



Dual Enrollment Checklist

Financial Aid: Dual Enrollment Funding Application

Prior to registering for classes, please visit www.GAfutures.org and complete the online Dual Enrollment (DE) funding application each year you enroll at Athens Technical College. Your high school counselor (parent/guardian if you are a homeschool student) must complete the online course approval section of the funding application prior to the fee deadline each semester.

- Funding cap: You may register for a maximum 15 credit hours each semester. The DE program will pay for a total of 30 credit hours.
- Eligibility: Once a DE student withdraws from two courses, they are no longer eligible for DE funding (grades include W, WP, and WF).
- DE will not fund the same course twice.
- Students must self-pay for all tuition and fees not covered by DE funding.
- The HOPE Career Grant is available for only specified certificate and diploma programs after DE funding hours are maxed.
- NOTE: Students are not allowed to remain in classes without funding.

Complete both online orientations: New Student & E-Learning/Blackboard

- **New Student Orientation:**
https://forms.athenstech.edu/studentAffairs/admissions/online_orientation/Orientation.cfm?page=1
- **Blackboard/E Learning Orientation:**
<https://www.athenstech.edu/wp-content/uploads/2023/01/OnlineLearningOrientation20230123.pdf>

Set up college technology: ATC Email, Banner Web, and Blackboard

ATC's Single Sign On (SSO) integrates the login for all Banner Web, Blackboard, email, and intranet applications. This means that you will only need one set of credentials (username and password) to access all of your on-campus resources. Please note that ATC's Single Sign On is Okta.

- Follow the link here: <https://forms.athenstech.edu/forms/students/email/index.cfm> to begin the process of setting up your Single Sign On credentials.
- Input your ATC student ID number and the term you applied for, otherwise you will see an error message.
- Please keep in mind that your ATC student email address is your first name, last name, and the last three digits of your ATC student ID number.
 - A sample student email address is JohnDoe123@student.athenstech.edu

Please follow the steps below if you would like to know how to update/reset your SSO password?

1. <https://athenstech.okta.com> is a great place to update your password, particularly if you have forgotten your old password.
 2. If you need help and cannot reset your password at Okta, you should submit a support ticket at <https://forms.athenstech.edu/infoTech/studentEmail/studentSupport.cfm>.
 3. When you do know your password, you can log in at <https://portal.office.com> and reset it there. You can also reset it at any ATC computer by pressing Ctrl+Alt+Del and then select "Change a password."
- Please bookmark <https://athenstech.okta.com> for convenient access.
 - Passwords expire every two months. If you forget your password or if it expires, you will not be able to access ATC's on-campus resources. You must set up your security questions via Okta so you can have access to the self-service password reset. If you need to reset your password, you must use the alternate email you listed on your DE admissions application. Please keep in mind that being locked out of technology is not an excuse for late work.



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Registration Steps

1. Meet with your high school counselor prior to class registration to discuss the DE classes you are approved to take. Next, communicate with your ATC dual enrollment coordinator to be registered for DE at ATC.
 - a. NOTE: DE students cannot register themselves for classes at ATC.
2. To view the ATC classes offered, visit <https://athenstech.okta.com>. Next, select “Banner Web,” select “Registration,” select, “Look up Class,” and select “View Sections”.
 - a. When looking for a class, please make sure the class has seats remaining and that it is not closed. Open classes are referenced as “SR” for still remaining and closed classes are referenced as “C” for closed.
 - b. If you are choosing a science course (ex: BIOL 1111), you must also choose the science lab course (ex: BIOL 1111L) that goes with it by matching the section numbers.
 - c. Review the start and end dates as some courses are mini-mester courses for the first and last part of the term. Please note that “F” is the first half of the term and “L” is the last half of the term.
 - d. Find the location of the class you wish to take. ATC has four college campus locations: Athens/Main, Elbert, Greene, and Walton as well as Online and High School sites where classes are offered. You must choose the specific location for your class and you are not allowed to attend a class offered at a high school that is not yours.
3. Email your ATC dual enrollment coordinator to get registered for your DE courses. Please keep in mind that you are dually enrolled and if an ATC class is listed on your high school schedule that does **not** mean you have been registered at the college. Your ATC dual enrollment coordinator must register you for your ATC courses since you cannot register yourself.
 - a. Please email your ATC dual enrollment coordinator the following information:
 - i. Your official full name
 - ii. Your ATC student ID number
 - iii. The name of your high school and your high school counselor
 - iv. Your high school grade level
 - v. The subject of the course (ex: ENGL 1101)
 - vi. The five-digit CRN (course registration number) of the course (ex: 20123). Remember science classes must have the lecture and the lab with the same section number.
4. To confirm your ATC DE course registration, please visit your ATC Banner Web account and review your class schedule for accuracy.

