



North Paulding High School Dual Enrollment (DE) Checklist

For detailed information and instructions on each step, please visit <https://gonphs.weebly.com/mowr.html> or scan the QR code at right.



Dual Enrollment, by its nature, places much responsibility on the student rather than the parent. Therefore, it is the STUDENT'S responsibility to ensure that all steps are followed. To participate in Dual Enrollment, **you** (the student) must complete ALL the steps listed on this checklist. Parent participation is welcome, but student participation is MANDATORY.

- ☐ **Review “Thinking Points” on the website linked above and decide if DE is right for you.**
- ☐ **Watch DE Virtual Summit video and read district documentation.**
- ☐ **Research college DE programs and their admission requirements.** Our website has links to the most common colleges for DE.
- ☐ **If required – take the SAT or ACT and have scores sent to the college.**
- ☐ **Apply to the college of your choice.** Pay particular attention to the college’s deadline and plan to complete all steps well in advance of the earliest deadline.
- ☐ **Request an official transcript be sent to the college using GAfutures.org.** Detailed directions can be found on the NPHS DE website (linked above).
- ☐ **Complete the online Dual Enrollment funding application on GAfutures.org.** Detailed directions can be found on the NPHS DE website (linked above). Your parent/guardian will also need to complete the “Parent Acknowledgement” portion. This is completed once per school year. Failure to apply for funding in a timely manner may result in receiving a bill for tuition.
- ☐ **Review college requirements and submit any supporting materials.** You are responsible for submitting all required documents to the college on time such as immunizations, parental consent, test scores, etc.
- ☐ **Schedule an appointment with your high school counselor for an advisement meeting and to complete required district documentation.** You will plan your classes which must be approved by your counselor prior to registering for your courses at the college. Approved DE classes can be found on GAfutures.org.
- ☐ **Register for your college classes according to college procedures.** Your high school counselor does NOT schedule your college classes for you. Make sure to check your email for directions from the college.
- ☐ **Send your high school counselor a copy of your college schedule.** Your schedule must show the days and times your classes meet. This is required to approve your funding for the classes.

→ Paulding Priority Deadlines: Fall/Summer – April 1 / Spring – Nov 1 ←

All steps must be completed by the priority deadlines to ensure time to process paperwork and register for your preferred classes. **Applications may need to be submitted earlier depending on the college deadline.**