

How to Begin Dual Enrollment FY 2023:

Student Name: _____

Grade: _____

Date: _____

Please follow each step carefully to minimize delays later.

- Step 1:** I have spoken with Mr. Bell, or emailed him, to let him know my Dual Enrollment interests ex.: College core, Welding, Automotive, or other skill trade program (programs can be found on the Chattahoochee Tech website).
- Step 2:** I have chosen the Dual Enrollment option that best fits my career plans using the “Dual Enrollment Self-Assessment” form. The form can be picked up in Mr. Bell’s office (room 304) or located here: PHS website-> Counseling-> Dual Enrollment)
- Step 3:** My transcript has been audited and I have received a “Dual Enrollment Student ADVISEMENT Plan” from Mr. Bell or my counselor with approved Dual Enrollment classes that meet my individual graduation requirements. You must **meet** with Mr. Bell or your counselor to complete this requirement.
- Step 4: Step 5:** The “Dual Enrollment Student ADVISEMENT Plan” has been signed by myself and my parent/guardian and returned to Mr. Bell or my counselor. I have received a copy and will be responsible for uploading the copy to the approved participating college upon applying to the college.
- Please understand that the completion of the ADVISEMENT Plan is **NOT** registering you for classes. This has to be uploaded as a requirement from the college.
 - **You** will register for classes, during the registration period (after you have been accepted). Mr. Bell will be available to help with this process.
- Step 5:** If you do not have a GAFutures account, you will need to set up an account. Follow the directions in the “How to Create a GAFutures Account” located at (PHS website-> Counseling-> Dual Enrollment). **Mr. Bell’s office can help with this as well.**
- **All students wanting help with the remaining steps below will need to make an appointment with Mr. Bell. He will guide you through the remaining steps. (Recommended)**
- Step 6:** Locate and follow the Dual Enrollment Admissions instructions located on participating college’s website. You will follow the participating college’s directions for submitting the college Admissions Application and all required admissions documents. **Documents include, but not limited to: Dual Enrollment Advisement Plan and a Verification of Lawful Presence (Drivers License or Birth Certificate).**
- Parents and student:** PHS will provide support and guidance during the admissions process, but the **student** is responsible for following the directions given by the participating college and meeting the college deadlines. The student’s personal email and, after acceptance, their college email should be used for communication, **not** their PHS email.
- Step 7:** You must fill out a Dual Enrollment Funding Application located on the GAFutures website. Follow the directions in the “How to Dual Enrollment Funding Application” located at (PHS website-> Staff-> College and Career Coach).
- Step 8:** You must now monitor the personal email, provided to the college in your application, for directions to follow. PHS does not get copied on the directions from your college. **IT IS UP TO THE STUDENT TO FOLLOW THE DIRECTIONS FROM THE COLLEGE!!**

Contact with questions:

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