



RCPS Dual Enrollment SY24-25

Dual Enrollment Checklist

This checklist provides the steps needed to participate in the RCPS Dual Enrollment program.

- _____ Attend a required dual enrollment meeting sponsored by the RCPS Counseling program or view the dual enrollment virtual meeting to get information regarding the dual enrollment program, course options, and application process.
- _____ Join the 24-25 RCPS Dual Enrollment Remind and the Dual Enrollment Canvas Class.
- _____ Discuss dual enrollment options with your parent/guardian. Discuss transportation to and from campus and courses, if needed.
- _____ Check the admissions requirements of the college/university you plan to attend. Ensure the **MINIMUM admissions requirements are met.**
- _____ Check with the college/university to determine if they offer in-house ACCUPLACER, SAT, and/or ACT testing.
- _____ If needed register to take the ACT, SAT, and/or ACCUPLACER. Register for the SAT at <http://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. Check with the college/university to find out their application deadline.
- _____ Ensure that your student's **social security number is correct** on all application materials.
- _____ Request an official transcript along with any other required documentation to the dual enrollment office. Transcript requests are made through the school counseling office.



RCPS Dual Enrollment SY24-25

AFTER ACCEPTANCE TO THE COLLEGE/UNIVERSITY,
FOLLOW THE STEPS BELOW:

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

_____ Complete the RCPS Dual Enrollment Participation Agreement.

_____ 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
- Completed Dual Enrollment Participation Contract
- Signed Dual Enrollment checklist

_____ After completing your college schedule request with your school counselor, log into (or create an account) your <http://www.GaFutures.org> account and complete the Dual Enrollment application for payment purposes. Your parent/guardian **MUST** complete the Parent Participation Agreement electronically.

_____ Go to the Canvas Class and complete the survey indicating you have completed the following steps:

- Join the Dual Enrollment remind
- Accepted to college/university
- Complete the RCPS Dual Enrollment Participation Contract
- Meet with your school counselor for an academic advisement session
- Complete the Dual Enrollment Funding Application via GaFutures
- Sign the Dual Enrollment checklist
- Join the 24-25 Dual Enrollment Interest Canvas class



RCPS Dual Enrollment SY24-25

Critical Reminders:

- _____ I acknowledge I have the funding hours available to participate in the Dual Enrollment program.
- _____ A new program DE Participation Agreement form will need to be completed each fiscal year you wish to take dual enrollment courses.
- _____ You must complete the dual enrollment funding application in GaFutures.org each semester for payment purposes.
- _____ You must meet with your school counselor for approval to participate in the Dual Enrollment program.
- _____ Students must maintain Satisfactory Academic Progress (SAP) in all 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. Failure to drop or withdraw after the DE colleges' add/drop deadline will result in a failing grade posted to your transcript. If you have an extenuating circumstance and have to drop or withdraw from a DE Course, you must communicate with your high school counselor immediately.
- _____ If the DE college/university transcript reflects a W, WF, or WD, your high school transcript will reflect the same grade.
- _____ Students should attend all classes regardless if the class is face to face or online. Students should actively participate in all classes.
- _____ Students must collaborate and check in with the RCA school counselors or their high school counselors monthly.
- _____ Students who failed a dual enrollment course in the fall semester will not be eligible to take a course in the spring semester. The student's schedule will be changed to a high school course.



RCPS Dual Enrollment SY24-25

My signature on this form indicates my approval for my student to participate in the dual enrollment program. I understand and agree to the following concepts regarding the dual enrollment:

- If my student fails to pass the courses required for high school graduation taken through dual enrollment, he/she will not be permitted to participate in the May graduation ceremony, unless the course is taken over.
- The college will not communicate with the parent or high school if a problem arises. The college will only communicate with the student.
- Students will be limited to a maximum of 30 semester or 45 quarter hours total which will be funded through the dual enrollment program. Students are required to monitor their hours and will be financially responsible for any overage.
- College courses taken must count toward local and/or state high school graduation requirements.
- Dual enrollment credits might not transfer to another college.
- Students are required to maintain the equivalent of a full load for high school. Dual enrollment courses that are 3 to 5 hours of credit are the equivalent of 1 course unit for high school. A full schedule meets high school eligibility requirements.
- Students are responsible for checking the NCAA or NAIA eligibility for athletic purposes.
- **Dropping a Class at College- Every effort should be made to stay in your college class.** If all efforts to succeed have been exhausted, dual enrollment students must notify their counselor in writing of their intent to withdraw from their dual enrollment course. The dropped course will be noted on the transcript as a "z". The student may transition to an on campus high school course during the first five (5) days of class each semester and will be placed into a comparable class, if available. Students who drop a dual enrollment course at the college **AFTER** the first ten days (but **BEFORE** the drop period at the college) may be placed in an Edgenuity or RVC (computer-based) course to take the place of the dropped college course. Dropping a class after the college's drop date will result in an "F" on the transcript, unless the student completes an equivalent course within Edgenuity during the same semester.
- Dual enrollment regulations specify that if a student drops two (2) DE classes, s/he is no longer eligible to take DE classes.
- Dropping a class or failure to observe the rules & regulations may result in removal from the dual enrollment program.
- Dual enrollment course grades will become part of the student's transcript.
- Students must comply with all rules from the post-secondary institution and the high school (observing holidays and breaks).
- Communication of post-secondary grades to the high school in a timely fashion is the student's responsibility.
- Dual enrollment students are responsible for completing all required paperwork.
- Dual enrollment students must complete the on-line dual enrollment funding application located at GAFutures.org every year that a student dual enrolls. Failure to do so in a timely manner could result in the student being dropped from their college classes.
- It is the student's responsibility to communicate educational plans to the colleges.



RCPS Dual Enrollment SY24-25

Grade Transcription Procedures for Dual Enrollment Courses

Courses taken at college through dual enrollment shall be represented with an equivalent course title and representative grade on your high school transcript. Equivalent high school course titles are identified on the GA Student Finance website. Dual Enrollment Program courses represent the college course that was taken on the high school transcript. The final grade will be transcribed as it appears on the college transcript.

Please Note:

***You are not only adding to your high school record/transcript, but you are also building your college portfolio. If you fail a dual enrollment course, your college record will permanently reflect a failing grade when future employers require you to submit a transcript from all schools that you attended.**

**** (The 1.2 quality points that are added to students' final averages for taking [Hope eligible DE courses](#) will be added when the registrar posts the DE grades to the student transcript.)**

At the end of each semester, it is the student's responsibility to ensure their grades have been received by the high school. Failure to do so threatens the ability to finalize that semester's grades which delays HOPE reporting, report cards and designations of class ranks. This could impact the student's opportunity to receive the designation of honor graduate and/or top ten designation if this requirement is neglected by a senior in May.

In some cases, the college will ask the student to sign a release of records to the receiving high school and will automatically send a transcript at the end of the semester without any action on the part of the student. It is up to the student to make sure of this arrangement and to sign the appropriate release form at the college. In the absence of such an agreement, the student will be responsible for the timely delivery of his or her college transcript to the counseling office.

Student Signature

Parent Signature

Date

Date