___ Students must meet with a high school counselor and complete the required forms to enroll in or change dual programs/classes.

ACCEL/MOWR/DE Contract

- 12) ___ Students are allowed to participate in high school competitive and other extracurricular events. They must meet all requirements established by the Georgia High School Association and Rule 160-5-1-.18 Competitive Interscholastic Activities Grades 6-12. Conflicts with class requirements and scheduling could prevent students from being able to participate.
- 13) ___ Students admitted under the MOWR program will not be permitted to switch to another DE program (ACCEL or HOPE Grant, etc.) during the quarter or semester once enrolled in classes.
- 14) ___ Students are required to make contact with their counselor at least once per month.
- 15) ___ Post-secondary courses which are aligned in the ACCEL Course Directory to a duplicated high school course may count as elective credit (ex. College Intro Biology to high school Biology I).

Course Credit

- 16) ___ If students do not qualify (Accuplacer test) for the correct math equivalent based upon their tentative high school course placement, students **must** enroll in Math at the zoned high school.
- 17) ___ Postsecondary semester hour credit shall be converted to high school unit credit as follows:
1 to 2 semester hours = .5 unit
3 to 5 semester hours = 1 unit
- 18) ___ Postsecondary quarter hour credit shall be converted to high school unit as follows:
1 to 3 quarter hour credits = .5 unit
4 to 8 quarter hour credits = 1 unit
- 19) ___ Earning a "D" in any DE/MOWR/ACCEL course may potentially affect graduation status (i.e. may have to retake course).
- 20) ___ Henry County Schools does not guarantee the transfer of credit; credit transferability is determined by the college in which you apply. It is the student's responsibility to contact the transfer college of interest to determine if dual enrollment credits will transfer to that institution.
- 21) ___ Student's high school graduation could be affected by course incompleteness, and/or failure.
____ Class ranking will be affected by enrolling in ACCEL/MOWR/DE.
____ The final semester grade will receive 10 additional points for students completing approved ACCEL/MOWR/Dual Enrollment courses.
____ Numeric Grading Conversion Scale:
A= 99 C= 79 F= 59
B= 89 D= 73

We acknowledge that we have read and understand all the conditions and procedures outlined in the DE Handbook and this contract.

Parent Signature: _____ Date: _____ Email: _____

Student Signature: _____ Date: _____ Email: _____

High School Counselor Name/Signature: _____ Date: _____