❖ A few things to note:

- Your ATC DE classes will not be available in Blackboard (ATC’s online learning management platform) until the first day of each semester.
- Students taking online classes must sign in and complete the requested items for each online class within the first 24 hours of the semester to confirm their intent to remain enrolled.
- There is a proctored **on-campus** midterm and/or final exam for all online classes.
- Check your college academic history each semester to make sure you are meeting SAP, satisfactory academic progress, to remain eligible academically and financially to enroll each term. The policy is found at this link: <https://www.athenstech.edu/tuition-aid/financial-aid-policies/#sap>.

Review and Print your Schedule

1. Log in to Banner Web by visiting <https://athenstech.okta.com>, select “Student Services & Financial Aid,” and then select “Registration”.
2. Next, click on “Student Detail Schedule” and type CTRL+P to print your ATC course schedule.
3. Email a copy of your college class schedule to your high school counselor so they can approve your DE courses on your GAfutures funding application.



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Student ID

Please visit the Student Activity Center at any campus to obtain your ATC student ID.

- This ID serves as your college library card to receive your DE textbooks and/or access codes and it may provide discounts at area businesses.

Parking Decals

Please visit the Office of Admissions front desk at any campus to obtain your ATC parking decal.

- This permit serves as the ID for parking at any of the Athens Technical College campus locations. Please display the permit to avoid a parking ticket.

Textbooks/Access Codes

Please visit the ATC Athens campus library to obtain your DE textbooks and/or access codes.

- The ATC library provides textbooks and access codes to all DE students at no charge.
- Unless earlier pick up is arranged, students may pick up their textbooks and/or access codes at the Athens campus library on the first day of class.
- At the end of each semester, you must return all textbooks to any ATC library location. Access codes do not have to be returned.
- If you would like your textbooks to be sent to a different campus library or if you would like to arrange for possible earlier pick up, please email libraryservices@athenstech.edu to see if that is an option. Review your course syllabus and contact your ATC instructors for a list of required course supplies.
- NOTE: Supplies, if required, are not provided for DE students; you will be responsible for purchasing those on your own.

Technology Help

- To receive assistance with any technology for Email, Blackboard/E-Learning, or Banner Web, please visit: <https://forms.athenstech.edu/infoTech/studentEmail/studentSupport.cfm> and follow the directions.
- Email your ATC instructors ASAP to inform them that you are having technology difficulty and that you have submitted an IT helpdesk ticket for assistance as technology is required to be successful in your classes.
- Please keep in mind that being locked out of technology is not an excuse for late work.

Please feel free to contact your ATC dual enrollment coordinator if you have any questions. Thank you.

Dual Enrollment Staff Contact Information

Location: ATC Athens Campus, Building H

Email: dualenrollment@athenstech.edu

Tracie McGhee - High School Coordinator (tmcghee@athenstech.edu or 706-425-3060)

Serving Elbert, Madison, Morgan, Oconee, Oglethorpe, Taliaferro, Washington Wilkes, and Home Schools

Michele Petee - Career Academy Coordinator (mpetee@athenstech.edu or 706-355-5045)

Serving Clarke, Greene, Hart, Social Circle, and Walton