



Jackson County Schools Dual Enrollment Handbook



Important Links

[Dual Enrollment at Lanier Technical College](#) – Admission Requirements and Application Procedures and other relevant information

[Dual Enrollment at the University of North Georgia](#) – Admission Requirements and Application Procedures and other relevant information

[Gafutures.org](#) – Information on the Dual Enrollment, Participating Colleges and Universities, Course Directory, Application Procedures and Deadlines, Required Forms, and FAQ's

[Georgia Department of Education](#) – Information provided by the Georgia Department of Education and links to relevant documents, legislation, and other websites

[GaDOE Dual Enrollment Policy](#)

[East Jackson Comprehensive High School](#)

[Empower College and Career Center](#)

[Jackson County High School](#)

[Jackson County Schools](#)

[JCSS School Calendar 24-25](#)

[JCSS School Calendar 25-26](#)

[ACT](#)

[SAT](#)

Once you have decided to proceed with dual enrollment, please print and complete the attached [JCSS Dual Enrollment Checklist and Application](#).

What is Dual Enrollment?

Dual Enrollment is designed to prepare students for college and career opportunities leading students to postsecondary institutions for an industry recognized certification or licensure, an associate and/or higher college degree, and successful employment. Georgia has created a singular program known as Dual Enrollment for students in grades 10-12 who qualify to participate. Students may enroll on a part-time or full-time basis as a Dual Enrollment student and take college courses at their high school or on a postsecondary campus. Students will receive high school and college credit simultaneously when attending and passing approved college classes.

What are some of the benefits of the Dual Enrollment program?

- Eases the transition from high school to the postsecondary environment
- Provides an early start on their college/university careers
- Offers a meaningful and challenging academic experience to qualified students
- Provides for an early college opportunities for student to participate who might not normally attend a college or university
- Provide flexibility for scheduling classes for students during or after school and/or online
- Standard tuition, mandatory fees, and required books are fully or mostly paid
- Reduces postsecondary course requirements

Where can I take Dual Enrollment?

Dual enrollment courses may be taken on a college campus, online, or at the Empower College and Career Center through the University of North Georgia or Lanier Technical College.

Is transportation provided for students to participate in the Dual Enrollment Program?

For dual enrollment students participating in dual enrollment courses (UNG or Lanier Tech) that will be offered on the campus of Empower College and Career Center, transportation will be provided from the base high schools via Jackson County school buses to the Empower campus. If a student chooses to take courses that are held on the college campus, students will be required to provide their own transportation.

Can I participate in sports or other extracurricular activities if I take dual enrollment classes?

Yes, students who participate in dual enrollment are able to participate in extracurricular activities held at your base high school. However, please be advised that there may be times when course schedules and requirements may restrict participation in certain activities.

Will I still have to take the Georgia Milestone EOC for related dual enrollment courses?

All students are required to take certain Georgia Milestone EOC exams. Some of the EOC Exams will be allowed to be exempted if they take the dual enrollment equivalent courses in those areas.

With the exception of the following courses, Algebra I, Coordinate Algebra, and Biology, a student shall be exempt from taking the end-of-course assessment for a core subject course if he or she earns a post-secondary credit in that course through dual enrollment pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. Postsecondary grades earned, in this situation, shall be used in the state accountability system. All students enrolled in Algebra I, Coordinate Algebra, and Biology must take the EOC.

(i) Beginning with the 2021-2022 school year, students are not exempt from taking the end-of-course assessment in American Literature and Composition, therefore, all students enrolled in American Literature and Composition must take the EOC.

Will the dual enrollment credits I earn transfer to other colleges and universities?

Most colleges and universities will accept dual enrollment credits as transfer credits. However, you are highly encouraged to contact any future college/university that you wish to attend to ensure how credits will transfer. Also, please take special note that there are 26 core academic courses that you can take through the Technical College System of Georgia (TCSG) that will transfer to other Georgia 4-year colleges/universities (University System of Georgia (USG)).

Does participating in the Dual Enrollment program reduce the number of eligible HOPE/Zell Miller Scholarship hours?

No, college credit hours taken as dual enrollment credit are not counted as attempted hours nor are they included in the combined paid hours limit for the purpose of HOPE or Zell Miller Scholarship eligibility.

Is Dual Enrollment right for me?

There are many factors that should determine whether or not you are ready to participate in a dual enrollment program. However, the "[Are You Ready for Dual Enrollment?](#)" quiz was developed to begin the process of making an informed decision about taking dual enrollment courses. Please take the time to answer these questions to determine if dual enrollment is a good fit for you.

What do I need to do first?

