

Hillgrove High School Dual Enrollment Student Procedure Checklist:

1. ____ Attend a Hillgrove Dual Enrollment Session. *Parents should view the presentation on the Hillgrove Counseling Blog.*
2. ____ Review the information on the CCSD Website:
 - a. <http://academics.cobbk12.org/index.php/ad/tl/apl/advanced-learning/dual-enrollment/#1565802520614-f774ad5b-4ffe>
3. ____ Review admissions requirements for the desired college.
4. ____ Apply to the college and prepare any required college forms.
5. ____ Request that an official transcript to be sent from the high school (if required) by emailing natasha.mitchell@cobbk12.org.
6. ____ Submit SAT/ACT/PSAT/ACCUPLACER scores directly to the college. *Some colleges request test scores before you apply while others will provide testing information after you have applied. Check with your college of choice.*
7. ____ Review the available courses and their high school equivalents on www.gafutures.org.
8. ____ Complete the student and parent portion of the Funding application on www.gafutures.org.
9. ____ Complete the **Cobb County School District School Dual Enrollment (DE) Local School Agreement** and the top portion of the **Cobb County Dual Enrollment Student ADVISEMENT Plan** and **any supplemental paperwork required by the college.** <http://www.cobblearning.net/hillgrovecounselors/dual-enrollment/>
10. ____ Email all forms in the fillable format (not a PDF) to your counselor and schedule a meeting to review and complete. *Parents may attend.* **Cobb County deadlines (Fall and Summer – May 1* Spring – November 1) to complete paperwork may differ from college deadlines.**
11. ____ Follow college procedures to register for classes. *Keep HHS Bell Schedule in mind, see below. You MUST schedule classes around the Hillgrove schedule. Students are not permitted to arrive late or leave early to attend a college course. Students will not be penalized on rare days that the HHS schedule is adjusted (pep rallies, hawk hour, testing etc.).*
12. ____ **Send a copy of your registration confirmation and college class schedule to your counselor. Email or hand deliver.**
13. ____ Work with counselor to finalize HHS schedule if necessary. *You will register for classes as if you are attending Hillgrove. Your counselor will change your schedule to reflect DE courses after you have confirmed registration at the college.*

Planning Worksheet:

DE College of Choice: _____

Deadline to Apply to College: _____

Deadline to Take Admission Exam: _____

Deadline to Meet w/ My Counselor: _____

Counselors need at least 5 days to complete paperwork prior to any college deadlines.

Financial Aid App Due: _____

Hillgrove Bell Schedule:

	<u>Regular</u>	<u>Hawk Hour</u>
Homeroom	8:20-8:36	8:20-8:36
1 st Block	8:42-10:12	8:42-9:50
2 nd Block	10:18-11:48	9:56-11:04
3 rd Block	11:54-1:54	11:10-1:10
Hawk hour		1:16-2:16
4 th Block	2:00-3:30	HH: 2:22-3:30

DE students are expected to attend Homeroom if they are on campus 1st block.

DE students should work with their teachers when the schedule is adjusted for any reason including Hawk Hour and Early release days.

Useful Websites: Hillgrove Counselor Blog

<http://www.cobblearning.net/hillgrovecounselors/dual-enrollment/>

Cobb County DE Link:

<https://cobbdualenrollment.wordpress.com/>

GA Futures Dual Enrollment page-

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>