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Dual Enrollment Program Overview

Dual Enrollment Student (BOR Student Affairs Policy 4.2.1.4)

The Dual Enrollment program is a state-funded program for high school (public, private, and approved home-study) students that provides dual enrollment tuition assistance in Georgia. The program offers the opportunity to earn dual credit, satisfying high school and college Required High School Curriculum. This program offers opportunities for eligible high school students to enroll at East Georgia State College* and earn both high school and college credit via part-time or full-time enrollment. When satisfactorily completed, such courses will count both toward high school graduation and college credit. Students must remain in good academic standing with a 2.0 GPA or higher to remain eligible for the program. Students can enroll only in courses approved by the high school counselor and those listed in the Course Directory published by the Georgia Student Finance Commission. There is no residency or citizenship requirement to participate in the Dual Enrollment program.

The Dual Enrollment program covers 100% of tuition for approved courses, all mandatory, non-course related fees, and textbooks for approved courses. Students may incur expenses for course-related fees and supplies required for a particular course, or optional fees.

Please be aware that the program does not cover course-related fees or outside reading texts. Students taking a science with a lab will be responsible for a science lab fee. Optional, supplemental or suggested textbooks are not covered by the Dual Enrollment program and are the responsibility of the student.

Dual Enrollment Admissions Requirements and Processing

Admissions Requirements
http://ega.edu/admissions/admissions_start_here/dual_enrolled_accel_student
Dual Enrollment Checklist

- Attend a Dual Enrollment participating school public or private secondary educational institution within the State of Georgia. Students should speak with a guidance counselor to be sure the school is approved to participate.
- Have a high school academic unweighted GPA of 3.0 or higher (as calculated by the Office of Admissions) in courses used to satisfy the Required High School Curriculum (RHSC) requirements
- Submit qualifying test scores:
  - ACT Composite score of 20 OR
  - SAT Combined score (Evidence-Based Reading & Writing + Math) of 1050 OR
  - Next-Gen Accuplacer scores of 237 Reading Comprehension, 4 WritePlacer, and 258 Quantitative Reasoning, Algebra, and Statistics
- Must exempt all Learning Support requirements
- Submit acceptable Lawful Presence documentation
- Obtain approval from the high school guidance counselor and parents/guardians by completing the participation agreement. Please retain a copy for your records
Complete the Dual Enrollment funding application on GAfutures before registration. *Failure to do so will result in classes being dropped for non-payment!*

**Admissions Processing**

The Office of Admissions is responsible for the processing of Dual Enrollment Admissions applications and the supporting documentation for admissions/acceptance. Documents are processed as received, and updates are made to the applicants when entered.

As mentioned above in the Admissions Requirements, the following documents are required for each Dual Enrollment applicant:

- EGSC admissions application – submitted electronically through the GAfutures.org website
- Preliminary high school transcript showing 3.0 academic GPA as calculated by the Office of Admissions
- Qualifying test scores – SAT, ACT, or Accuplacer
- Completed and signed Student Participation Agreement
- Documentation of verification of lawful presence
- Completed and signed EGSC immunization form
- Transcripts from any other college or technical college where the student has attended as a dually enrolled student

The Office of Admissions maintains the Dual Enrollment webpage. The page provides step by step instructions for the admissions requirements and process.

The Office of Admissions processes Dual Enrollment documentation the same as any other student, and these students receive the same communications for missing documents as all other applicants. The Dual Enrollment Coordinator supplements this communication with an email to all applicants acknowledging the admissions application and explaining the remaining required documents and process for acceptance.

The Office of Admissions is responsible for reviewing the files of all Dual Enrollment applicants and making the final acceptance decision. Students who are reviewed and accepted receive the EGSC acceptance packet. Also, the Dual Enrollment Coordinator follows with an “acceptance” email containing instructions for the next steps to Registration.

