



## Osborne High School Dual Enrollment Checklist

<https://osbornecounseling.wixsite.com/ohscounseling/dual-enrollment>

### OSBORNE DUAL ENROLLMENT DEADLINES

Osborne sets internal priority deadlines that are **EARLIER** than the college application deadlines. College course registration often begins before the college deadlines so applying earlier provides a better\* chance of getting desired courses.

**The Osborne Priority Deadline is:**

**Fall and Summer: March 15th**

**Spring: October 15th**

**If the college DE deadline is earlier than May 1st, we *strongly* recommend completing the process AT**

**LEAST ONE MONTH PRIOR to the college deadline.**

**Cobb County Hard Deadline: May 1<sup>st</sup> (Fall and Summer), November 1<sup>st</sup> (Spring)**

Dual Enrollment, by its nature, places much responsibility on the student. Therefore, **the student** must ensure that **all steps** are followed accurately and on time. Please check off the steps as they are completed.

- ☐ **Review the Dual Enrollment Presentation** located here <https://osbornecounseling.wixsite.com/ohscounseling/dual-enrollment>
- ☐ **Students must complete the DE Presentation Quiz.** (Scoring a 15/15 to proceed)  
<https://forms.office.com/r/subdphRuGm>
- ☐ **Parents must complete the DE Presentation Form found here:** <https://forms.office.com/r/ftup6N6imk>
- ☐ **Research fit of DE to your situation.** It is the student's responsibility to **research college requirements** for DE admissions and college admissions, DE vs AP, impact on GPA/HOPE, impact on rigor as viewed by colleges, day-to-day logistics, driving/parking, course transferability, etc.
- ☐ **Take the SAT/ACT/Accuplacer and submit scores** (and any desired AP scores) to the college(s) of your choice if required.
  - SAT: [www.collegeboard.org](http://www.collegeboard.org)
  - ACT: [www.actstudent.org](http://www.actstudent.org)
  - Accuplacer: schedule directly with college (if applicable)
  - Send AP scores to exempt intro courses: <https://apstudents.collegeboard.org/sending-scores>
- ☐ **Submit the DE application** to the college (found on the college website). \*There should be no application fee.
  - Chattahoochee Tech - <https://www.chattahoocheetech.edu/dual-enrollment/>
  - Kennesaw State University - <https://admissions.kennesaw.edu/admissions-requirements/dual-enrollment.php>
  - Georgia Highlands College - <https://sites.highlands.edu/dual-enrollment/>
  - For a list of all Dual Enrollment Participating Institutions: <https://www.gafutures.org/media/sa4b510v/dual-enrollment-eligible-institutions-fy-2023.pdf>
- ☐ **Submit official HS transcript** to college if required (MyPaymentsPlus).
  - Note – most technical colleges do not require a high school transcript for dual enrollment admissions.
- ☐ Turn in **Completed Local School Agreement**. **No electronic signatures accepted. Physical signatures only.**
- ☐ Submit DE funding application on [www.gafutures.org](http://www.gafutures.org)
  - [Student Directions](#) and [Parent Directions](#)
- ☐ **After completing the above steps, request a DE Advisement Appointment through the Counseling Student Appointment Request Form here:** <https://forms.office.com/r/UPNieeNZy4>

**Meetings MUST take place before the PRIORITY DEADLINES.** We will discuss graduation requirements, desired DE classes, complete the DE Advisement Form, and more.

**We reserve the right to reschedule the meeting if the steps above are not completed before the meeting.**

All steps above should be completed prior to the Osborne Priority Deadline. See below for more steps.

**After Completing the above steps, the student must complete the following steps in order for DE funding to be approved:**

- ☐ Follow any directions the college sends, such as setting up your student email address. Monitor the college email address frequently since many colleges will only send emails to this college email account. Any correspondence you send to the college must be from this email address.
- ☐ Register for and attend advisement/orientation at college ASAP (instructions will arrive via email).
- ☐ Register for classes at college ASAP.
- ☐ Email a PDF of your detailed schedule to Ms. Smith ASAP (your Osborne schedule will not be updated until Ms. Smith receives a copy of your DE schedule). Make sure the schedule includes the class(es), days, and times and/or if the classes are online.
  - This **must** be submitted before dual enrollment funding is approved!
- ☐ Send any remaining documents to the college (immunization, verification of lawful presence, etc.).

Questions?

Email Ms. Smith

[Mary.Smith@cobbk12.org](mailto:Mary.Smith@cobbk12.org)