Steps to apply to Georgia Tech for Distance Math:

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.”
3. When you click the button, the CCSD Local School Agreement will download. You need to use the draw button or the text box for you and your parent’s signature.
4. This is a fillable document. Please fill this out and save it to your desktop.
5. You will upload this document when you complete the “Dual Enrollment Acknowledgment Form,” it will go under #26.
	1. 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 reminders, upload your CCSD Local School Agreement, upload your SAT or ACT (under item #28 for GA Tech students) and sign off indicating you understand the DE rules.
		* **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.**
	2. Once your “Dual Enrollment Acknowledgment Form,” is submitted, the DE counselor will review it and reach out to you and schedule your DE Student Advisement Meeting. During this meeting, you will complete your “DE Student Advisement Form.” All meetings occur on Fridays only. If you are missing a document, the DE counselor will not reach out to you.
	3. 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.”
6. Georgia Tech’s application will not open until after Sprayberry/Cobb County’s deadline. You will be allowed to apply once GA Tech’s window opens, but you must complete the initial forms and steps listed above (steps 1 & 2) by the listed deadline dates. If you miss submitting the initial forms by the deadline date, you will NOT be allowed to participate in GA Tech’s Distance Math for the next semester.
7. To learn more about GA Tech’s Distance Math Programs go to this link: <https://dev.admission.gatech.edu/dual-enrollment/distance-math>
8. Please note that this is a competitive program. Here are the average scores of students that have been accepted into this program: *A score of 4 or 5 on the AP exam
 An Average GPA of 4.0-4.46
 PSAT score between 1360-1420
 SAT score between 1410-1540
 or an ACT score of 32-35*
9. To apply for this program please go to this link: <https://dev.admission.gatech.edu/dual-enrollment/application-and-admission>
	1. Once the application window opens, you will see a link to apply under the Application Steps #1. Please note there are five steps you must complete as part of the application process. This includes sending your official transcript, SAT/ACT scores, AP scores and completing the lawful presence form.
10. You will also see GA Tech’s Important Dates listed on this page. <https://dev.admission.gatech.edu/dual-enrollment/application-and-admission>
11. Once you have completed GA 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. Please email this information to me at tammy.white@cobbk12.org.
	* 1. Your finalized college schedule needs your name, dates and times of each class listed on it.
		2. To make a copy of it, click CTRL Print and save it to your desktop. This will allow you to send Dr. White or Ms. Hawk a pdf of your schedule. Screenshots will not be accepted.
12. After you have submitted your college schedule, Dr. White or Ms. Hawk 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 your distance math class the following semester. Please make a note of the dates and times of the college classes and holidays.
	1. Remember that GA 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. You will be allowed to take this class online at Sprayberry. You will be assigned to a lab. We will have a teacher proctor your exams.