**Dual Enrollment Application and Testing Day Events**

To expedite the Admissions application process, EGSC hosts Dual Enrollment Application and Testing Day events at all three EGSC locations as well as at high school locations that request the event. These events are hosted by the Dual Enrollment Coordinator and the EGSC Office of Admissions. During these events students complete many of the application processes listed below and receive assistance as needed:

- Create GAfutures.org account
- Submit EGSC Admissions Application
- Turn in preliminary high school transcript
- Turn in any SAT, ACT, or Accuplacer scores student has already taken
- Submit lawful presence documentation
- Take the Accuplacer exam

The event allows students and parents to hear an explanation of the benefits of the Dual Enrollment program as well as a full explanation of the application and enrollment process.
Accuplacer Testing

The Accuplacer exam is a test that is offered in lieu of the SAT or ACT for students interested in Dual Enrollment at EGSC. The test is available at all three EGSC locations and students should contact the preferred campus location to verify the times, days, and location of available testing.

Test score requirements are listed above in the Dual Enrollment Admissions criteria.

Registration

Once accepted, students receive an acceptance packet from the Office of Admissions and an email confirmation from the Dual Enrollment Coordinator. The email received from the Dual Enrollment Coordinator also includes links for students to sign up for an advisement/registration appointment:


At the advisement/registration event students will meet with the Dual Enrollment Coordinator (or designee) and receive information and guidance in signing into their MyEGSC account and will be shown how to access their EGSC Catmail account. Course enrollment is based on the approved subjects listed on the Student Participation Agreement and the program of study that the student has declared.

Every effort is made to ensure that students are following a successful path to graduation both at the high school and at EGSC.

Math Placement

The Georgia Department of Education requires that students complete up to Advanced Algebra or Algebra II at the high school before attempting a college level math course. In some instances, student’s original qualifying scores do not meet the requirement for the math that the program of study requires. In such instances, students can choose to take a lower level math to meet the pre-requisite requirement or submit additional SAT or ACT scores that meet the placement criteria (see the chart on next page).
<table>
<thead>
<tr>
<th>Test</th>
<th>Required for Acceptance</th>
<th>Required for MATH 1111</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Old SAT</strong> (before Mar 2016)</td>
<td>Critical Reading – 430</td>
<td>Critical Reading – 430</td>
</tr>
<tr>
<td></td>
<td>Math – 400</td>
<td>Math – 470</td>
</tr>
<tr>
<td><strong>New SAT</strong> (Mar 2016 or after)</td>
<td>Evidence-Based Reading &amp; Writing – 480</td>
<td>Evidence-Based Reading &amp; Writing – 480</td>
</tr>
<tr>
<td></td>
<td>Math – 440</td>
<td>Math – 510</td>
</tr>
<tr>
<td><strong>ACT</strong></td>
<td>English – 17</td>
<td>English – 17</td>
</tr>
<tr>
<td></td>
<td>Math – 17</td>
<td>Math – 20</td>
</tr>
<tr>
<td><strong>Classic Accuplacer</strong></td>
<td>Reading – 63</td>
<td>Reading – 63</td>
</tr>
<tr>
<td>(before Jan 28, 2019)</td>
<td>Writeplacer – 4</td>
<td>Writeplacer – 4</td>
</tr>
<tr>
<td></td>
<td>Elementary Algebra – 67</td>
<td>Elementary Algebra – 79</td>
</tr>
<tr>
<td><strong>Next-Generation Accuplacer</strong></td>
<td>Reading – 237</td>
<td>Reading – 237</td>
</tr>
<tr>
<td>(Jan 28, 2019 or later)</td>
<td>Writeplacer – 4</td>
<td>Writeplacer – 4</td>
</tr>
<tr>
<td></td>
<td>Quantitative Reasoning, Algebra and Statistics – 258</td>
<td>Quantitative Reasoning, Algebra and Statistics – 266</td>
</tr>
</tbody>
</table>

Students are responsible for making any necessary changes to schedules during the schedule adjustment period, like any other EGSC student. Dual Enrollment students are eligible to take classes at all three EGSC locations, online, and potentially at an offsite high school location (discussed further in the section on Offsite Locations). The Dual Enrollment Coordinator provides spreadsheets to all participating high schools via high school counselors which provides the class schedules for dual enrollment students. The spreadsheet is provided periodically throughout registration and a final copy is provided at the end of the schedule adjustment period each semester.

