



A GEORGIA CHARTER SYSTEM

*Public Schools*

Every Child, Every Day, Without Exception

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## ***Dual Enrollment Guide for CCPS***

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# What is Dual Enrollment?

Georgia's Dual Enrollment (DE) Program provides up to 30 hours of college credit free of charge to eligible high school students in Georgia. The 30 hours does not count toward the student's maximum hour caps for HOPE Scholarship or HOPE Grant.

The program is designed to prepare high school students for college and career opportunities leading students to postsecondary institutions for an industry recognized certification or licensure, an associate and/or higher college degree, and successful employment. Dual Enrollment Students take college courses at their high school or on a postsecondary campus while receiving both high school and college credit when passing the approved college classes. Through this program students may save money on their college education by earning up to one year's worth of college credit.

## Dual Enrollment Funding

Dual Enrollment funds up to 30 semester hours of college credit before high school graduation. This is a hard funding cap. Dual Enrollment funding includes standard tuition, mandatory fees and required books. Funding is available for a maximum of 15 hours per semester.

Dual Enrollment only funds approved courses in career technology, English, math, science, social studies, and world language. It does not fund elective courses such as study skills or physical education.

Additional dual enrollment hours may be available through self pay and Hope Grant options.

## Dual Enrollment for CCPS Students

Catoosa County Public Schools (CCPS) partners with Georgia Northwestern Technical College (GNTC) and Dalton State College (DSC) to provide dual enrollment opportunities to CCPS students.

### Georgia Northwestern Technical College

GNTC is a two-year college and a member of the Technical College System of Georgia (TCSG). GNTC provides academic and technical college level courses.

At the College and Career Academy (CCA) students may take college level technical courses in criminal justice, construction, cybersecurity, education, logistics, mechatronics, and welding. Other technical courses are available to CCPS students at GNTC's Catoosa County and Walker County Campus.

A select number GNTC academic courses are available at CCPS high schools and are taught by CCPS teachers who are authorized by GNTC to teach. Additional academic courses are available online through GNTC.

## Dalton State College

DSC is a four-year college and a member of the University System of Georgia(USG). DSC provides academic college level courses.

A select number of DSC courses are offered through in-person or satellite instruction at the CCA. Students also have the option to take DSC courses on the DSC campus.

## Dual Enrollment Eligibility

Ninth grade students are not eligible to participate in Dual Enrollment.

Georgia Northwestern Tech accepts eligible 10th graders in approved dual enrollment career technical courses. Tenth graders who have a minimum SAT score of 1200 or minimum ACT score of 26 qualify to take approved Dual Enrollment courses through GNTC.

Eligible 11th and 12th graders with a 2.0 GPA may take academic and career technical courses at GNTC.

Dalton State College only accepts 11th and 12th graders. Students with a 3.7 academic GPA (English, math, science, social studies, and world language only) are eligible without a test score. Students with a 3.2-3.7 academic GPA must also meet ACT, SAT, or Accuplacer testing requirements. See [Appendix A](#) for details.

## Dual Enrollment Application Process

Students who wish to participate in Dual Enrollment will work with their school counselor to apply to the partnering college of their choice before the application deadline. The application process includes applying directly with the college as a Dual Enrollment student and completing the funding application on GAFutures. See [Appendix B](#) for details.

Application deadlines for GNTC are May 1st and October 1st. GNTC does not provide flexibility in their application deadline.

Application deadlines for DSC are July 1st and December 1st. DSC does provide limited flexibility in their application deadline.

The GAFutures application must be renewed annually to participate.

Once students have been accepted to the college, students will work with their school counselor and college Dual Enrollment counselor to select classes.

It is important to know that most Dual Enrollment courses require a laptop, which is not provided by CCPS.

## Dual Enrollment Courses

### Career Technical Courses

At Catoosa County's College and Career Academy, eligible students may take GNTC career technical courses. Upon successful completion of the program, students earn technical certificates in their field of study. Programs at CCA include criminal justice, construction, cybersecurity, education, logistics, mechatronics, and welding.

Eligible CCPS students may also earn technical certificates in other GNTC programs such as cosmetology, automotive, and information technology at GNTC's Catoosa County or Walker County campus.

### College General Education Courses

Colleges and universities in Georgia (and other states) require general education courses in an effort to provide a foundational knowledge in universal academics. In Georgia, the Core IMPACTS General Education Curriculum is required by all colleges in Georgia. Learn more about the Core IMPACTS General Curriculum [here](#).

Dual Enrollment is an excellent way to earn general education credits in English, math, science, social studies, and world language. See [Appendix C](#) for details.

