



## **Dual Enrollment New Student Orientation Handbook**

**[DualEnrollment@athenstech.edu](mailto:DualEnrollment@athenstech.edu)**



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## **Dual Enrollment (DE) Coordinator Contact Information**

**Office Location: ATC Athens Campus**

**DE Department Email Address: [dualenrollment@athenstech.edu](mailto:dualenrollment@athenstech.edu)**

**Tracie McGhee - High School Coordinator** ([tmcghee@athenstech.edu](mailto:tmcghee@athenstech.edu) or 706-425-3060; H Bldg. H730)  
*Serving Elbert, Madison, Morgan, Oconee, Oglethorpe, Taliaferro, Washington Wilkes, and Home Schools*

**Jannah Zinker - Career Academy Coordinator** ([jzinker@athenstech.edu](mailto:jzinker@athenstech.edu) or 706-552-0985; N Bldg. N105)  
*Serving Clarke, Greene, Hart, Social Circle, and Walton*

## **Dual Enrollment (DE) Checklist – Next Steps for New Dual Students**

### **✓ Financial Aid: Complete the Dual Enrollment Funding Application**

Please visit [www.GAfutures.org](http://www.GAfutures.org), and submit the online Dual Enrollment (DE) funding application each academic year you are enrolled in courses at Athens Technical College (ATC). Each semester, your high school counselor or home school counselor must complete the online course approval section of the DE funding application prior to ATC's fee payment deadline.

- Home school students must have their parent/guardian or home school counselor complete the funding application through the Educational Professional function to receive funding. Refer to the Home Study section on the GAFutures website for instructions.
- Funding cap: 15 total credit hours per semester and 30 total credit hours are paid for by the DE program.
- Eligibility: Two maximum withdrawals are allowed (grades of "W"). After that, DE students are no longer eligible for DE funding.
- Students must self-pay for all tuition and fees not covered by the DE program.
- Once they have utilized their 30 credit hours of DE funding, students who have chosen a high demand career program of study may be eligible for the HOPE Grant and the HOPE Career Grant as an additional funding source. These students must contact their ATC DE coordinator to see if they qualify. If they qualify, they must complete the GSFAPP, and provide proof of lawful presence and Georgia residency to be eligible for HOPE Grant and HOPE Career Grant funding.
- Students who desire to complete an Accelerated Career Diploma (ACD) pathway will utilize the ACE Grant to cover the cost of their chosen pathway. These students must complete the GSFAPP, and provide proof of lawful presence and Georgia residency to be eligible for ACE Grant funding.

### **✓ Selective Service State Requirements: Attention Male Students**

Federal law requires males between the ages of 18 to 25 living in the United States of America to register with the Selective Service System.

Georgia state law requires Selective Service System registration for males to qualify for Georgia's state aid programs, which includes HOPE and Zell Miller Scholarships and Grants. Eligible colleges and universities cannot award any state aid program if a student does not meet the Federal Selective Service System registration requirement.

- Please visit <https://www.sss.gov/register/> to register for the Selective Service System online and to find out more information about the Federal Selective Service System requirements. The registration takes a few minutes, and you will receive an online confirmation as soon as it is complete.
- If you do not have a social security number, visit <https://www.sss.gov/register/#section1> for a printable registration form which can be located at [https://www.sss.gov/wp-content/uploads/2025/02/Form\\_1\\_2-6-25.13.pdf](https://www.sss.gov/wp-content/uploads/2025/02/Form_1_2-6-25.13.pdf), or visit a US Post Office to receive a paper registration form. Complete the registration form and sign and mail it to Selective Service System. Registration may take up to 30 days.

### ✓ Obtain Your ATC Student ID Number

Your student ID is the number associated with your digital identity at Athens Technical College and is located on your official acceptance letter. The last three digits of your student ID are also part of your ATC student email address.

- Follow these steps to find your ATC student ID number:
  - Visit <https://www.athenstech.edu/>. Click on “Admissions”; click on “Newly Accepted Students”; under the “Get Your Student ID” section, click on “Find Your ATC Student ID Number.”

### ✓ Need Accommodations? Contact Disability Services to Get Enrolled at the College Level.

Disability Services Coordinator, Athens Campus, K-614E, 706-355-5010, Fax:706-552-0970, [disabilityservices@athenstech.edu](mailto:disabilityservices@athenstech.edu).