Explore dual enrollment options and information early! If you are interested in applying for the dual enrollment program, you will need time to make sure that you meet the district and college/university's requirements and guidelines, which includes taking the SAT, ACT, Accuplacer, and/or other placement and admission assessments. Below are some steps that you need to take as you prepare to participate in the dual enrollment program:

- Have meaningful discussions with your parents/guardians regarding your postsecondary plans and decide if participation in dual enrollment will benefit you in your achieving your postsecondary goals;
- If you are planning to attend a private or out-of-state college or university, make contact with those admission offices and determine if those organization will transfer in your dual enrollment credits earned;
- Meet with your high school counselor to determine which potential dual enrollment courses that you might participate in and how those courses will fulfill your graduation requirements;
- In partnership with your parents/guardians and high school counselor, complete the JCSS Dual Enrollment Checklist.

How do I know if I am eligible to participate in the dual enrollment program?

Student Eligibility:

- A student must be enrolled in and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.
- A student must be approved by the participating high school or home study program at which he or she is enrolled, to participate in dual enrollment.
- Prior to participating in Dual Enrollment, as part of the application process, the student and student's parent/guardian must complete the Student Participation Agreement (SPA) found on [GAfutures.org](https://www.gaafutures.org) in the My GAfutures tab.
- A student must have completed the admission process and been accepted and approved by the participating postsecondary institution.
- All postsecondary coursework must be completed prior to high school graduation or home study completion in order to receive Dual Enrollment credit and funding.

Grade Level Eligibility:

11th & 12th Graders

- Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private).

10th Graders

- Eligible students may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
- Eligible students who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.

Note: Georgia Student Finance Commission must have the required test score(s) on file prior to the student completing the Dual Enrollment funding Application and the high school or home study approving courses.

9th Graders

- Students in the 9th grade are not eligible to participate in the Dual Enrollment funding Program.

How many credits can I earn through the dual enrollment program?

- The Dual Enrollment Funding Cap is 30 semester or 45 quarter hours.
- The Funding Cap is a hard cap based on hours paid by the Dual Enrollment funding program for terms of enrollment (as invoiced by the postsecondary institutions).
- The Funding Cap does not include dual credit coursework attempted and paid by other sources.
- Dual Enrollment funding per term is a maximum of 15 semester or 12 quarter hours and a maximum of three semesters or four quarters per award year based on approved enrollment and available Funding Cap hours.
- Upon reaching the 30 semester or 45 quarter hours program Funding Cap, a student may qualify for HOPE Grant Bridge and HOPE Career Grant funding or may choose to self-pay.

How will my dual enrollment letter grades be converted to numeric grades that my high school will report on my transcript?

Letter/alpha grades are typically assigned by the postsecondary institution on the student's official college transcript (A, B, C, etc.). These grades need to be converted to a numeric grade to reflect on the student's high school transcript and GPA calculations. *(The 10 points that are added to students' final averages for taking Academic Core or [Hope eligible DE courses](#) will be added when the counselor posts the DE grades to the student transcript.)* Please refer to the chart below to see how Jackson County Schools converts this letter grade to a numeric grade:

Letter Grade	Numeric Equivalent	Letter Grade	Numeric Equivalent	Letter Grade	Numeric Equivalent	Letter Grade	Numeric Equivalent	Letter Grade	Numeric Equivalent
A+	98	B+	88	C+	78	D+	73	F*	55
A	95	B	85	C	75	D	71	WF	55
A-	93	B-	83	C-	74	D-	70		

Please Note:

***You are not only adding to your high school record/transcript, you are building your college portfolio. If you fail a dual enrollment course, your college record will permanently reflect a failing grade when future employers require you to submit a transcript from all schools that you attended.**

What are the dual enrollment admission requirements and application deadlines?

Please click on the following links to access the specific dual enrollment admission requirements/application deadlines for both of our college partners:

- ❖ [The University of North Georgia](#)
- ❖ [Lanier Technical College](#)

Please click on the following links to access the specific dual enrollment admission requirements/application deadlines for other local colleges:

- ❖ [University of Georgia](#)
- ❖ [Athens Technical College](#)

Who are the contacts for the dual enrollment program that will be offered at Empower College and Career Center?

- ✓ East Jackson High School
 - Denise Backus, Counselor - dbackus@jcass.us
- ✓ Empower College and Career Center
 - Leslie Dooley, Counselor - ldooley@jcass.us
- ✓ Jackson County High School
 - Lanier Technical College (TCSG): Ben Bachman - bbachman@jcass.us
 - University of North Georgia (USG):
- ✓ Lanier Technical College
 - Samantha Starkey, Dual Enrollment Coordinator –sstarkey@laniertech.edu
Phone: 770-533-7000 Ext: 6663
- ✓ University of North Georgia
 - Imani Cabell, Dual Enrollment Coordinator - Imani.Cabell@ung.edu
Phone: 678-717-3540