Dual Enrollment does not fund courses in all subjects such as study skills or physical education. CCPS students who qualify for dual enrollment may take funded courses in place of their high school courses.

Eligible students have the option to take GNTC or DSC classes in-person at their high school, in-person at the College and Career Academy, on the college campus, or online. In-person classes are strongly recommended especially for the first semester of Dual Enrollment. Classes taken on the college campus, online, or through satellite follow the college's school calendar.

### Dual Enrollment in Place of High School Courses

Upon successful completion of a Dual Enrollment course, students will be awarded high school credit and college credit. For example, all students are required to take United States History,

and those who choose Dual Enrollment receive high school credit and college credit for the course.

Students will work with their school counselor to ensure high school graduation requirements are met and to determine other Dual Enrollment course options. See [Appendix D](#) for details.

## Transferring Dual Enrollment Credits

Dual enrollment credits transfer to other colleges and universities in Georgia and many postsecondary schools in other states. Depending on a student's course of study after graduation, some dual enrollment courses are more beneficial than others. It is crucial that students work with a school counselor as they begin to explore their dual enrollment and college options. School counselors will guide students through the dual enrollment process to ensure that their dual enrollment courses will transfer to their intended college or university. See [Appendix E](#) for details.

## Student Services

Students with a 504 or IEP plan are eligible and encouraged to request accommodations through college accessibility services. In order to obtain college-level accommodations while participating in Dual Enrollment, the student is required to contact and work with the college accessibility services. High school counselors may help students make initial contact; however, colleges work directly with the student.

Dalton State – Andrea Roberson – 706-272-2524 – [aroberson@daltonstate.edu](mailto:aroberson@daltonstate.edu)

GNTC – Brittany Elrod – 706-764-3832 – [belrod@gntc.edu](mailto:belrod@gntc.edu)

## Withdrawing from Dual Enrollment

In the unlikely event a student needs to withdraw from a dual enrollment course, here are a few important points to consider.

1. Each postsecondary institution sets the withdrawal deadline each semester. It is important to speak to a school counselor early in the semester when considering this option.
2. If a student withdraws from a Dual Enrollment class the student will be enrolled in a Catoosa Online Academy course to ensure the student earns the required credits.
3. Withdrawing from a college class is preferable to failing the course as the failing grade will be posted to the high school transcript and the college transcript.
4. Students may not receive Dual Enrollment funding for the same course twice. If a student opts to take a course for a second time, they must self pay.
5. Students who withdraw from two Dual Enrollment courses become ineligible for further Dual Enrollment funding.

6. Students who withdraw from a course will have a grade of “Z” for the course on their high school transcript. This does not impact the student’s GPA.

## Benefits of Dual Enrollment

Thirty hours of college courses is approximately one year’s worth of college credit. Students who take all 30 hours will save time and money in college. Dual Enrollment will save you and your parents money.

Dual Enrollment classes are college classes. Upon successful completion of the course, the student earns college credit that will transfer to their college after high school graduation.

Students who take Dual Enrollment courses while in high school have additional safety nets and support from their high school and from their family at home.

Students who earn technical certificates through Dual Enrollment will graduate prepared to enter the workforce and earn a higher wage than students who do not earn technical certificates.

## DE versus AP

### Dual Enrollment

Dual Enrollment courses are college level courses. DE classes follow the postsecondary institutions guidelines in terms of seat time, rigor, and expectations. Dual Enrollment courses are more rigorous than high school courses and move at a faster pace.

Upon successful completion of the course, the course is posted to the student’s high school transcript and college transcript. Public Georgia technical colleges, four-year colleges and universities and most private Georgia colleges and universities accept Dual Enrollment credits. See [Appendix E](#) for details.

### Advanced Placement

Advanced Placement (AP) courses are rigorous high school courses taught at the college level in preparation for the AP Exam. College credit is not guaranteed. In order to earn college credit, students must take the associated AP exam and earn a specific score determined by each postsecondary institution. There is a fee to take the AP exam.

Because AP courses are governed by the AP Board, AP courses tend to be consistent in terms of curriculum and rigor across the nation. Highly competitive out of state universities, i.e. Ivy League schools may expect to see AP courses on a student’s high school transcript. Students

considering such schools should check with the university's admissions office for further guidance.

## Dual Enrollment Grade Reporting

GNTC and DSC report letter grades on student transcripts. Numeric grades are required for high school transcripts. Therefore, students will follow the postsecondary institution's policy to request numeric grades be reported to the base school at the end of each semester. The high school counselors will help students obtain numeric grade records.

Catoosa County Public Schools does not weight grades because the state requires that school districts report any grade weighting practices. The Georgia Student Finance Commission (GSFC) removes the locally added weight and applies its own weighting system when determining Hope Scholarship.

