Steps to apply to Chat Tech:

1. Click on “Deadline Dates” for DE
	1. Review the deadline dates.
	2. Mark the dates on your personal calendar.
2. Click on the “Forms, Rules & Instructions” tab.
	1. Click on the button, “Dual Enrollment Reminders” and review this information. You are responsible for this information, so please review it carefully because you will sign off stating you understand this information when you complete the Dual Enrollment Acknowledgement Form.
	2. Click on the “Dual Enrollment for Sprayberry” video and watch it. You will sign off on watching this video when you complete the “Dual Enrollment Acknowledgement Form.”
	3. Scroll down and click on the “CCSD Local School Agreement.”
		1. When you click the button, the CCSD Local School Agreement will download.
		2. This is a fillable document. Please fill out and save it to your desktop. You can sign it by using the text box or you can draw your signature.
		3. You will upload this signed document when you complete the “Dual Enrollment Acknowledgment Form,” it will go under #26.
	4. Next click on the button “Dual Enrollment Acknowledgement Form.”
		* This is a fillable document that will automatically be sent to the DE counselor once completed.
		* In this form, you will answer the questions, acknowledge the various rules and reminders, upload your CCSD Local School Agreement, and sign off indicating you understand the DE rules. You DO NOT have to submit testing scores for
		Chatt Tech.
		* You must be logged into your Cobb County 365 account to complete this task. The form will not submit unless all sections have been completed and you are logged into your CCSD computer/365 account.
	5. Once submitted, the DE counselor will reach out to you and schedule your DE Student Advisement Meeting where you will complete your “DE Student Advisement Form.” All meetings occur on Fridays only. There are no last minute or emergency appointments, so please plan accordingly. Please check Step #2 for the deadline dates and times.
	6. Scroll down and click on “Click here to set up GAFutures account and complete funding application.” If you need help with this, please click the button, “Click here for help setting up GAFutures Account & Completing your Funding Application.”
3. Go to this link to see Chatt Tech’s deadline dates for DE: [Admissions for Dual Enrollment - Chattahoochee Technical College](https://www.chattahoocheetech.edu/dual-enrollment/)
4. Click on this link to apply to Chatt Tech’s DE program: [Dual Enrollment Admission Steps - Chattahoochee Technical College](https://www.chattahoocheetech.edu/dual-enrollment-admission-steps/)
	1. Go to **Step 1:** Click “Start Application”
	2. Click “Create New Account HERE”
	3. Fill in the necessary information including your personal email address.
	4. Confirm you are not a robot and click “submit.”
	5. Follow the steps to complete the application.
	6. Once this is done, go back here: [Dual Enrollment Admission Steps - Chattahoochee Technical College](https://www.chattahoocheetech.edu/dual-enrollment-admission-steps/)
		1. You will see that the “Start Application” was only **Step 1** in Chatt Tech’s application process.
		2. Scroll down to **Step 2:** after your initial application is processed, you will need to get your 900 # (student id #). This may take a 24-48 hours to populate. Check your emails regularly.
		3. **Step 2: A-** You will need to upload the “DE Student Advisement Form” that we completed together under the “[upload an advisement plan](https://ctcforms.chattahoocheetech.edu/DualEnrollment/dedocupload-form.php).” You will NOT use their form.
		4. **Step 2: B-** You will need to click “[upload a verification of lawful presence document.”](https://ctcforms.chattahoocheetech.edu/DualEnrollment/dedocupload-form.php)

You will upload your drivers license or birth certificate to prove lawful presence.

* + 1. Ignore the “upload Qualifying Test scores for placement.”
		2. Go to **Step 3**. Click on the “[Complete the Dual Enrollment Approval Form here](https://ctccentral.etrieve.cloud/?isAnonymous=true#form/35)” and have your parent complete this section.
		3. Go to **Step 4**: If you have not already completed this task, complete the “Dual Enrollment Funding Application.” [Students will complete Step 4: B](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/application-procedure-and-deadline/) and the [parent needs to complete Step 4: C](https://www.gafutures.org/checs/DualEnrollment/Parent/).
	1. Chatt Tech will place you in one of two programs of study.
		1. Program of Study #1: Early College Essentials- which is for students taking mainly core classes at the college.
		2. Program of Study #2: Specific Technical Program, such as Automotive, Certified Nursing, etc.
			1. Students predominately taking CTAE/Technical Program classes will need to submit the [Dual Enrollment- Course Program Registration Request form](https://ctccentral.etrieve.cloud/?isAnonymous=true#form/70) to register for core classes. You will know if you need to complete this form because you will be blocked from registering. If you have specific questions, please reach out to your Chatt Tech advisor.
	2. Once you have completed Chatt Tech’s application, you will need to check your emails regularly to see if you have been accepted and your “Next Steps.” Please follow the next steps you are given. You will have an opportunity to meet with a college advisor. I highly suggest you do this. You will also be given a date and time to meet to develop your college schedule. Do not miss this appointment.
		+ 1. The deadline to submit your finalized college schedule is December 15th for the spring semester and May 15th for the summer/fall semesters.
			2. Your finalized college schedule needs your name, dates and times of each class listed on it.
			3. To make a copy of it, click CTRL Print and save it to your desktop. This will allow you to send me a pdf of your schedule. Screenshots will not be accepted.
1. After you have submitted your college schedule, the DE counselor will approve your DE funding in GAFutures. She will email you to let you know when this has been completed. At that time, you are all set to start college the following semester. Please make a note of the dates and times of the college classes and holidays.
	1. Remember that Chatt Tech’s and Cobb’s dates will differ. You are required to attend college classes even when Cobb County students are on breaks unless the college is also off during that time.
	2. If you are a part-time DE student, you will need to reach out to the front office to request a parking pass. Do this immediately because if you don’t claim your pass right away, it will be given to other students.
	3. It is your responsibility to pay attention to e-blasts from the school, so you are aware of upcoming events for students.