



**GEORGIA
PIEDMONT**
TECHNICAL COLLEGE

**DUAL
ENROLLMENT**
@ GEORGIA PIEDMONT TECH

New Student Application Packet

Student Name: _____

High School: _____

Graduation Year: _____

Contact:

dualenrollment@gptc.edu

CONNECT WITH US



/gogptc



/gogptcgo



gptc.edu

404.297.9522

www.gptc.edu



Student Checklist

Please make sure the application is fully completed. Incomplete applications may result in delayed or denied program admissions.

- GPTC Application for Admissions submitted online**
- Dual Enrollment Funding Application**
 - In order to receive funding for your GPTC classes, the student **MUST** complete the Dual Enrollment Funding application at www.GAFutures.org**
 - Failure to complete this step may result in the student receiving a bill for tuition and fees.**
- Copy of the student's signed social security card**
- Qualifying Placement scores**
 - ACT/PSAT/SAT/ACCUPLACER**
 - 10th grade HOPE GPA**
 - 9th Grade ELA EOC**
- Student Code of Conduct**
- Parent Permission Letter**
- Textbook Agreement Form**
- Parent Funding Acknowledgement Form**





Application for Admissions

Please Note: Dual Enrollment Students do not pay an application fee

- Go to www.gptc.edu
- Select “APPLY ONLINE”
- Apply as “New Student”
- Complete “Online application”
- Create first time user account
- Create a login ID and Pin
- In Application Type, select “**HIGH SCHOOL STUDENT**”
- Complete all the fields on the application
- If taking core classes, or unsure, select “Interdisciplinary Studies” for Planned Course of Study
- The application is not submitted until you receive a confirmation
- Submit the completed “New Student Packet” and placement scores to GPTC to complete the admissions process





Dual Enrollment Funding

Please Note: Students must complete a Dual Enrollment Funding Application every semester of participation

- Go to www.gafutures.org
- New students:
 - Create an account with your social security number
 - Keep track of your Username and Password for future semesters
- Returning students:
 - Sign in using your Username and Password
 - If locked out, please contact GA Futures directly 800-505-4732
- Select the Shortcuts Tab
- Select the Dual Enrollment Funding Application
- Select the Apply Now box
- Complete all the fields on the application and submit
- Please submit a copy of funding confirmation to dualenrollment@gptc.edu

I understand that I will not be registered for classes without a valid GA Futures funding application submitted.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/ Guardian Signature

Date





Parent Permission Letter

You are enrolling in Georgia Piedmont Technical College course(s). A Georgia Piedmont Technical College instructor will teach this course either on your high school campus, at one of GPTC campuses, or online. **This class is a college-level course, and you will receive college credit *and* high school credit for it!**

Benefits of taking GPTC courses while in high school:

- Degree level core classes will transfer to any University System of Georgia or Technical College System of Georgia college or university PLUS many other colleges/universities outside of the state of Georgia....so starting at GPTC can really take you anywhere you want to go.
- College credits taken through the Dual Enrollment program do not count against HOPE Scholarship or HOPE Grant hours after you graduate from high school.
- College credits are counted as rigor courses for HOPE Scholarship and Zell Miller Scholarship calculations.
- Tuition, textbooks, and most student fees are covered through the Dual Enrollment program– which means you are required to pay little, or no, personal expenses to attend GPTC while in high school.
- Students who participate in Dual Enrollment courses get a 0.5 boost in their HOPE Scholarship/Zell Miller GPA calculations upon graduation from high school. **(Please note – this does not apply to your local high school GPA calculation)**

You will be required to adhere to all rules and regulations of both your high school and GPTC. *Please refer to your GPTC Student Handbook and your high school student handbook to review all rules and regulations.*

Please read the following Dual Enrollment information carefully:

Participant Eligibility & Requirements

All Dual Enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in the Dual Enrollment program at Georgia Piedmont Technical College.

Academic Information

- A transcript/grade report will be sent to the high school counselor at the end of each semester by GPTC reporting the student's final grade for the semester.
- GPTC High School Coordinators will notify the high school of grades earned for each grading period.
- GPTC courses failed may impact high school graduation and GPA and may prohibit students from continuing in the Dual Enrollment Program.
- The high school counselor and the GPTC Dual Enrollment Coordinator must approve all college course taken by the high school student.
- Participation in any Dual Enrollment program does not exempt anyone from the Georgia High School Graduation Test.
- The Georgia State Board of Education Rule 160-5-1-18: Competitive Interscholastic Activities in Grades 9-12: No Pass/ No Participate applies to course taken at GPTC through the Dual Enrollment program.





