******DUAL ENROLLMENT ADMISSIONS CHECKLIST**

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

**Georgia Northwestern Technical 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.**

**This will also serve as a cover sheet for the DE admissions items submitted to your counselor.**

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

** Step 2- If you achieved GNTC DE eligibility through SAT or ACT, visit the test publisher’s website to order an official score report for GNTC. If eligible through the Accuplacer or ASSET administered by GNTC, you don’t need to send scores.**

** Step 3- Complete GNTC’s electronic application, the link for which can be found** **at** [www.gntc.edu/admissions/apply](http://www.gntc.edu/admissions/apply)**.
You will need to follow directions for “First time user account creation.” Create your Login ID and PIN for the application. Once in the application itself, you will be asked to indicate what Student Type you will apply as; select the option for Dual Enrollment (it may still be listed as Move On When Ready or MOWR). You will not have to pay the application fee.**

** Step 4- Complete a “NMHS Request for Official Student Transcript” form. For Dual Enrollment purposes, instead of entering the full address of GNTC, mark in the address field, “GNTC for DE.”**

** Step 5- Gather items from Steps 1, 2, and 4 behind this checklist, and submit the stack of items to your counselor. After these items are received by your counselor, 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

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