**Offsite Locations**

In addition to the three EGSC locations and online, students are also afforded the opportunity at times to take EGSC classes offered at offsite locations, typically a high school location. High schools can request that EGSC offer a class or classes at their site by using several different options including using a credentialed high school teacher already on staff at the high school, utilizing an EGSC faculty traveling to the high school site, or utilizing a distance-learning option.

High Schools must meet the following criteria to qualify as an off-site location:
- Have a qualified group of 15 students or more for the requested course(s)
- Have the necessary technology to support the requested course
- Have the necessary space required to house the class(es) and available space for faculty office space
- Agree to the start and end dates of the EGSC calendar for the course(s)
- Agree to class times that meet the required seat hours for a college class
Understand that the course(s) being offered are college-level courses and the expectations of the course are that of a college course.

Agree on the specific delivery of the course – credentialed high school faculty, EGSC Faculty traveling to campus, or the distance learning option.

Be willing to sign a memorandum of understanding for each term the course(s) is offered on their site.

Once the request for a course or courses is received the request will be sent to the AVP of Academic Affairs and the Dean of the school the course would fall under for vetting.

High School teachers are required to meet specific SACSCOC accreditation requirements, as determined by the EGSC VPSASA, to be approved to teach a college level course for EGSC.

Depending upon the number of credit hours of instruction provided at each offsite location, offsite locations may need to be reported to SACSCOC.

It shall be the responsibility of the Dual Enrollment Coordinator to ensure that the memorandum of understanding is appropriately signed for each location for the upcoming term and that required documentation is maintained accurately.

**Statesboro Location**

Because EGSC Statesboro Dual Enrollment students have access to the Georgia Southern (GaSoU) campus, there are some additional requirements that students must meet. Dual Enrolled EGSC Statesboro students are required to submit a GaSoU application as a transient student. Parking fees for parking and transit at the EGSC Statesboro Academic Facility are covered by Dual Enrollment as part of the mandatory fees. However, students who choose to take a class offered on the GaSoU campus are required to purchase a GaSoU parking permit from the GaSoU Parking Services Department. Students can choose to take advantage of free parking that is available on GaSoU's campus. Typically, a Statesboro campus student must be registered for a minimum of at least 4 credit hours to be eligible for access to the RAC and other resources located on the GaSoU campus.

**Augusta Location**

EGSC Augusta Dual Enrollment students have access to the Summerville campus of Augusta University and are required to obtain a JAG card as their college ID. Dual Enrolled EGSC Augusta students are also required to purchase parking permits; EGSC Augusta mandatory fees do not include parking.

**Financial Aid**

As part of the Dual Enrollment Program, funding for facilitated through the Georgia Student Finance Commission (GSFC). Dual Enrollment students are not eligible for any federally funded financial aid and are not required to complete the Free Application for Federal Student Aid (FAFSA). The only Financial Aid that Dual Enrollment Students are eligible for is strictly Dual Enrollment Funding.
To receive Dual Enrollment Funding, students are currently required to complete the Dual Enrollment Funding Application available via the GAfutures.org website. There is an electronic form for students who are enrolled in an eligible public or private participating high school and a paper application for homeschooled students. Both may be found at the following link https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/application-procedure-and-deadline/.

The deadline for funding applications for each term is the end of the first week of class. Students who choose not to submit the funding applications will be dropped during the non-payment drop period. It is the responsibility of the Dual Enrollment Coordinator to approve and submit the funding application for each student. Once approved the Financial Aid department processes from the approved application list to add the payment in Banner and invoice GSFC for payment. The Dual Enrollment Coordinator and the Office of Financial Aid work in tandem to ensure that all applications are approved correctly and any issues with invoicing are resolved before the end of the term the student is enrolled.

