

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](#).
 - A-G Mrs. Betsy Alpert Betsy.Alpert@cobbk12.org
 - H-N Mrs. Donna Dunham Donna.Dunham@cobbk12.org
 - L-N Mrs. Erica Watford Erica.Watford@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>



Chatt Tech Dual Enrollment Next Steps

- Apply to Chatt Tech dual enrollment - <http://tinyurl.com/55xaekxy>
 - Use your personal email address (e.g., Gmail) for the application
- Submit DE funding application on www.gafutures.org (students and parents must do this)
 - [Student Directions](#) and [Parent Directions](#)
- Check your personal email for an email response from Chatt Tech. This email will have your Chatt Tech student ID number (900xxxx). Using your Chatt Tech student ID number, you and your parent/guardian will need to do STEP 2 and STEP 3:
 - STEP 2: DOCUMENTATION UPLOAD
 - Direct link: <https://ctcforms.chattahoocheetech.edu/DualEnrollment/dedocupload-form.php>
 - Submit your proof of lawful presence (e.g., driver's license, birth certificate, etc.)
 - Submit your signed advisement plan (I emailed this to you as a PDF)
 - STEP 3: DUAL ENROLLMENT APPROVAL FORM
 - Direct link: <https://ctccentral.etrive.cloud/?isAnonymous=true#form/35>
 - Complete the dual enrollment approval form
- Chatt Tech will email you with an official acceptance into dual enrollment.
 - Chatt Tech will provide information about completing the self-paced orientation. You must complete this before you register for your Chatt Tech classes.
 - **Registration for Fall 2024 classes is Monday, April 22.**
- Send a copy of your Chatt Tech schedule to your school counselor
 - Remember you will have a full Walton schedule until your school counselor receives your Chatt Tech schedule.
- Contact Chatt Tech directly for questions related to Chatt Tech (e.g., orientation questions, registration, etc.)
 - Dual.Enroll@ChattahoocheeTech.edu
 - 770-529-2452

KSU DUAL ENROLLMENT NEXT STEPS

- Apply to KSU dual enrollment - <http://tinyurl.com/bdh9kexb>
 - You will both need to create a GAFutures account to apply to KSU. Use your personal email (e.g., Gmail).
 - Write down your GAFutures username and password. You will need this for your funding application.
- Pay \$2 (cash or check only) for Walton to send your official transcript to KSU.
- Submit DE funding application on www.gafutures.org (students and parents must do this)
 - [Student Directions](#) and [Parent Directions](#)
- Check your personal email for an email response from KSU. This email will have your KSU student ID number. Using your KSU student ID number, you will need to do the:
 - Submit your proof of lawful presence (e.g., driver's license) at <http://tinyurl.com/yc89myt8>
 - Submit your KSU new dual enrollment student form. This requires your parent/guardian to also submit their approval via email. <http://tinyurl.com/5n7mw54v>
- KSU will email you with an official acceptance into dual enrollment.
 - They will give you information about how to register for a mandatory KSU dual enrollment orientation.
 - Attend the KSU dual enrollment orientation.
 - You will register for your KSU dual enrollment courses for the summer and fall.
 - Send me a copy of your KSU schedule (e.g., screenshot, pdf, etc.) to your school counselor.
 - Remember you will have a full Walton schedule until your school counselor receives your KSU schedule.
- Email KSU directly for questions related to KSU (e.g., orientation questions, registration, etc.)
 - KSU dual enrollment office - depoffice@kennesaw.edu
 - KSU dual enrollment advising - depadvising@kennesaw.edu