Steps to apply to KSU:

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. You will sign off on this 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.”
		* + When you click the button, the CCSD Local School Agreement will download.
			+ This is a fillable document. Please fill this out, save it to your desktop. You must have your parents and your signature for this to be approved. You can use the draw button or the text box for the signature section.
			+ You will upload this 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 reminders, upload your CCSD Local School Agreement (under item #26), upload your SAT/ACT or PSAT scores if your core GPA is 3.1 or lower (under item #27), 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.**
	5. Once submitted, the DE counselor will 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.
	6. Next, 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 KSU’s deadline dates for DE: [Dual Enrollment Requirements - Undergraduate Admissions (kennesaw.edu)](https://www.kennesaw.edu/admissions/undergraduate/admission-requirements/dual-enrollment.php)
4. Go to this link to KSU’s admission requirements: [Dual Enrollment Requirements - Undergraduate Admissions (kennesaw.edu)](https://www.kennesaw.edu/admissions/undergraduate/admission-requirements/dual-enrollment.php#requirements)
5. Click on this link to apply to KSU’s DE program: [How to Apply - Undergraduate Admissions (kennesaw.edu)](https://www.kennesaw.edu/admissions/undergraduate/apply.php)
	1. Click on Dual Enrollment (right side, under What Type of Student Are You?)
	2. Click on the “Apply Now” button.
	3. You will be a Dual Enrollment (DE) Student, so you will scroll down and click on the Yellow “Apply now (or continue application)” button. *DO NOT complete your application through Common App. Common App is only utilized for seniors applying to college for the upcoming school year.*
	4. Click on “Create an Account” for GAFutures, if you don’t already have one.
	5. Click on “Student”
	6. Fill in the required information. Use your personal email address.
	7. Complete the entire DE application in GAFutures.
6. Go back to this link: [Dual Enrollment Requirements - Undergraduate Admissions (kennesaw.edu)](https://www.kennesaw.edu/admissions/undergraduate/admission-requirements/dual-enrollment.php#app-process)
	1. Click on the “Application Process” button.
	2. Here you will find 5 steps that need to be completed.
		1. #1- You did this one in GAFutures (see above for directions)
		2. #2- You need to submit your “[Dual Enrollment New Student Form](https://powerforms.docusign.net/9030aabf-56cb-4e2e-84c8-ec46ae27b53e?env=na3&acct=13ea5398-db40-492a-a0f5-08bcdf17277a&accountId=13ea5398-db40-492a-a0f5-08bcdf17277a&recipientLang=en)” – this can be completed 24-48 hours after you completed the initial application
		3. #3 The DE counselor will send your high school transcript after you have your Dual Enrollment Student Advisement session with her.
		4. #4- This will not apply to you.
		5. #5- You are required to submit ACT, SAT, or PSAT scores to KSU if your core GPA is lower than 3.1.
			* Here are the required scores:
				+ You need 480 in Reading & Writing- SAT/PSAT
				+ You need 440 in Math- SAT/PSAT
				+ You need a 17 in English & 17 in Math- ACT/PreACT
7. KSU students are required to fill out the Lawful Presence Verification Form. Here is the link to this form: <https://kennesawstate.tfaforms.net/217725>.
	1. You will need your KSU ID # to complete this task.
	2. You will list yourself as an “undergraduate student.”
8. Once you have completed KSU’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. 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.
9. 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 KSU’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.