



JHS Dual Enrollment Checklist

OVERVIEW:

THE JHS CHECKLIST IS DESIGNED TO GUIDE FAMILIES ON THE DUAL ENROLLMENT PROCESS FOR JACKSON HIGH SCHOOL. THE JHS DUAL ENROLLMENT CHECKLIST IS TO BE COMPLETED BY THE PARENT AND THE STUDENT. PLEASE CONTACT YOUR SCHOOL COUNSELOR IF YOU HAVE ANY QUESTIONS.

JHS Dual Enrollment Checklist

Student Name: _____ Grade: _____

I am interested in:

GRCCA _____ Southern Crescent Technical College (Independent) _____ Gordon State College (Independent) _____

Parents: Please initial each statement indicating you understand the dual enrollment process.

_____ Preview the Mandatory Dual Enrollment presentation with your student. *Plan EARLY; your student may need time to take the SAT, ACT, and/or ACCUPLACER to apply to the desired college/university. In person meeting on 1/28/25. The presentation will then be located on JHS Counseling website under Dual Enrollment.

_____ Ensure you meet the [eligibility requirements](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/) for participating in dual enrollment as outlined in HB444 (<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/>)

_____ Discuss dual enrollment options with your student. Discuss transportation to and from campus. Transportation may be provided to the GRCCA campus for college/university courses offered on that campus during school hours. *However, transportation to any college/university is the responsibility of the student and parent/guardian.

_____ Check the admissions requirements and important dates of the college/university your student plans to attend.

_____ Check with the college/university to determine if they offer in-house ACCUPLACER, SAT, and/or ACT testing.

_____ If applicable, register to take the ACT, SAT, and/or ACCUPLACER. Register for the SAT at www.collegeboard.com or the ACT at www.act.org. When registering online, send test scores to the college directly from the testing site.

_____ Complete and submit an admissions application by the deadline set by Jackson High School.

_____ Ensure that your student's social security number is correct on all application materials.

_____ Send an official transcript along with any other required documentation to the admissions office. You can request your transcript through gafutures.org.

_____ Complete the Parent Participation Agreement. This will be available via email after your student completes the Student Application for Dual Enrollment Funding on the GAFutures.org website. Please make sure your student has your correct email address.

After Acceptance to the College/University, Follow the Steps Below:

Students: Please initial each statement indicating you understand the dual enrollment process.

_____ Attend (student and parent/guardian) a Dual Enrollment Parent Night at JHS (Prior to applying and acceptance).

_____ Log into (or create an account) your GAFutures.org account and complete the Student Application for Dual Enrollment funding. Funding application will open in February. Please ensure you have your parents' correct email address before completing this form.

_____ Meet (student and parent/guardian) with high school counselor regarding your plan, review your transcript, and determine what courses you need to graduate and how to arrange your high school and college/university schedules. At the time of meeting, please bring the following documents:

- College/University acceptance letter
- Signed JHS Dual Enrollment checklist

_____ After meeting with your high school counselor regarding the recommendation of courses and forms are signed, your completed College/University Advisement Form and transcript will be submitted to the DE contact.

_____ Submit a copy of your college schedule to the high school counselor immediately in order for your counselor to request payment for college courses.

Critical Reminders:

_____ I acknowledge I am able to enroll in a total of **15 semester hours or 12 quarter hours** combined at all postsecondary institutions in which I am enrolled.

_____ I acknowledge that the Dual Enrollment Funding Cap is 30 semester or 45 quarter hours. This is a hardcap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program.

_____ A new online program DE Funding Application will need to be completed **each school year**, if you wish to participate in dual enrollment courses. This is completed entirely online via GAFutures.org.

_____ A new college/university Advisement Form/Schedule should be completed every term (every semester or every quarter) in which you are enrolled in a DE college or university.

_____ Students must maintain Satisfactory Academic Progress (SAP) in all college dual enrollment courses for continued participation.

_____ You must confer with the high school counselor prior to withdrawing or dropping a DE college course.

Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college.

_____ Please ensure that if you have to drop or withdraw from a DE course that you do so prior to the add/drop window for the DE college. Failure to drop or withdraw after the DE colleges add/drop deadline will result in a failing grade posted to your high school transcript.

_____ If the DE college/university transcript reflects a W, WF, or WD, your high school transcript will reflect an F (55 numeric grade).

Effective Summer term 2020 (FY2021), a student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding.

Effective Summer term 2020 (FY2021), students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal. Course withdrawals prior to Summer term 2020 are not included.

Letter/Alpha grades assigned by the post-secondary institution on a student's official transcript through Dual Enrollment will be converted to a numerical grade according to the district's conversion chart in the Butts County Schools Student and Parent Handbook. JHS will not accept statements or forms from DE professors regarding numeric averages. Only grades sent to high schools on official college transcripts are accepted.

Textbooks must be returned to the college/university each semester in order for the counselor to receive your transcript.

To be eligible for selection as Valedictorian or Salutatorian at Jackson High School, students must be continuously enrolled at Jackson High School for two school-calendar years, one of which must be the senior year,

Students must communicate and check in with their high school counselors periodically.

Self-Pay Dual Credit Course(s)

A Self Pay Dual Credit Course is a post-secondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which, beginning with the 2021-22 school year, the student receives credit from his/her eligible high school. [State Board of Education Dual Enrollment Rules](#).

Students who wish to take more than the funded 30 DE courses must self-pay required tuition, fees, books, and any other related expenses. Courses must be chosen from the DE course directory or a list of approved self-pay dual credit courses.

The parent/student is responsible for tuition and fees for any course taken that is not on the approved DE Course Directory or on the student's DE application. These courses will NOT be awarded high school credit nor will they count toward full-time status.

Before registering for Self Pay Dual Credit Courses, students must complete and submit the [Self-Pay Course Approval Form](#) to the high school counselor before paying for any college courses, textbooks, and fees.

Self-Pay Dual Credit Courses and the final grading mark will be posted to the student's transcript if the course is taken at a participating postsecondary institution. Students who elect to take Self Pay Dual Credit Courses must also agree to having all final grades added to their high school transcript. They also give their high school permission to access all college transcripts from the postsecondary institution for which the credit was earned. Students who elect to take Self-Pay Dual Credit courses must still meet the dual enrollment [eligibility guidelines](#) for participation outlined in HB444.

Enrollment Dates:

Final Date to register for the School year 2025-2026 will be May 5, 2025.

January 2025

We have read and understand all the conditions and procedures outlined in the Dual Enrollment Checklist. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.

Student Name

Student Signature

Student Email

Parent Signature

Date

Parent Email