Dual Enrollment students are also bound by the Satisfactory Academic Progress policy of EGSC. The SAP policy can be found here: http://www.ega.edu/offices/student_affairs/financial_aid/financial_aid_satisfactory_academic_progress_policy

**Business Office**

The Business Office is responsible for adding fee waivers to Dual Enrollment students. As a participating post-secondary institution for the state Dual Enrollment program EGSC has agreed to accept the approved award rates for Tuition, Mandatory Fees, and Books annually published and subject to change each year.

The award is available for the per term maximum of 15 semester hours and a maximum of three semesters. As a participating postsecondary institution, EGSC must waive all mandatory and non-course related fees and cannot charge eligible high school students participating in the Dual Enrollment program additional tuition, mandatory fees, or book costs for approved Dual Enrollment courses as listed on the student’s Dual Enrollment funding application.

**Grades and Transcripts**

At the end of each semester, grades are reported back to high schools in two ways. First, a spreadsheet of grades is submitted to each participating high school with students registered for the term to include the numeric and letter grade for each enrolled course. The Dual Enrollment Coordinator is responsible for requesting the numeric grades for the dual enrollment students for each term and reporting that to the high schools. By Dual Enrollment regulations, EGSC must provide a transcript for each student to their respective high schools at the end of each term at no cost to the student. Each term the Dual Enrollment Coordinator submits a list to the Registrar’s Office, who in turn processes the transcript for each student and forwards them to the high school. Transcripts are submitted electronically to the high school unless the high schools specifically request a mailed copy.
Student Life

As a participant in the EGSC Dual Enrollment program, students are expected to conduct themselves as the college student that they have applied to be. They are bound by the EGSC Student Handbook: http://www.ega.edu/policy/04-student-handbook.pdf?11618

Library Services and Book Loan Program (textbooks)

The EGSC Library is housed on the Swainsboro campus, and all students are welcome to access their physical location. The Library has online services available at http://www.ega.edu/academics/library. Students located at all three EGSC locations, as well as offsite high school locations and those who attend as online only students, have the same access to the online resources available to all students and explained on the EGSC Library site. Dual Enrollment students located at the EGSC Statesboro also have access to the Zach S. Henderson Library located on the Georgia Southern campus, and the Dual Enrollment students located at EGSC Augusta have access to the Reese Library located on the Augusta University Summerville Campus.

In addition to its traditional role, the EGSC Library also facilitates the EGSC Book Loan program for the Dual Enrollment Program. Required textbooks and access codes are housed in the Library and recorded in the Library system. Textbooks are checked out to Dual Enrollment students at the beginning of each term and are required to be returned during the week of finals each term. Access codes are distributed as required to dual enrollment students with no expectation of return, and the student is responsible for maintaining access codes for any future use.

During the registration period each term, the Dual Enrollment Coordinator works with the Library staff and the Bookstore staff to coordinate the purchase of required texts and access codes. Any required texts are cataloged into the Library's Alma cataloging system; access codes are recorded so that they can be checked out to students as well. Books are packaged for offsite locations and for EGSC Augusta and EGSC Statesboro. Students attend book pickup during the first three days of class at each of the three EGSC locations, and students attending at an offsite location receive their books from the class instructor.

At EGSC Swainsboro, Augusta and Statesboro, books are required to be returned at the end of each term during finals week. At offsite locations, books are returned to the class instructor on the last day that instructor visits the class. Once returned the books are checked back into the Library by staff, and missing items are reported so that students can be held responsible for any lost or damaged books. Students can be charged up to the cost of the book or $75, whichever is less. If Banner holds are required for students owing for books, the Library staff adds those holds to the system, and the student is restricted from checking out any additional books until the hold has been resolved.

Transition from DE to Freshman at EGSC

Students begin to receive email communication from the Dual Enrollment Coordinator during the month of November of the senior year of high school. Students are encouraged to log into the EGSC Banner system and update statuses from Dual Enrollment to Freshman for the summer or fall term following high school graduation. Students are provided direction for completing forms by March before high
school graduation to ensure that students are eligible for early registration as a regular student. The Dual Enrollment Coordinator facilitates a Transition meeting for incoming Freshmen in early April to assist with the Financial Aid process and to ensure that the transition is smooth.