

Memo

To: Current and Prospective Dual Enrollment Students
From: Brenda Boonstra, Director of Undergraduate Admissions/ Demorest
Date: October 5, 2020
Re: Dual Enrollment Policies

Effective May 15, 2017: “Dual enrollment students may take up to 15 credit hours per semester.”

APPLICATION PROCEDURES FOR NEW DUAL ENROLLMENT STUDENTS

***Previously accepted dual enrollment students who are in good academic standing and returning for successive semesters may skip Steps 1 and 2. Go to Step 3.**

STEP 1: Complete an admissions application. Online applications are available at piedmont.edu/apply

STEP 2: Submit official SAT/ACT/Accuplacer scores and high school transcripts, if available. Mail to: Office of Undergraduate Admissions, Piedmont College, PO Box 10, Demorest, GA 30535 **or** submit electronically to bboonstra@piedmont.edu.

STEP 3: Submit the following: (1) Dual Enrollment Eligibility Checklist, including parent and student signatures and (2) Dual Credit Enrollment Recommendation Form, including teacher, counselor and principal signatures. Mail to: Office of Undergraduate Admissions, Piedmont College, PO Box 10, Demorest, GA 30535 or send electronically.

THE DEADLINE FOR SUBMITTING ALL MATERIALS for FALL 2021 is MAY 15, 2021; SPRING 2021 is NOVEMBER 1, 2020.

STEP 4: Students must go online to www.gafutures.org to complete the Georgia Dual Enrollment program application forms. They must be filled out completely, listing what courses the student has permission to take. The deadline for completing the online MOWR forms is **August 31, 2021 for the Fall 2021 semester and January 31, 2021 for Spring 2021.**

STEP 5: High School counselor or Home administrator must certify students through www.gafutures.org.

STEP 6: Registration for Fall 2021 will begin April 5, 2021. Registration for Spring 2021 will begin Nov. 9, 2020.* Students will meet with the dual credit enrollment advisor to register for classes. Students will select courses from a limited list provided by Piedmont College.

Night classes are not available to dual enrolled students; a limited number of online options are available.

*(*Dates subject to change. Please check website for details, or call the Admissions Office at 706-776-0103 for details.)*

Requirements/Policies for Dual Credit Enrollment



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To be eligible for the Dual Enrollment Program at Piedmont College the student must:

1. Be classified as a high school junior or senior by the student's eligible high school and have a 3.0 GPA or higher in college prep curriculum
2. Student must submit SAT, ACT or Accuplacer scores if available.
3. Provide completed Eligibility Checklist and Dual Credit Enrollment Recommendation form (to be completed by two high school teachers and high school principal or home school administrator)

Qualified students accepted to the College:

- Are required to sign a statement permitting college officials to speak with parents and school officials in all matters regarding the student's enrollment.
- May enroll in up to 15 credit hours, which must be selected from the approved list of eligible courses (Teacher Recommendation form).
- Who wish to substitute a course not listed on the Teacher Recommendation form must have written approval from the Vice President of Academic Affairs prior to registration.
- **DE students may take a maximum of 15 credit hours per semester, with a maximum of 30 hours total. Courses must be on the list of approved courses from the State of Georgia. If a Dual Enrollment student chooses to take a course not approved by the State of Georgia, or enrolls in more than 15 credit hours or exceeds 30 credit hours, the student will be charged the normal undergraduate price per credit hour. Dual Enrollment students are not eligible for financial aid. DE students are normally not eligible to take evening, hybrid or online courses. Any appeals to this restriction must be made in writing to the dean of the school in which a course is offered.**
- Drop/Add*** requirements:

All drop/add forms must have the following signatures before submitting to the registrar:

- High School Counselor or Home School Administrator
- Piedmont College Financial Aid Advisor
- Piedmont College Academic Advisor

***Students will not be allowed to add classes during the drop/add period. This policy applies to dropping one class and replacing it with another.



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Dual Enrollment Eligibility Checklist 2020-2021

This form is to be completed and submitted as part of the initial Dual Enrollment Student Application for Admission. All students wishing to enroll at Piedmont College must meet these requirements and have this form, and the Dual Enrollment Recommendation Form, in their file before attending classes. *College copy must have original signatures.*

- _____ Student has completed the standard Application for Admission, available at piedmont.edu/apply.
- _____ Student has submitted a copy of his or her high school transcript.
- _____ Student has submitted a completed Dual Enrollment Program Application at gafutures.org
- _____ Student has submitted SAT, ACT or Accuplacer scores, if available.
- _____ Student's cumulative GPA is 3.0 or greater in the college prep curriculum.
- _____ Student will be at least 16 years of age before beginning classes at Piedmont College.
- _____ Student will be a junior or senior.
- _____ Student has parent/guardian's permission to enroll in classes at Piedmont College.
- _____ Student has submitted a completed Dual Enrollment Recommendation form.
- _____ Student grants permission to Piedmont College officials to speak with parent(s) regarding all matters related to their enrollment.

Parent Signature

Date

Student Signature

Date

Piedmont College - Demorest Dual Enrollment Recommendation Form

Schedules and calendars are subject to change, so please be sure to check them regularly.

Course schedules and Academic calendars may be found at
<http://www.piedmont.edu/registrar>. Please check which section will fit your schedule.

Enrollment is contingent on a course being offered in a particular semester and a seat being available. Students must also submit a MOWR application through the GAfutures website.

To be completed by recommending teacher, counselor, school principal or home school administrator EACH SEMESTER.

STUDENT NAME _____ (print)

GRADUATION YEAR _____

		PREREQ	Section Number Desired
ANTH 1102	Intro to Anthropology		
BIOL 1101	General Biology I (3 cr. hrs.) WITH LAB (1 cr. hr.)		
BUSA 1210	Principles of Economics		
ENGL 1101	Rhetoric and Composition		
ENGL 1102	Literature and Composition	ENGL 1101	
ENGL 2211*	US Literature from 1865	ENGL 1101/02	
ENVS 2070*	Environmental Science	ENGL 1101	
GEOG 1101	Physical Geography (3 cr. hrs.) WITH LAB (1 cr. hr.)		
GEOG 1102	Historical Geography (3 cr. hrs.) WITH LAB (1 cr. hr.)	GEOG 1101	
GRMN 1101	Elementary German I		
GRMN 1102	Elementary German II	GRMN 1101	
HIST 1111	World History to the mid 17th Century		
HIST 1112	World History since the Mid-17th Century		
HIST 1113	Transformative Developments in Western Civ.		
HIST 2212	Pivotal Moments in recent US History		
MATH 1100	College Algebra		
MATH 1113*	Pre-Calculus (prereq: ACT math > 17 or SAT math > 510)		
MATH 2100	Statistics (prereq: ACT math > 17 or SAT math > 510)		
MATH 2450	Calculus I (4 cr. hrs.) WITH LAB (prereq: ACT math > 22 or SAT math > 580)	MATH 1113	
PHYS 2110	General Physics I (4 cr. hrs.) WITH LAB	MATH 2450	
PHYS 2120	General Physics II (4 cr. hrs.) WITH LAB	PHYS 2110	
POSC 1101	American Government		
PSYC 1101	General Psychology		
RELG 1101	Religions of the World		
SOCI 1101	Intro to Sociology		
SPAN 1101	Elementary Spanish I		
SPAN 1102	Elementary Spanish II	SPAN 1101	

* = online sections available

Teacher Signature _____ Counselor Signature _____

Principal Signature _____ Counselor Email _____

Name of High School _____ Student Signature _____