To establish eligibility, DE students, **excluding the counselor or parents/guardians**, must request services by contacting the Accessibility Services coordinator as soon as they are accepted to the college to ensure timely services.

- Students must provide current documentation (evaluations that clearly indicate that a physical, psychological or learning disorder is present) from a qualified healthcare professional compliant with the TCSG documentation requirements for special services/accommodations. Generally, an IEP or 504 plan is not sufficient for college courses. Here is the link to start the process [https://www.athenstech.edu/wp-content/uploads/2024/02/Disability-Services-Intake-Packet\\_Generic\\_011-2022\\_With-ROI.pdf](https://www.athenstech.edu/wp-content/uploads/2024/02/Disability-Services-Intake-Packet_Generic_011-2022_With-ROI.pdf).
- Note: Some of the accommodations which are approved at the secondary school level may be deemed unreasonable by the Accessibility Services program at the post-secondary level.

### ✓ Set up Your Single Sign-On (SSO): ATC Email, Banner Web, and Blackboard

Athens Technical College’s Single Sign-On (SSO) integrates the login for all Banner Web, Blackboard, email, and intranet applications. This means 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 these steps to begin the process of setting up your Single Sign-On credentials.
  - Visit <https://www.athenstech.edu/>. Click on “Admissions”; click on “Newly Accepted Students”; under the “Set Up Your ATC Single Sign-On Account” section, click on “Set Up Your Account.”
- Please keep in mind that your ATC student email address is your first name, last name, and the last three digits of your student ATC ID number. A sample student email address is [JohnDoe123@student.athenstech.edu](mailto:JohnDoe123@student.athenstech.edu).

***You must check your ATC accounts daily, especially your ATC student email and Blackboard. Important information will be sent to you through your ATC student email account. Information about fees, balances, and messages from ATC instructors will be communicated to you through your ATC student email.***

***\*\*\*You will be responsible for the information sent to you.\*\*\****

- Please follow the steps below if you would like to know how to update/reset your SSO password?
  1. <https://athenstech.okta.com> is where you go 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 by completing the following steps:
    1. Visit <https://www.athenstech.edu/>. Click on “Current Students”; click on “Student Resources”; scroll down and click on “Email Support & Password Reset”; complete and submit the “ATC Student Email and Password (Single Sign On) Support” form.
  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 2 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.**
- The use of technology is required to be successful in your ATC DE classes. **Please email your ATC instructors ASAP to inform them that you are having technology issues and that you have submitted an IT helpdesk ticket for assistance.**

#### ☑ Technology Help

- To receive assistance with any technology for Email or Banner Web, please visit <https://forms.athenstech.edu/infoTech/studentEmail/studentsupport.cfm> and follow the directions.
- To receive assistance with Blackboard technology, visit your student login dashboard and choose the Blackboard Bb link. Choose the Helpdesk Request Form and submit for Blackboard assistance.
- 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.

#### ☑ Complete the Online E-Learning/Blackboard Orientation and the Online New Student Orientation

- For the online E-learning/Blackboard orientation, visit <https://www.athenstech.edu/>. Click on “Admissions”; click on “Newly Accepted Students”; under the “Learn how to use Blackboard” section; click on “Complete Online Learning Orientation.”
- For the online new student orientation, visit <https://www.athenstech.edu/>. Click on “Admissions”; click on “Newly Accepted Students”; under the “New Student Orientation” section, click on “Virtual New Student Orientation.”

### ✓ Advisement and Registration Steps for DE Students

- Contact your ATC DE coordinator prior to class registration to discuss the DE courses you are approved to take. Next, communicate with your ATC DE coordinator to be registered for DE at ATC per the directions below.
- To view the ATC classes offered, visit <https://athenstech.okta.com>.
  - a. Next, select “Banner Web”; select “Student Self Service”; select “Browse Classes”; select “Term (Semester),” select “Subject”, select “Course Number”, and then choose “Search.”
  - b. When looking for a class, please make sure the class has seats remaining and that it is not full.
  - c. 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 choosing the matching section number.
  - d. Review the start and end dates as some courses are mini-mester courses, and some courses are full semester courses. Either semester course option can be chosen, but many students prefer the full semester courses.
  - e. Find the location of the class you wish to take. ATC has three college campus locations: Athens/Main, Elbert, and Walton. Some college courses are offered virtually/online and at the high school sites. You must choose the specific location for your class, and as a DE student, you are not allowed to attend a class offered at a high school that you do not attend.
- **Email your DE coordinator from your Athens Technical College email account to get registered for your DE courses. The ATC DE coordinator must register you for your courses since you are a DE student. You cannot register yourself for your courses at ATC.**
  - f. All the information outlined below must be included in your email to be registered:
    - i. Your official full name
    - ii. Your ATC college ID number
    - iii. The subject of the course (ex: ENGL 1101)
    - iv. The five-digit CRN (course registration number) of the course (ex: 20123)
    - v. The name of your high school, and the name of your high school counselor and their email address
    - vi. If applicable, identify if you are an Accelerated Career Pathway student and include the name of the pathway/program of study you plan to complete for high school graduation as an Accelerated Career Pathway student.

