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# Requirements/Policies for Dual Credit Enrollment

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piedmont.edu  
1-800-277-7020

To be eligible for the Dual Enrollment Program at Piedmont University 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.
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 University Financial Aid Advisor
- Piedmont University 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.

# Memo

**To:** Current and Prospective Dual Enrollment Students  
**From:** Brenda Boonstra, Director of Undergraduate Admissions/ Demorest  
**Date:** February 21, 2024  
**Re:** Dual Enrollment Policies

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## **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:** Carefully read through Piedmont's requirements and policies regarding Dual Enrollment. If you and your High School counselor agree that this opportunity will be a good fit for you, please continue.

**STEP 2:** Complete an admissions application. Online applications are available at [www.piedmont.edu/admission-aid/apply/](http://www.piedmont.edu/admission-aid/apply/)

**STEP 3:** Submit official high school transcripts and SAT/ACT/Accuplacer scores. Please have your counselor submit transcripts electronically, either to [bboonstra@piedmont.edu](mailto:bboonstra@piedmont.edu) or through GA Futures. Transcripts may also be mailed to: Office of Undergraduate Admissions, Piedmont University/ PO Box 10/ Demorest, GA/30535. Screen shots of test scores may be accepted if name and test information appear on the same page. Official testing results may also be submitted.

**STEP 4:** Submit the course request and participation agreement from your high school, with the required signatures. This may be done electronically or by mail, using the addresses above.

**THE DEADLINE FOR SUBMITTING ALL MATERIALS for FALL SEMESTER is MAY 15<sup>th</sup> ; SPRING SEMESTER is NOVEMBER 1<sup>st</sup>. **These are Piedmont's deadlines and may vary from your high schools' deadlines.****

**STEP 5:** Students must go online to [www.gafutures.org](http://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<sup>st</sup> for the Fall semester and January 31<sup>st</sup> for the Spring semester.**

**STEP 6:** High School counselor or Home School administrator must certify students through [www.gafutures.org](http://www.gafutures.org).

**STEP 7: Registration for Fall generally begins in April. Registration for Spring begins in November. \*\*\*** Students will work with the dual credit enrollment academic advisor to register for classes. Students will select courses from a list provided by Piedmont University.

**STEP 8:** Attend the Dual Enrollment Orientation, usually held the week before classes begin. Students will be notified via email and/or mail about the date and time.

- **Dual Enrollment students are allowed to enroll in up to 15 credit hours per semester.**
- **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 more information.**

## Piedmont University - Demorest Dual Enrollment Class List

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

Course schedules and Academic calendars may be found at

<https://selfservice.piedmont.edu/Student/Courses/>. 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 \_\_\_\_\_

**Section Number  
Desired**

		PREREQ	
ANTH 1102	Intro to Anthropology		
BIOL 1101	General Biology I (3 cr. hrs.) <b>WITH LAB</b> (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	
GEOL 1101	Physical Geology (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)		
GEOL 1102	Historical Geology (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)	GEOL 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 (prereq: ACT math > 22 or SAT math > 540)		
MATH 1113*	Pre-Calculus (prereq: ACT math > 22 or SAT math > 540)		
MATH 1300	Statistics (prereq: ACT math > 19 or SAT math > 510)		
MATH 2450	Calculus I (4 cr. hrs.) <b>WITH LAB</b> (prereq: ACT math > 26 or SAT math > 610)	MATH 1113	
PHYS 2110	General Physics I (4 cr. hrs.) <b>WITH LAB</b>	MATH 2450	
PHYS 2120	General Physics II (4 cr. hrs.) <b>WITH LAB</b>	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