



Dual Enrollment Application Process

1. Meet with High School Counselor and Parent/Guardian

Meet with your high school counselor and parent/guardian to determine if Dual Enrollment is right for you! Request your counselor send your high school transcript to Southeastern Tech.

2. STC Dual Enrollment Application

Complete Southeastern Technical College Dual Enrollment application online at www.southeasterntech.edu, click on the "APPLY NOW" link at the top of the page, then click the "APPLY ONLINE" link to begin the application process. New users will need to create a login by clicking on the "New Users Click Here" link. You will then be prompted to enter your First Name, Last Name, and Email Address. Check the box to confirm that you are not a robot and hit "SUBMIT". An email with a link to create a password will be sent to the email address you provided. Click on the "Set Password" link to complete the process. You are now ready to start a new application. **Note:** If you do not see the email in your inbox please check your spam or promotions folder.

3. High School Grade Point Average (GPA)

Request your HS transcript to be sent to Southeastern Tech. High school students must have an overall high school GPA of 2.0 or higher to participate in dual enrollment classes.

4. Financial Aid/GA Futures (directions on the back)

Create an account at www.gafutures.org and complete the online dual enrollment funding application. An application must be completed once each academic year and approved by the student's parent/guardian. The High School Counselor has to approve the application each semester prior to registering for classes.

5. Acceptance Letter/Orientation

Look for your Southeastern Technical College Acceptance letter in the mail with Dual Enrollment Orientation information and your Student ID number. [Dual Enrollment Orientation \(Online\)](#) is required and will include information on the use of MySTC and much more. Distribution of books, picture ID, and parking decals dates are included in your acceptance letter and posted on the STC Dual Enrollment website.

6. Registration

Once counselor approval is complete on the GAfutures website, the student will be registered for classes.

Double the Credit
30 Semester Hours FREE
FREE TEXTBOOKS

www.southeasterntech.edu

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Secure Funding (Financial Aid)

Contact Information

Vidalia

Melissa Rowell

High School Initiatives Coordinator
mrowell@southeasterntech.edu
(912) 538-3142

Jennifer Johnson

Student Affairs Technician
jjohnson@southeasterntech.edu
(912) 538-3134

Swainsboro

Daphne Scott

Admissions Coordinator
dscott@southeasterntech.edu
(478) 289-2274

General Questions

dualenrollment@southeasterntech.edu

1 Have you EVER created an account in GAfutures?

YES

1. Go to www.gafutures.org
2. Click the Sign In button
3. Enter your Username and Password
4. Click the Sign In button

NO

1. Go to www.gafutures.org
2. Click the Create an Account button
3. Complete all information on the Create new account? screen
4. Click the Create Account button

2 Once you are signed in or have created a new account, complete the application:

1. Click My Dual Enrollment Profile.
2. Click The Upcoming 2024-25 School Year
3. Under Student Demographic section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
4. Under High School section:
 - Click High School.
 - Select your high school name.
 - In the I Plan to Enroll statement, select **May 2024– April 2025**
 - Select your appropriate grade level.
5. Under College Selction section, select **Southeastern Technical College**
6. Under Participation Agreement section:
 - Go to Student Acknowledgement, read and click on each box to indicate your agreement/understanding.
 - Read the HOPE Grant Implications box and click 'I Understand'.
 - For Student Signature, type your first and last name.
 - Click Submit.
 - Write down the Dual Enrollment Application ID that appears.
* Your parent needs this so they can complete their part of the application!
7. Your parent will then receive an email with information on how to go in and complete the parent portion of your application. They will use the Dual Enrollment Application ID to access your application.
8. If your are attending more than one college for DE:
 - Click My Dual Enrollment Profile.
 - Click Add Colleges.
 - Select your second college.

Note: You must apply for and secure your Dual Enrollment funding in GAfutures **each year**. For help with your GAfutures application, please click the Help button on the GAfutures website or contact your high school initiatives coordinator.

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