### ✓ Proof and Print Your Schedule and Send a Copy to your High School counselor

- Log in to Banner Web by visiting <https://athenstech.okta.com>, select “Banner 9 Student Profile” within the “Student Information” tile, and then select “Registered Courses.”
- Next, type CTRL+P to print your ATC course schedule or take a screen of your college schedule.
- Email a copy of your college class schedule to your high school counselor so they can approve your DE courses on your GAfutures DE funding application.



**Please keep the following information in mind:**

- Your ATC DE courses will not be available in Blackboard (ATC's online learning management platform) until the first day of each semester.
- Students taking online courses must sign in to each online course the first 24 hours of the semester and complete the initial assignment required to confirm their intent to remain enrolled.
- **For the ATC college courses, there is a proctored on-campus midterm and/or final exam for all online courses.**
- 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>.

☒ **Student ID** - Visit the Student Activity Center at any ATC campus to obtain your ATC student ID.

- This ID serves several purposes, including use as a library card to check out your DE textbooks and access codes, and may provide discounts at area businesses.

☒ **Parking Decals** - Visit the Admissions Office front desk at any ATC campus to obtain your ATC parking decal.

- The parking decal serves as the ID for parking at any of the ATC campus locations. Please display the parking decal in your vehicle to avoid a parking ticket.

☒ **Textbooks/Access Codes** - Visit the Athens Campus Library to obtain your **FREE** textbooks and/or access codes.

- Textbooks and access codes are provided by the ATC library to all DE students.
- Students may pick up their textbooks/access codes at the Athens campus library on the first day of class, unless earlier pickup is arranged.
- Students must provide the library with their ATC student picture ID and ID number in order to pick up their textbooks/access codes.
- DE students must return all of their textbooks to any of ATC's college library locations (Athens, Elbert, and Walton) at the end of each semester. Access codes do not have to be returned.
- The ATC library will place a hold on the student's account and bill the student for textbooks not returned from prior semesters. The hold can prevent future registration and transcripts from being sent to other institutions other than their high school.
- If students would like their textbooks to be sent to a different ATC campus library (Elbert or Walton) or if they would like to arrange for possible earlier pick-up, they must email [libraryservices@athenstech.edu](mailto:libraryservices@athenstech.edu) for assistance.
  - **DE students must review their course syllabus and contact their ATC instructors for a list of required course supplies and fees.**
  - **Please note that if required, supplies and course fees are not covered by DE funding. Students must pay out of pocket for their supplies and course fees.**

Please contact your ATC Dual Enrollment coordinator if you have any questions.

## **Classroom Behavior Expectations**

Students enrolled in college classes, whether they are physically taking the class on a college campus site or at a high school/career academy site, should abide by their instructor's classroom policies and the following guidelines while in the classroom:

- Mute cell phones and put them in a backpack or purse. Students should not be using a cell phone during class time.
- Do not work on other class assignments or talk with classmates during class time unless the instructor has given permission.
- Participate in in-class work, group work, projects, or class discussion.

Disruptive behavior that inhibits instruction or learning in the classroom can result in a code of conduct violation. Please see the Student Code of Conduct section for more information.





## Attendance

Students are expected to attend each scheduled class. Absences and tardiness will become a part of the student's record through the work ethics grade. Attendance may also be a part of a student's overall course grade as outlined in the syllabus for the course.

It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus. If there are extenuating circumstances, the instructor's discretion will be considered in the final decision for an exception.

**Online Courses:** Online students must complete an academically related activity each week to be considered attending class. Simply logging into class is not considered attending. Academically related activities include, but are not limited to, submitting an academic assignment; taking an exam; completing an interactive tutorial or computer-assisted instruction; or participating in an online discussion about academic matters.

