Step 1:  
Fill out online dual enrollment application on ATC Website www.athenstech.edu/dualenrollment. You must complete the application online and submit the Recommendation/Permission Form found on the high school website that requires counselor and parent signature. Submit the recommendation form to dualenrollment@athenstech.edu.

Step 2:  
Logon to GAFutures www.GAFutures.org and send your transcript to ATC. Once you log on, scroll down to “My Transcript”, click on link, and follow the instructions. 

- If you are a HOME School student, you must also submit the Declaration of Intent to ATC.

Step 3:  

- For 9th & 10th graders: Send past test scores from PSAT, ACT, SAT, or take the Accuplacer FREE of charge at ATC. Use link to sign up with their testing office https://www.athenstech.edu/studentAffairs/testing/compasssignup.cfm
- For 11th or 12th graders: If your HOPE GPA is 2.6 or above, NO test scores are required. You will need to print your “MY HOPE GPA” progress report from GAFutures and send to ATC. If your HOPE GPA is below 2.6, then send from PSAT, ACT, SAT, or Accuplacer scores to ATC.

Step 5: (High School Requirements)  
Complete any high school dual enrollment forms with student and parent signatures and turn into your HS counselors. HS counselor may also require the GA Dual Enrollment Student Participation Agreement, SPA, form to be completed and sent to ATC.

- SPA Must have parent information and signature
- SPA Must have counselor information and signature

Step 6:  
Go to GAFutures and complete the ONLINE Dual Enrollment Funding Application. It will take 2 minutes to complete. To locate this, enter into the GAFutures website www.gafutures.org on the bottom right corner “News You Can Use” and choose the shortcuts link. Then choose the “dual Enrollment funding application” and follow the directions. Make sure you are doing the online application unless you are home schooled or do not have a social security number. Choose your respective paper application. You must complete this prior to registering for class each semester and your counselor MUST have this to approve the payment for your classes.

**YOU MUST repeat this for each semester that you dual enroll**

Step 7:  
Check your application status on the ATC website. You will need your college student number to do this. You receive this number from ATC via email upon completing your college application.

Step 8:  
Once accepted, you will receive an acceptance letter in the mail with instructions on how to register and the steps required prior to registration. You must come to campus for advisement and registration for the first semester. You will be required to show proof of completion of the GAFutures funding application, the NEW Student Orientation, and E-Learning/Blackboard Orientation before you are permitted to register each semester. Notify your counselor of your admittance and when you plan to be advised by ATC.

- ATC Advisement and registration are required each semester you plan to dual enroll – in person or via email.

Step 9:  
Once registered, send your counselor your schedule at ATC so they can confirm your high school schedule and approved your GAFutures funding application that facilitates payment for your classes and books.