

Walton High School Dual Enrollment Checklist

Students: Follow all the required steps in the order they appear on the dual enrollment (DE) checklist to ensure you complete all requirements by the required deadlines.

CCSD DE Deadlines:

Fall & Summer: May 1st

Spring: November 1st

Note: If the college DE deadline is earlier than November 1st (spring) or May 1st (fall or summer), we strongly recommend completing the process as soon as possible. College courses fill up quickly!!!

- Both you and a parent/guardian must attend a mandatory [Walton DE information session](#).
- Research [DE admissions requirements](#) at participating colleges and universities.
- Check the [testing requirements](#) for your chosen college. The University System of Georgia has waived the DE test score requirements through Summer 2025, but certain institutions may opt to continue to require test scores. If required, send your official test scores directly to your chosen college.
 - [SAT](#)
 - [ACT](#)
 - PSAT: Check your chosen college's DE website to see how they want you to submit your PSAT scores
 - AP scores: Send [AP scores](#) directly to the college to exempt intro-level courses
- Submit the DE application to your chosen college (found on the college website). *Note: Use your personal email (e.g., Gmail, Hotmail, etc.) when applying to your chosen college.*
 - Common colleges Walton students attend for DE include [Chattahoochee Tech](#), [Kennesaw State University](#), [Georgia State University](#), [Perimeter College](#), and [University of North Georgia](#).
 - [Click here](#) for a list of all DE participating institutions.
- Submit your official high school transcript to your chosen college (if required).
 - If applicable, students must order their official high school transcript and pay \$2 (either in cash or by check made out to Walton High School) at the Records Room in the Counseling Suite.
- Submit your DE funding application on www.gafutures.org
 - [Student Directions](#) and [Parent Directions](#)
- If you are a male and within 30 days of your 18th birthday, federal law requires you to register for [Selective Service](#). If you do not comply with this step, your DE funding will be affected, and you may be dropped from your DE classes.
- Email your designated DE counselor at least 2-3 weeks before the earlier of the CCSD or college deadline to request a DE counselor advisement meeting. During the meeting, you and your DE counselor will discuss graduation requirements, preferred DE courses, and completing the required [CCSD Student Advisement Plan](#) and [CCSD Local School Agreement](#). We reserve the right to reschedule the meeting if the steps above are not completed before the meeting.
 - A-G Mrs. Betsy Alpert Betsy.Alpert@cobbk12.org
 - H-N Mrs. Donna Dunham Donna.Dunham@cobbk12.org
 - O-Z Mrs. Lisa Fay Lisa.Fay@cobbk12.org
- Check your personal email for an acceptance letter from the college. Follow the additional directives outlined in your acceptance letter (e.g., setting up your college student email address, verification of lawful presence, etc.).
- Monitor your college email frequently since many colleges will only email you via your college email account.
- Register and attend the college's DE advisement/orientation ASAP (instructions will arrive via your college email).
- Register for classes at college ASAP.
- Email your DE counselor a screenshot or PDF of your college schedule, including the name(s) of your class(es), days, and times, and/or if the classes are online. Your Walton schedule will not be adjusted until this step is completed.

Questions? Visit Walton High School's DE website at <https://www.waltonhighcounseling.com/dual-enrollment>