### **\*\*\*Mid-Term and Final Exams:**

- For ALL college courses, including online, ALL students are required to attend an on-campus proctored midterm and/or final exam!
- Mid-term and final exams are to be taken during the weeks designated by the college no matter where the course is being taken, college or high school site.

## Course Cancellations

In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, their official college email account, or other modality. Instructors will provide information on their continuation of instruction plans in their syllabus.



## **Drop/Add and Withdrawals**

- Drop/Add is scheduled on the first three days of each academic semester. Students needing to make changes to their schedules must do so by the third day of the semester (***not the third meeting of their class***). Students may drop or add courses during this period by emailing the ATC DE staff and completing the ATC Drop/Add form by visiting <https://www.athenstech.edu/>, clicking on “Current Students” on the menu bar, clicking on “Registration & Records,” scrolling down to the “Forms” section, and clicking on “Drop/Add Form.” Courses dropped during Drop/Add will not appear on the student’s official academic record.
- Withdrawal from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student’s academic record. Students who need to withdraw from one or more courses after the third day of the semester must do so by emailing the ATC DE staff and completing the ATC withdrawal form. The withdrawal form can be located by visiting <https://www.athenstech.edu/>, clicking on “Current Students” on the menu bar, clicking on “Registration & Records,” scrolling down to the “Forms” section, and clicking on “Withdrawal Form.” The course(s) will be included on the student’s transcript.
- Students will be assigned a grade of "W" for those course(s) if the requested information is received by the withdrawal deadline date of the semester. While a grade of "W" does not count in the student's cumulative grade point average at ATC, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid at ATC. Students who stop attending classes without formally withdrawing from their classes risk earning a final grade of “F” for their classes which will appear on their academic transcripts. The class you wish to be withdrawn from must also be on your DE funding application and approved by your high school counselor and ATC as tuition must be paid for the class.
- At ATC, students must withdraw by the withdrawal deadline to receive a grade of “W.” After the withdrawal deadline passes, students will remain in the class and receive whatever letter grade they earn.
  - **NOTE: Dual Enrollment students are required to communicate with their high school counselor regarding their college withdrawal as there will be high school requirements that must be completed in the event of the college withdrawal.**
- No Shows are reported for nonattendance in the first week of the semester. Any student who fails to attend class or log in and complete an academic activity for classes within the first seven days of the semester will be reported as a “No Show.” “No Show” classes will not appear on a student’s record at ATC.

**Withdrawing or failing courses can negatively affect your academic standing with Athens Technical College and also your eligibility to receive Dual Enrollment, ACE Grant, HOPE Grant, and/or HOPE Career Grant funds by not maintaining satisfactory academic progress (SAP).**

## **Student Conduct**

**At ATC, students can be denied participation in the DE at any time for violation of the postsecondary (college) rules.**

In order to provide an environment conducive to learning, ATC has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion from ATC by the authorized administrator.

Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including but not limited to cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus, including but not limited to horseplay/goofing off in the classrooms and labs.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Failure to dress appropriately. Some courses have a dress code. The student must be dressed in the appropriate manner prior to class beginning. They may not use class time to go change clothes.



## **Academic Integrity**

Athens Technical College requires an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. Athens Technical College promotes and expects each member of the college to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors include but are not limited to the following:

Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).

- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

## Athens Technical College Library Services and Resources



We are here for you! ATC wants you to know about your college Library Services and Resources. Access these services and resources on the ATC homepage under the Resources tab or via Blackboard.

***Access library resources (through O.W.L. & GALILEO) off-campus with your ATC email and email password.***

**O.W.L.** is the ATC library discovery portal for finding print and online resources, like **GALILEO**. If there is any issue with your email login, try going directly through GALILEO with the semester password found in Blackboard or ask your ATC Library.