Attendance Policy

- Students are expected to be punctual and attend all classes for which they are registered.
- Each student should recognize at the beginning of his or her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.
- The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at GPTC College may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies of courses may differ.
- All make-up work will be at the discretion of the instructor and will be identified in the course syllabus.
- Failure to comply with the GPTC attendance policy can affect course grades and continuation in the program.
- Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for make-up work at the convenience of the instructor. Failure to maintain contact with the instructor either by attending classes, submitting assignments, or contacting the instructor (either in person, by telephone, or email) may result in failing grade(s).

Academic Honesty

- All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.

Financial Aid Information

- All 9-12th grade students attending a participating Georgia Public or Private High School or home study programs are eligible to receive Dual Enrollment funding regardless of residency or citizenship.
- Students must maintain satisfactory academic progress in their chosen program of study to remain eligible for financial aid for future courses taken, which means that they must successfully complete at least 67% of their attempted coursework with a minimum of a 2.0 GPA.
- Withdrawing from Dual Enrollment courses can negatively impact a student’s satisfactory academic progress. Please use discretion when withdrawing from courses.
- Dual Enrollment students are not eligible for additional forms of financial aid while still in high school.
- Some costs (insurance, tools, kits, supplies, etc.) associated with some programs may not covered by GPTC. These costs are the responsibility of the student.

I have read and understand the above information.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/ Guardian Signature

Date





Textbook Agreement

By signing this agreement, I understand that Georgia Piedmont Technical College has purchased the text and/or material(s) for my class(es) and that I hereby agree that I am borrowing the text and/or materials for the duration of the class. I understand that for classes taken at a GPTC campus or through GPTC online, I am required to visit a GPTC campus for distribution of my text and/or materials(s). At the end of the class, I will relinquish possession of the text and/or material(s) to my GPTC Dual Enrollment Coordinator or other GPTC designee.

I also agree to return the text and/or material(s) in the same condition that they were given to me. If I fail to return the text and/or materials(s) in the condition that they were given to me, I agree to pay \$75.00. I also agree that any digital code given to me in place of a textbook cannot be shared with or given to any other student. If I am in violation of this non-sharing policy, I agree to pay \$75.00.

I further understand that if I do not remit payment to Georgia Piedmont Technical College for the damaged or lost text and/or material(s) a hold will be placed on my account. Having this hold will prevent me from:

1. Acquiring a schedule for the next semester.
2. Forwarding my official GPTC transcripts vital for future college and/or job applications.

Failure to sign this form will result in the non-issuance of Georgia Piedmont Technical College textbooks.

My signature below indicates that I understand the Dual Enrollment Textbook Policy and will adhere to the policies set forth in this agreement.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/ Guardian Signature

Date





Student Code of Conduct

Georgia Piedmont Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution 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 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.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- 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.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.





- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- 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.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

I, _____, have been given a copy, read and understand the Student Code of Conduct and the policies and rules located in the Georgia Piedmont Technical College Student Catalog. I will abide by the standards and regulations set forth by Georgia Piedmont Technical College. If I violate any part of the Student Code of Conduct, I understand that disciplinary procedures will be followed, including possible dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

Student Signature

Date





Acknowledgement of Potential Costs Associated with Dual Enrollment

I understand that my student, _____, will be receiving credit hours not all of which may be eligible for Dual Enrollment funding available under Georgia law (HB 444). I acknowledge that I am responsible for keeping track of the number of credit hours attempted and/or earned by my student in the Dual Enrollment program. If my student exceeds the maximum number of credit hours available, I agree to pay all tuition, mandatory fees, and book costs that are not covered by the Dual Enrollment funding program out-of-pocket.

If my student is eligible for HOPE Grant or HOPE Career Grant funding, then I choose the following option (select one):

_____ I agree and authorize the technical college to apply the HOPE Grant and or HOPE Career Grant funds towards any credit hours not covered by the Dual Enrollment funding program.

_____ I agree to pay out of pocket the tuition, mandatory fees, and book costs for any credit hours that are not covered by the Dual Enrollment and/or HOPE Grant/HOPE Career Grant Funding programs.

As the parent/guardian of the above named student, my signature on this waiver certifies that I have read, understand, and accept the above information. I agree to hold harmless and expressly waive any legal claims that could otherwise be made against Georgia Piedmont Technical College or the Technical College System of Georgia with regard to any authorized actions taken by the technical college, or for any out-of-pocket payments made by me to enroll my student in Dual Enrollment courses.

PARENT/GUARDIAN

Parent/Guardian Name (PRINTED)

Date

Parent/Guardian Signature