For more detailed information regarding this topic, please visit:

<https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/understanding-the-college-hope-gpa-stem-directory/>

## First Steps to taking Dual Enrollment Courses

- Meet eligibility requirements for your program of choice
- Talk to your parents about the Dual Enrollment options
- Talk to your school counselor to develop a course plan
- Apply and be accepted to your program of choice
- Complete the DE Funding Application through GA Futures including parents portion
- Work with your counselor to register for Dual Enrollment courses
- Attend required Orientation programs

## Learn More about Dual Enrollment

[GADOE Dual Enrollment Program Information](#)

[GAFutures Dual Enrollment Program Information](#)

[University System of Georgia Dual Enrollment Program Information](#)

[Technical College System of Georgia Dual Enrollment Program Information](#)



# Contact Information

## **Heritage High School**

Cassey Campbell (A-D) - [ccampbell.hhs@catoosa.k12.ga.us](mailto:ccampbell.hhs@catoosa.k12.ga.us)  
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## **Lakeview Fort Oglethorpe School**

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Diane Stichler (12th) - [dstichler.lfo@catoosa.k12.ga.us](mailto:dstichler.lfo@catoosa.k12.ga.us)

## **Ringgold High School**

Joel Svoboda (A-D) - [jsvoboda.rhs@catoosa.k12.ga.us](mailto:jsvoboda.rhs@catoosa.k12.ga.us)  
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Sharon Brown (R-Z) - [sbrown.rhs@catoosa.k12.ga.us](mailto:sbrown.rhs@catoosa.k12.ga.us)

## **District Dual Enrollment Coordinator**

Dr. Lisa Logan - [llogan@catoosa.k12.ga.us](mailto:llogan@catoosa.k12.ga.us)

## Appendix A - Dalton State Testing Requirements

\*No testing requirement for a 3.7+ GPA.

Dalton State Testing Requirements	3.2 GPA
SAT/PSAT Evidence-Based Reading & Writing	480
SAT/PSAT Math	440
ACT English or Reading	17
ACT Math	17
Accuplacer Reading	237
Accuplacer WritePlacer	4
Accuplacer Quantitative Reasoning, Algebra, and Statistics	258

## Appendix B - Applying to Dual Enrollment

### GAFutures Funding Application

- Ask one of your parents for his/her email address. You will need it for the application - it cannot be the same email address you use to create the account.
- Go to [gafutures.org](http://gafutures.org)
- Select "Create an Account" at the top of the homepage (make sure you remember or write down the username and password you create!)
- Click "student" and complete the profile information (make sure to enter your social security number correctly)
- Sign In
- Select My Dual Enrollment Profile
- Click "Apply Now"
- Check all information, enter Parent email if needed. List Dalton State as your college. Click all Student agreement boxes and submit.
- Parents** will receive a Participation Agreement email. They must respond for your application to go through.

## Georgia Northwestern Technical College Application Process

- Go to [gntc.edu](http://gntc.edu)
- Click “apply now” at the top of the homepage
- Click “apply online”
- Click “New Users, Click Here” USE PERSONAL EMAIL - NOT SCHOOL EMAIL
- You should receive an email with a link to set a password
- Click “Start a New Application”
- Select Dual Enrollment from the drop down boxes as Type of Application (if you don’t do this, you’ll be charged \$25), and click “Start Application”
- Complete all sections, including term you’d like to be in (Spring, Fall, Summer), Complete all items marked with an asterisk\*
- Review Application and make sure your full legal name and social security number are entered correctly and match your GAFutures account
- Submit (be sure to check the box agreeing to terms)

## Dalton State College Application Process

- Create an account in [DSC Nest Portal](#)
- Click “Create My Account”
- Complete all information, for Student Type choose “Dual Enrollment”
- Click “Next” and enter remaining information, submit application
- To complete application, contact your School Counselor so he/she can send DSC your
  - Official High School Transcript
  - PSAT Scores, if qualifying with PSAT
- You will be required to upload a picture of your driver’s license in the Nest Portal
- Check your admission status by logging back into your Nest Portal
- After acceptance to Dalton State: Set up advising appointment with Hayley Cooper
- Attend Dalton State Orientation (available at the CCA)

## Appendix C - Georgia College General Education

Courses listed below are recommended Dual Enrollment courses that also meet the General Education Core IMPACTS curriculum set forth by the University System of Georgia. The courses listed below are offered through GNTC and/or DSC.