### ***FAQs!***

- Hours: Monday through Thursday 8:00 am until 10:00 pm; Friday 8:00 am until 4:30 pm (Athens); Branch libraries' hours are posted on the library website.
- Online chat and texting are available 24/7. Text the library at 706-621-5558.
- Access eBooks (600,000), eVideos (56,000), and articles (gazillion) from within Blackboard as well as from the library homepage.
- Swank Digital Campus collection provides access to streaming feature films.
- Kanopy includes 8,000+ documentaries.
- Online library webpages and program and class guides provide important links to help with assignments.
- TechShare is a service from all TCSG college libraries through O.W.L. You can sign in and search the collections and request books from any TCSG library
- Interlibrary Loan – ask us to locate and request an article or book not owned by ATC library. Articles may be received within 48 hours!
- Technology Nest is the library makerspace with 3D printers, DIY electronics, and virtual reality software.
- A UGA library borrower's card is available after you contact your ATC library first. We can save you a trip by borrowing items for you.
- And just for your leisure reading pleasure, your library has recent bestsellers!
- If you have any technical issues with library resources, do not hesitate to let us know so we can get them resolved.

We hope you have a great semester! Call 706-355-5020, email [libraryservices@athenstech.edu](mailto:libraryservices@athenstech.edu), chat, and/or text with us for any assistance.

## **The Student Success Center at ATC**

Located on the first floor of the K Building on the Athens Campus, ATC's Student Success Center provides students with access to comprehensive services to assist them in meeting their academic and career goals. The Student Success Center provides the following:

**Academic Support Services:** Academic Support Services assist all students in meeting their academic goals by offering free tutoring in most core content areas. Academic Support Services offer students a relaxed environment for studying in groups or learning one-on-one with a tutor. The tutoring staff offers academic seminars to assist students with time management, study skills, and academic resources. Tutoring is offered in person and online. Services are offered on all campuses of ATC.

**Career Services:** ATC Career Services provide comprehensive career related services to students. Services include career assessment, resume assistance, interviewing techniques, and **career** seminars to assist students with career exploration, career development, and job attainment.

**Counseling Services:** College can be an exciting time in the life of a student; it can also come with a number of challenges. Students are encouraged to seek guidance from ATC's Counseling Office. If additional counseling services are needed, the Counseling Office offers referrals to mental health resources in the community, which are able to serve students on an ongoing basis.

**Disability Services:** ATC provides equal educational opportunities to qualified students with disabilities. To receive services, **a student** must provide recent documentation from a qualified healthcare professional (evaluations that clearly indicate that a physical, psychological or learning disorder is present) compliant with the TCSG documentation requirements for special services/accommodations. Generally, an IEP or 504 plan is not sufficient for college courses. Services are implemented temporarily for one semester.

To establish eligibility, DE students, **excluding the counselor or parents**, must request services by contacting the Accessibility Services Coordinator as soon as they are accepted to ensure timely services.

Students must present accommodation forms and discuss with each instructor appropriate accommodations.

- **Note: Some of the accommodations which are approved by the school system may be deemed unreasonable by the Accessibility Services Program.**

ATC's Disability Services Coordinator  
Athens Campus  
K-614E  
706-355-5010  
Fax: 706-552-0970  
[disabilityservices@athenstech.edu](mailto:disabilityservices@athenstech.edu)



## **Steps to Complete the Dual Enrollment Funding Application**

The DE funding application MUST be completed once a year, either at the beginning of the school year or before your entry semester prior to registration. Summer begins the new aid year.

1. Visit [www.GAfutures.org](http://www.GAfutures.org).
2. Select the **Sign In** option at the top of the GAfutures homepage or select **Create an Account**.
3. Enter your Username and Password information; then select **Sign In**.
4. At the top of the page, select **HOPE & State Aid Programs**.
5. Next, scroll down and click on **State Scholarships and Grants**. The Dual Enrollment tab should appear. Click on the Dual Enrollment tab.
6. Next, scroll down, and on the left-hand side, click on **Application Procedure**.
7. On the right-hand side, select the blue “Apply Now” button.

**\*\*\*The Dual Enrollment Online Funding Application is good for one academic year.\*\*\***

Classes taken under DE do not count toward the total HOPE scholarship or grant cap hours that a student can use. This means a student can take DE classes in high school and still be eligible for a full HOPE Scholarship or Grant after graduation.

<b>Dual Enrollment Funding Covers</b>	<b>Dual Enrollment Funding Does Not Cover</b>
<ul style="list-style-type: none"> <li>• All tuition and mandatory fees</li> <li>• Required textbooks and/or access codes will be loaned free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies required by some courses (example: uniforms, supply kits, background checks, etc.)</li> <li>• Some program or course specific fees (example: lab fees, malpractice insurance fees, etc.)</li> </ul>


  
 @ ATHENS TECHNICAL COLLEGE

## **Georgia Student Finance Commission Funding**

- DE funding has a maximum cap of 30 semester hours or 45 quarter hours.
- DE students may not take more than 15 credit hours total per semester. This includes hours taken at other post-secondary institutions during the same semester; students can be enrolled in more than one institution at the same time.
- The funding cap is a hard cap based on hours paid by the DE program for terms of enrollment (as invoiced by the postsecondary institutions).
- The funding cap does not include dual credit coursework attempted and paid for by other sources.
- Effective Summer term 2020 and beyond, all first-time students are subject to the DE funding cap.

