



DUAL ENROLLMENT GUIDE

FIVE STEP PROCESS

1

DEADLINES FOR COMPLETING EVERYTHING

SPRING- OCTOBER 30TH

SUMMER- MARCH 1ST & FALL- APRIL 2ND

NEED HELP?

If you need assistance with any step of the dual enrollment process, please come see **Mr. Cannon** in the Counseling Office for guidance and support!

2

COMPLETE THE FUNDING APPLICATION

Go to GAfutures.org and fill out the Dual Enrollment Funding Application. (Your parent/guardian must also complete and electronically sign their section.)

3

APPLY TO COLLEGE & GET ADMITTED

Apply directly to your chosen institution as a Dual Enrollment student. Submit all required materials (transcripts, test scores) and check admissions status.

COMPLETE THE DUAL ENROLLMENT ADVISEMENT PLAN

4

To schedule your mandatory Dual Enrollment Advisement Appointment, **Submit Packet to Mr. Cannon well before deadlines!**

During this advisement meeting, students will discuss and determine the courses the student can take at both the college and North Cobb High School for the upcoming semester. **Students must come prepared to plan out their complete academic course schedule. The student will then be prepared to register through the college when the window is open.**

REGISTER FOR DE COURSES & SUBMIT DETAILED SCHEDULE

5

Complete additional College requirements as requested. Attend college orientation, register for approved classes via the college portal, and send a copy of your detailed DE course schedule to Mr. Cannon to approve funding and to update your schedule.

DUAL ENROLLMENT COLLEGE ADMISSIONS GUIDE

IMPORTANT COLLEGE DEADLINES

College	Spring 2027	Summer 2027	Fall 2027
Chattahoochee Technical College	Admissions Application Due: November 1 Registration Begins: November 2	Admissions Application Due: March 1 Registration Begins: Mid-March	Admissions Application Due: May 1 Registration Begins: Mid-April
Kennesaw State University	Admissions Application Due: October 30 Registration Begins: October 8	Admissions Application Due: April 2 Registration Begins: March 11	Admissions Application Due: April 2 Registration Begins: March 11

Students are encouraged to submit their college applications as early as possible. Application deadlines typically fall after registration has already opened. Waiting until the final application deadline drastically reduces your course options and availability. Applying early ensures you are admitted in time to meet with your counselor, complete your advisement plan, and secure the classes you need before they fill up.

STUDENT ELIGIBILITY REQUIREMENTS

Must meet the postsecondary institution's Georgia Residency requirements.

Must meet U.S. citizenship or eligible non-citizen requirements.

*The college or university may require supporting documentation.

10th Grade Student Eligibility

Any Career/Technical (CTAE) Courses at technical colleges (TCSG).

All other non-CTAE students must have at least a 1200 SAT or a 26 ACT score.

CHATTAHOOCHEE TECHNICAL COLLEGE

www.chattahoocheetech.edu/dual-enrollment/

Chatt Tech Admissions Steps

1. Submit Online College Application
 - Fill out the online application.
 - Select "Dual Enrollment" as your student type to waive the application fee.
 - Choose your intended start term.
2. Log In to Student Portal
 - Wait 5–7 business days for processing to receive your student portal access and Chatt Tech Student ID number (900#).
3. Upload Required Admissions Documents
 - Verification of Lawful Presence: Upload an approved identification document (e.g., birth certificate or unexpired driver's license/permit).
 - 10th Grade Requirement (optional 11-12): Submit ACT/SAT scores if required for core academic placement.
4. Complete the Chatt Tech Approval Form
 - Have a parent/guardian electronically complete and submit the Chattahoochee Tech Dual Enrollment Approval Form using your 900#.

KENNESAW STATE UNIVERSITY

www.kennesaw.edu/dual-enrollment

KSU Admission Requirements

- Minimum 3.0 with qualifying test scores
 - SAT/PSAT: 480 - Evidence Based Reading and Writing | 440 - Math
 - ACT: 17 - English or Reading | 17 Math
- Minimum 3.2 test optional

**GPA recalculated by KSU, in 17 units of required High School coursework*

KSU Admissions Steps

1. Submit Applications & Policy Agreement
 - Complete the online Dual Enrollment Application located on GAFutures.org.
 - Wait 24–48 hours, then submit the Dual Enrollment New Student Policy Agreement.
2. Send Official Transcript
 - Submit \$2 payment on MyPaymentsPlus for an official transcript.
3. Submit Test Scores
 - Send official PSAT (work with counselor to send), or official SAT or ACT scores (request directly from testing agency).

ONCE ALL APPLICATION STEPS ARE COMPLETE, PROCEED TO STEP 4 AND SCHEDULE AN APPOINTMENT WITH MR. CANNON TO FINALIZE YOUR DUAL ENROLLMENT ADVISEMENT PLAN.