Domain	Courses	Minimum Number of Courses for a 4-year degree
<b>Writing</b>	ENGL 1101 English Composition I* <b>AND</b> ENGL 1102 English Composition II*	2
<b>Mathematics</b>	MATH 1111 College Algebra* <b>OR</b> MATH 1113 Precalculus* <b>OR</b> MATH 1401 Elementary Statistics***	1
<b>Institution</b>	SPCH 1101 Public Speaking* COMM 1110 Fundamentals of Speech**	2-3
<b>Humanities</b>	ENGL 2130 American Literature*	2
<b>STEM</b>	BIOL 1107K Principles of Biology II** BIOL 1108K Principles of Biology II**	3
<b>Citizenship</b>	POLS 1101 American Government* <b>AND</b> HIST 2111 US History to 1877* <b>OR</b> HIST 2112 US History since 1877*	2
<b>Social Sciences</b>	<b>More options to meet course minimum</b> HIST 1111 World Civilization to 1500 CE* HIST 1112 World Civilization since 1500* HIST 2112 US History since 1877* PSYC 1101 Intro to Psychology* SOCL 1101 Intro to Sociology*	3-4
<b>Field of Study</b>		Typically 6

\*Offered through GNTC and DSC

\*\*Offered at CCA through DSC

\*\*\*Offered through DSC

## Appendix D - High School Graduation Requirements

<b>Grade</b>	<b>Required Course</b>	<b>Dual Enrollment option</b>
9	Literature & Composition I	
9	Algebra I	
9	Physical Science	
9	American Government or World History	
9	From Here to Career	
9	Health & PE	
10	Literature & Composition II	
10	Geometry	
10	Biology	
10	American Government or World History	
<b>Grade</b>	<b>Required Course</b>	<b>Dual Enrollment option</b>
11	Literature & Composition III	ENGL 1101 (English Composition I)
11	Algebra II	
11	Chemistry or Environmental Science	
11	U.S. History	HIST 2111 (before 1877) <b>OR</b> HIST 2112 (since 1877)
12	Literature & Composition IV	ENGL 1101 (English Composition I) <b>OR</b> ENGL 1102 (English Composition II)
12	4th math	MATH 1111 (College Algebra)
12	Personal Finance and Economics	
12	4th Science	BIOL 1107K (Principles of Biology)
10-12	CTAE Class or Fine Art or Foreign Language*	Career Pathway at CCA
10-12	CTAE Class or Fine Art or Foreign Language*	Career Pathway at CCA
10-12	CTAE Class or Fine Art or Foreign Language	Career Pathway at CCA
9-12	Additional courses for minimum of <b>28</b> high school credits	Additional Dual Enrollment courses

\* Two credits in a world language are required for most 4-year colleges.

## Appendix E - Dual Enrollment Transfer Credit

Each college and university has a transfer equivalency page on their website that students and counselors can refer to determine how dual enrollment credit will transfer.

GAFutures has a transfer equivalency tool; however it does not include every Georgia college and university. Students will need a GAFutures login to use this tool. [GA Transfer Tool](#)

### Common Dual Enrollment Courses

<b>GNTC</b>	<b>DSC</b>	<b>Transfer to UGA as</b>	<b>Transfer to GA Tech as</b>
ENGL 1101	ENGL 1101	ENGL 1101	ENGL 1101
ENGL 1102	ENGL 1102	ENGL 1102	ENGL 1102
ENGL 2130	-----	ENGL 2GXX (elective)	LMC 3511
-----	ENGL 2130	ENGL 2330	LCC 2208
SPCH 1101	COMM 1110	COMM 1100	FREE 1XXX (elective)
MATH 1111	MATH 1111	MATH 1GXX (elective)	-----
MATH 1113	MATH 1113	MATH 1113	MATH 11X3
MATH 1127	MATH 1401	-----	MGT 2250
HIST 1111 (WH)	HIST 1111 (WH)	HIST 2701	SS 1XXX
HIST 1112 (WH)	HIST 1112 (WH)	HIST 2702	HIST 1031
HIST 2111 (US)	HIST 2111 (US)	HIST 2111	HIST 2111
HIST 2112 (US)	HIST 2112 (US)	HIST 2112	HIST 2112
-----	ECON 2106	ECON 2106	ECON 2106
-----	ECON 2105	ECON 2105	ECON 2105
PSYC 1101	PSYC 1101	PSYC 1101	PSYC 1101
POLS 1101	POLS 1101	POLS 1101	POLS 1101
SOCI 1101	SOCI 1101	SOCI 1101	SOCI 1101
-----	BIOL 1107K	BIOL 1107-1107L	BIOS 1107-1107L
-----	BIOL 1108K	BIOL 1108-1108L	BIOS 1108-1108L