****

**DUAL ENROLLMENT ADMISSIONS CHECKLIST**

**for** **students who meet requirements to enroll with**

**Dalton State College**

**Place a check mark (√ ) in the boxes below to track for yourself which steps are complete.**

**Unless otherwise noted, each checklist item needs to be submitted to your counselor.**

**Please use this checklist form as a cover sheet for the items submitted to your counselor.**

** Step 1- Complete the NMHS Dual Enrollment Student Contract & Course Selection Form.**

** Step 2- Send your official SAT and/or ACT score reports to DSC. Order these from the SAT or ACT website if you did not add DSC as a score report recipient when you registered for the SAT or ACT. Depending on your desired course selection and performance on multiple test administrations, you may need to order reports from multiple tests and/or test dates.**

** Step 3- Complete DSC’s electronic application.
To find it, visit** [www.daltonstate.edu](http://www.daltonstate.edu) **and select “Apply” from the Admissions menu.
You will need to log into or create a GA Futures account to access the application. Once in the application itself, you will be asked to indicate your Student Type or Application Type; be sure to select the option for Dual Enrollment (may still be listed with old title for DE, like MOWR or ACCEL).
Once you are at the screen for payment information (e.g., credit card number, billing address), close the application window. You do *NOT* need to pay the application fee.**

** Step 4- Submit a copy of your driver’s license/permit.**

** Step 5- Complete a “NMHS Request for Official Student Transcript” form.
For DE purposes, mark in the address field “DSC for DE” instead of the full address.
If you have taken DE classes from GNTC before, you will also need to visit** [www.GNTC.edu](http://www.GNTC.edu)**’s Registrar page and request an official GNTC transcript for DSC.**

** Step 6- Have your doctor’s office or health department send a copy of your immunization records to DSC Admissions.**

** Step 7- Gather the items from Steps 1, 4, and 5, attach them to this checklist, and submit the stack to your counselor. After your counselor receives these items, you will be scheduled for DE classes. ☺**

**Please email your counselor if you have any further questions.**

Mrs. Sandy Smith Dr. Marelle Bowers Mr. Kevin Young

Counselor for Students A-F Counselor for Students G-O Counselor for Students P-Z

sandy.smith@murray.k12.ga.us marelle.bowers@murray.k12.ga.us kevin.young@murray.k12.ga.us