### **Reaching the Funding Cap**

DE funding options are available up to the student's high school graduation or home study completion date or the funding cap, whichever occurs first. Once a DE student reaches the DE funding cap (30 semester hours), a student may:

- Self-pay for college courses listed in the DE course directory.
  - ATC will charge the student tuition, fees, and textbooks based on credit hours of enrollment not covered by DE funding.
- Students may choose to self-pay if they choose to enroll in courses not listed in the DE course directory or if they are not eligible to register for a course listed in the directory due to grade level requirements.
  - ATC will charge the student tuition, fees, and textbooks based on credit hours of enrollment as other students would be charged.
- If the student is enrolled in an **eligible HOPE Career Grant certificate or diploma program** at ATC, the student may qualify for HOPE Grant and HOPE Career Grant funding.
  - HOPE Grant assists with the tuition. Students will have fees and textbook costs.
  - The HOPE Career Grant can assist with fees and textbook/access code costs.
- Public high school students may choose to pursue high school graduation through the **Accelerated Career Diploma (ACD)** option; the eligible student may qualify for ACE Grant funding.
  - ACE Grant assists with the tuition, mandatory fees, and textbook/access code costs.
  - ACE Grant is awarded based on the number of credit hours the student is enrolled in per term.
  - The award is available for a maximum of 15 semester hours per term and a maximum of three semesters per award year.
  - All postsecondary coursework for the ACD in an eligible selected program of study must be completed prior to high school graduation to receive ACE Grant funding.

### Dual Enrollment Funding Awards

- The approved award rates to be paid for tuition, fees, and textbook costs are annually published and subject to change each year.
- The award is available per term for a maximum of 15 semester hours or 12 quarter hours and a maximum of three semesters or four quarters per award year depending upon the student's eligibility.
- ATC must waive all mandatory and non-course related fees and cannot charge eligible high school students participating in the DE program additional tuition, fees, or textbook costs for courses approved for DE funding.
- ATC must provide required textbooks at no cost to participating students for courses approved for DE funding. If the course textbook and/or course homework delivery method is provided online or online materials are used in lieu of a physical textbook, the institution must provide the access code at no cost to the student for courses approved for DE funding.

### Student Responsibility

- ATC may charge a DE recipient a fine for a lost or damaged book which was loaned to the student, up to \$75 or the cost of the book minus the book allowance, whichever is less.



## **HOPE Grant Eligibility**

Students who exceed the DE funding limit of 30 hours may be able to use HOPE Grant funding and HOPE Career Grant funding to continue their studies as a dual enrolled student. Hours used under the HOPE Grant program DO count towards HOPE Program lifetime hours limits. Students must meet the eligibility requirements of the HOPE Grant **and** the HOPE Career Grant programs as detailed below:

### **Eligibility for the HOPE Grant**

#### **Basic Eligibility**

All HOPE programs require students to meet basic requirements. An eligible student must:

- Meet HOPE's U.S. citizenship or eligible non-citizen requirements.
- Be a legal resident of Georgia.
- Be in compliance with Selective Service registration requirements.
- Meet academic achievement standards.
- Be in good standing on all student loans or other financial aid programs.
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990.
- Not have exceeded the maximum award limits for any HOPE program.
- Student is ineligible for HOPE Grant payment if he or she has attained a baccalaureate degree, at any time, from any postsecondary institution, including the equivalent of a baccalaureate degree from a foreign institution as indicated by the foreign academic transcript and/or foreign academic transcript translation.

#### **Program Eligibility**

Full-time enrollment in a certificate or diploma program is not required, and students are not required to graduate from high school with a specific GPA, however, they must have a postsecondary cumulative 2.0 GPA at certain checkpoints to maintain eligibility.

### **Eligibility for the HOPE Career Grant**

#### **Program Eligibility**

- All eligibility requirements above for the HOPE Grant also apply to the HOPE Career Grant.
- Student must also be enrolled in an identified high-demand profession as designated by the Georgia Student Finance Commission annually.

