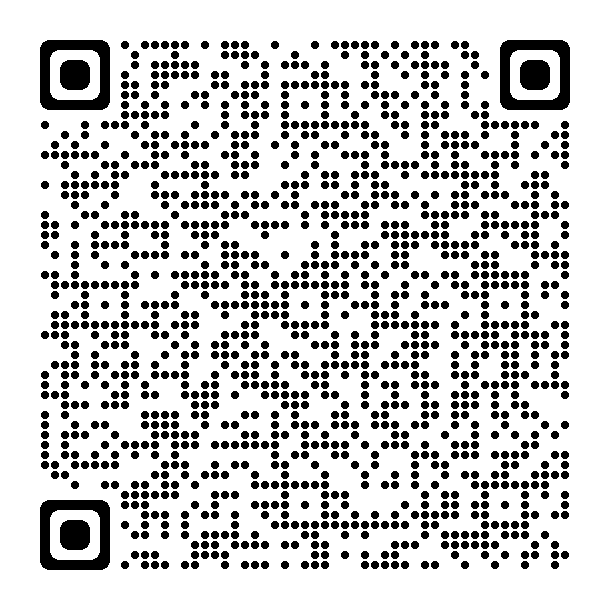


**Cartersville High School Dual Enrollment Quick Guide**

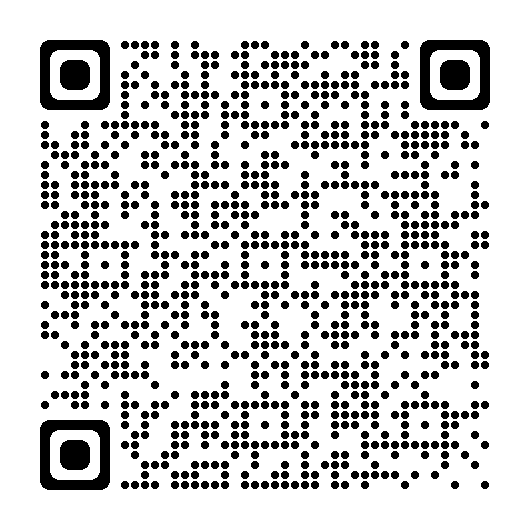
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| **CHS Dual Enrollment Page:** [**https://www.cartersvilleschools.org/Page/4618**](https://www.cartersvilleschools.org/Page/4618)  Parent or Student – Please use the QR code below to fill out a quick form to give us more information about your dual enrollment plans.    **Minimum GPA**  For students taking academic classes: 3.0 academic unweighted at time of application  For students taking vocational courses: 2.75 academic unweighted at time of application  **Application and Materials Deadline: November 1st for Spring Semester; April 1st for Summer and Fall semesters\***  \*This is the cutoff for all CHS dual enrollment applicants so that CHS counselors can get all admitted dual enrollment students’ schedules secured prior to the end of the school year. Students are responsible for meeting the colleges’ stated deadlines.  **\*\* Please note that new policies from the University System of Georgia may affect testing requirements at USG institutions.** | | | | |
| **Chattahoochee Technical College** | **Embry Riddle Aeronautical University** | **Georgia Highlands College** | **Kennesaw State University** | **Shorter University** |
| **Testing Requirements:**  Testing requirements for fall 2023 and beyond to be determined. Check Chattahoochee Tech website for updates.  **Application Link:**    **Contact:** Annee Stegall  annee.stegall@chattahoocheetech.edu | **Testing Requirements:**  Test scores are not required for students with academic unweighted GPA above 2.75.  **Application Link:**    **Contact:** Samantha Miata  miatas@erau.edu | **\*\*Testing Requirements:**  **See requirements at:** https://www.highlands.edu/how-do-i-apply/dual-enrollment/  **Application Link:**    **Contact:** Mary Ann Sailors  msailors@highlands.edu | **\*\*Testing Requirements:**  **SAT:** 500 EBRW / 490 Math / 1050 Total  **ACT:** 18 English or Reading / 18 Math / 20 Composite  **Application Link:**    **Contact:** Jacinta Luster  depoffice@kennesaw.edu | **Testing Requirements:**  “Dual Enrollment students are recommended to have at least a 3.00 GPA with a 21 ACT (composite) **or** 1060 SAT (ERW & Math) **or** 1100 PSAT (ERW + Math) or a counselor/teacher recommendation.”  **Application Link:**    **Contact:** Patrick McElhaney  [pmcelhaney@shorter.edu](mailto:pmcelhaney@shorter.edu) |

**CHS Dual Enrollment Process**

1. Check eligibility. Do you have the required GPA and test scores?
2. Contact your school counselor via email to let her know you plan to move forward and apply for admission.
3. Apply for admission at your desired DE institution
4. Request your high school transcript to be sent to your institution.



1. Send your test scores or schedule an ACCUPLACER as applicable. Your test scores will need to come directly from CollegeBoard (PSAT/SAT) or ACT by logging into your account. Colleges will not accept them from the student or the high school. Please be sure to request them as soon as you plan to apply, as they can take several weeks to arrive.
2. Submit additional required documents, such as proof of residence, immunization forms, etc. (See institution’s DE website for a list.)
3. Submit student portion of dual enrollment funding application in GA Futures. **\*THIS IS NOT THE SAME AS THE ADMISSIONS APPLICATION.\***



1. Submit parent portion of dual enrollment funding application in GA Futures. A link will be emailed to the parent email address that the student puts into his/her application. The link goes out as soon as the student hits “submit” on his/her funding app.
2. Monitor your email daily for notifications from your institution, including notification of your acceptance.
3. Once accepted, contact your high school counselor to schedule a parent conference to discuss your course plan.
4. Register for fall classes when registration opens (in April).
5. Continue monitoring email throughout summer for updates from your institution.

**CHS Upperclassman Counselors**

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| Last Names A-D: Dr. Scott  [sscott@cartersvilleschools.org](mailto:sscott@cartersvilleschools.org) | Last Names E-J: Mrs. Burger  [aburger@cartersvilleschools.org](mailto:aburger@cartersvilleschools.org) | Last Names K-Q: Mrs. Pate  [spate@cartersvilleschools.org](mailto:spate@cartersvilleschools.org) | Last Names R-Z, CVA & Reset: Dr. Pinkard  [cpinkard@cartersvilleschools.org](mailto:cpinkard@cartersvilleschools.org) |