## **ACE Grant Eligibility**

The Accelerated Career Education (ACE) Grant Program provides financial assistance to Georgia public high school students enrolled in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and pursuing high school graduation through the Georgia Department of Education's Accelerated Career Diploma (ACD) to enroll at a TCSG institution in an associate of applied science, diploma program leading to licensure, or two (2) technical certificates in the same program of study or closely related programs of study on the High Demand Career List.

ACE Grant funding covers the cost of standard tuition, waives mandatory fees, and provides for required textbook(s) for a maximum of 15 semester hours per term.

The program is offered during all terms of the school year.

### **Student Eligibility**

- A student must be enrolled in and physically attending an eligible public high school in Georgia.
- A student must be pursuing a high school diploma through the Georgia Department of Education's Accelerated Career Diploma (ACD) option.
- A student must have completed the admission process and been accepted and approved by the participating TCSG postsecondary institution.
- A student must be enrolled in coursework required for the selected associate of applied science, diploma program leading to licensure, or two (2) technical certificates in the same program of study or closely related programs of study on the High Demand Career List.
- All postsecondary coursework for the ACD eligible selected program of study must be completed prior to high school graduation to receive ACE Grant funding.
- A male student must meet the federal Selective Service System registration requirement, per Georgia state law. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens who came to the United States prior to age 26. Selective Service System registration must be completed at the age of 18.

### **Impact on Dual Enrollment Program Eligibility**

- Public high school students pursuing the Georgia Department of Education Accelerated Career Diploma and receiving ACE Grant funds cannot receive Dual Enrollment funding and/or HOPE Grant during the same term.
- A student who chooses to stop pursuing the Georgia Department of Education Accelerated Career Diploma is ineligible to receive ACE Grant for any terms after they stop pursuing the Accelerated Career Diploma.
- If the student stops pursuing the Georgia Department of Education Accelerated Career Diploma and chooses to enroll in Dual Enrollment funded courses, the hours taken for which ACE Grant was received are subtracted from the student's Dual Enrollment program funding cap.

## **Steps to Complete the ACE Grant Funding Application**

The GSFAPP application MUST be completed at the beginning of the school year or before your entry semester prior to registration. Summer begins the new aid year. The GSFAPP remains valid for 10 years.

1. Visit [www.GAfutures.org](http://www.GAfutures.org).
2. Select the **Sign In** option at the top of the GAfutures homepage or select **Create an Account**.
3. Enter your Username and Password information; then select **Sign In**.
4. At the top of the page, select **HOPE & State Aid Programs**.
5. Next, scroll down and select **State Scholarships and Grants**. The ACE Grant tab should appear.
6. Next, scroll down, and on the left-hand side, click on Application Procedure and Deadline.
7. Under the “Application Procedure” section, click on the link that reads “Georgia Student Finance Application (GSFAPP).”





## **Satisfactory Academic Progress Policy**

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress for students receiving financial aid. The satisfactory progress policy must include both a qualitative measure (cumulative GPA) and a quantitative measure (maximum time frame). Failure to maintain Satisfactory Academic Progress (SAP) will result in the loss of all aid.

***Note: The SAP policy applies to all students regardless of whether he/she has previously received aid.***

- **Qualitative:** Students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. The GPA is computed by the Office of Registration & Records on a scale of 4.0.
- **Quantitative:** Students must successfully complete two-thirds (66.66%) of all hours attempted.

Failure to maintain satisfactory academic progress will result in the loss of funding. The SAP policy applies to all students, regardless of whether they have previously received aid. (Financial aid regulations consider new students and transfer students to be making satisfactory academic progress.)

Successful grades include A, B, C, and D. Unsuccessful grades include F, I, IP, W.

Students enrolled in a program of study for more than two academic years must have a GPA of at least a 2.0.

Students must also show a completion rate that will allow the student to complete a program of study in at least 150% of the time it should require (as determined by the college catalog). For example, a student in a program requiring a total of 98 semester credit hours will receive financial aid up to 147 semester credit hours for that program. Transfer credits accepted by ATC as earned hours will be counted in the maximum timeframe.

- **Warning:** Students who do not meet the above guidelines will initially be placed on Financial Aid Warning. A student assigned a Warning will be notified by email at their ATC student email account. The student may continue to receive financial aid for one subsequent semester under this status. SAP standards must be met to continue eligibility.
- **Exclusion:** Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on Financial Aid Exclusion. Students on Exclusion are not eligible to receive financial aid.
- **Probation:** Students who were placed on Financial Aid Exclusion may choose to appeal the exclusion. If the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. A student on Financial Aid Probation may be placed on an Academic Plan that will require the student to meet certain terms and conditions as determined by the Financial Aid Appeal Committee. At the conclusion of the Financial Aid Probation semester, the student must be meeting SAP standards or be meeting the requirements specified in the Academic Plan.

**Appeals:** Students placed on Financial Aid Exclusion may appeal the denial of financial aid if extenuating circumstances are present. A Request for Appeal of Financial Aid Exclusion form must be submitted explaining the extenuating circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. Supporting documentation is required. Appeals must be submitted to the Financial Aid Office prior to the midpoint of the semester for which students are appealing their exclusion status. Financial aid appeals are reviewed by a committee of faculty and staff. The committee's decision is final.

**\*\*\*Note: A dual enrolled student on Financial Aid Exclusion cannot be enrolled while waiting for the appeal results unless they pay tuition and fees out of pocket for the semester(s) they are on exclusion. This semester will continue to be evaluated for SAP, satisfactory academic progress.**



## FERPA – Family Educational Rights and Privacy Act of 1974

- **FERPA is a federal law that protects students. Students who wish for their grades/class information to be shared with other individuals should complete this form.**



### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FORM

**FERPA** is a Federal law that protects the privacy of student education records, both financial and academic. If a student is 18 years or older or attending a postsecondary educational institution, the privacy rights are the students' such that any release of student record information requires the student's explicit written/electronic consent except in limited circumstances.

Students may authorize their parent, legal guardian, or other third party, partial or full access to the student's financial or educational records. **Please review the ATC catalog on FERPA policy prior to completing this form.**

Date:	Student's Full Name:	Student ID#:
<p><b>Step 1: Select FULL, LIMITED ACCESS, or RESTRICT ACCESS. Skip to Step 2 if you are requesting to remove an individual's or agency's access to your records. Note: Neither full or limited access provide authority to make changes to the student's education record.</b></p> <p><b>If LIMITED ACCESS is chosen, indicate specific information or records to be granted.</b></p> <p><input type="checkbox"/> <b>Consent for FULL ACCESS to educational records</b> (Full Access, may include, all academic related information, test scores, graduation information, disciplinary actions, state residency status, financial information, transcripts, disability records, contact information)</p> <p><input type="checkbox"/> <b>Consent for LIMITED ACCESS to educational records</b> Please indicate the specific information or records to be granted:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> <b>RESTRICT ACCESS</b> (No release of records and/or directory information without direct written and/or electronic consent to any third-party except in limited circumstances, such as in relation to court mandated requests)</p>		
<p><b>Step 2: Select duration of access.</b></p> <p><input type="checkbox"/> One Time Use: This authorization can be used only once.</p> <p><input type="checkbox"/> Limited Use: This authorization is <b>effective</b> _____ and <b>expires</b> on _____.</p> <p><input type="checkbox"/> Long Term Use: This authorization will remain continuously in effect until I withdraw this authorization in writing or <b>for a maximum of four years.</b></p> <p><input type="checkbox"/> Request to remove consent.</p>		
<p><b>Step 3: Indicate purpose for the authorization for release of information.</b></p>		
<p><b>Step 4: Indicate name and address of Individual or Agency to whom access to records may be provided.</b></p>		
<p><b>Step 5: Provide signature.</b></p> <p>I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974, HIPAA, and other state or federal law. I understand that these cannot be released without my written consent and/or electronic authorization. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing an updated notice of such revocation to Athens Technical College, Office of the Registration &amp; Records. <b>This authorization is valid for four years from the date I sign this release (unless noted differently above).</b> In granting a release or access to records, I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. The person and/or agency receiving this information may not disclose the information received as a result of this disclosure unless specifically authorized in the "purpose" section of this release. I will not be contacted after any inquiry is made or information is released to the individual(s) or agencies listed on this form.</p> <p>Student's Signature _____ Date _____</p>		
<p><b>For Internal Use Only</b></p> <p>ATC Staff Validation _____ <input type="checkbox"/> <b>Valid Photo ID was presented</b></p> <p style="text-align: center; font-size: small;">Print Name and Provide Signature</p>		