

# DUAL ENROLLMENT

@ WEST GEORGIA TECH

*New Student  
Orientation*



# WGTC by the Numbers

**6800+**

Students

**16:1**

Student/Faculty  
Ratio

**120+**

Programs of Study

**99.7%**

Job Placement Rate

**2,300**

Dual Enrolled  
Students

**\$0**

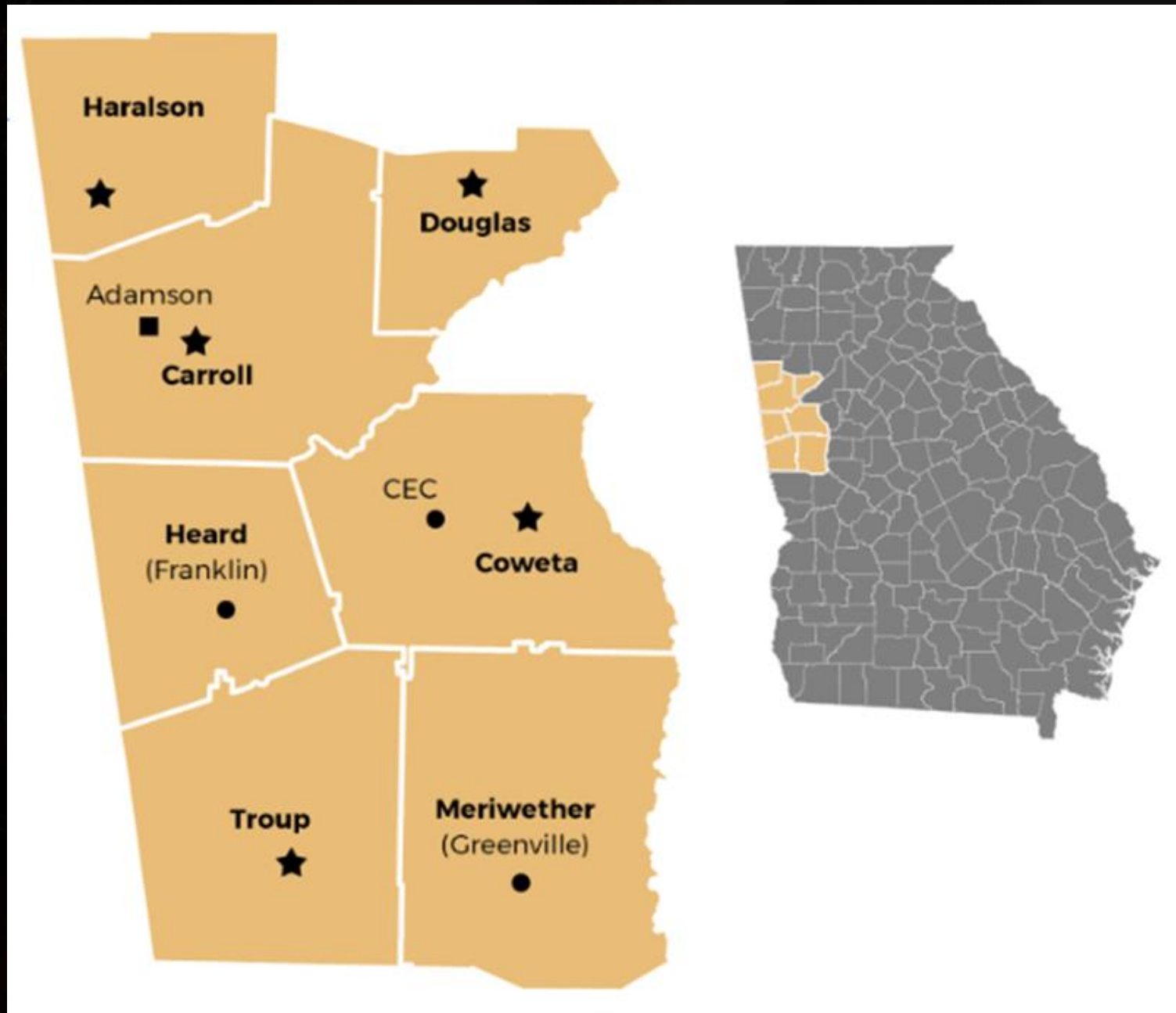
Tuition cost for  
Dual Enrollment







# WGTC Campuses & Sites



- **Carroll Campus**
- **CEC Instructional Site**
- **Coweta Campus**
- **Douglas Campus**
- **Franklin Instructional Site**
- **Greenville Instructional Site**
- **LaGrange Campus**
- **Murphy Campus (Waco)**
- **Adamson Administrative Location (Carrollton)**
- **Many approved High School Sites**





# National Alliance of Concurrent Enrollment Partnerships

What this means...

You can trust the quality of  
WGTC's Dual Enrollment Program

NACEP requires partner institutions to maintain rigorous accreditation standards to ensure the best student experience and outcomes

[www.nacep.org](http://www.nacep.org)



# Know your WGTC Coordinator

**Carroll & Coweta  
counties**

**Jennifer Ball**

[jennifer.ball@westgatech.edu](mailto:jennifer.ball@westgatech.edu)

**Sheila Billingslea**  
[sheila.billingslea@westgatech.edu](mailto:sheila.billingslea@westgatech.edu)

**Douglas & Haralson  
counties**

**Heard, Meriwether,  
& Troup counties**

**Kimberly Neese**

[kimberly.neese@westgatech.edu](mailto:kimberly.neese@westgatech.edu)

[dualenroll@westgatech.edu](mailto:dualenroll@westgatech.edu)

# DUAL ENROLLMENT FUNDING

- \* Covers tuition cost up for up to 30 hours of coursework (roughly 10 classes).
- \* Student completes a Dual Enrollment application on the GAfutures website each year.
- \* WGTC waives mandatory fees for dual students, but there may be some small fees, such as lab or supply fees, uniforms, welding shields, etc.
- \* Hours used under the Dual Enrollment program do NOT count towards HOPE hour caps limits.
- \* In cases where students will exceed the 30 hours of dual enrollment hours allotted, HOPE Grant may be available to cover additional courses in certain circumstances, such as CTAE courses or programs identified as high-need in Georgia.





- \* Student can use the Accelerated Career Pathway to complete High School, using an AAS degree, a technical diploma, a certificate program leading to licensure, or 2 TCCs in one of GA's high demand field.
- \* Student must complete the GSFAPPS on the GAfutures website to apply for ACE Grant Funding.
- \* Currently, there is no cap hour limit for the ACE Grant Program.
- \* Student **MUST** be identified as Accelerated Career by their High School to participate in the ACE program.
- \* ACE Grant Hours used will count towards the DE 30 hours cap, if the student moves from Accelerated Career to regular Dual Enrollment.

# Dual Credit means.....

- You are using College courses to meet your high school graduation requirements.
- You are getting a jumpstart on your post-secondary training.
- Failure to complete your Dual Enrollment classes CAN have a negative impact your high school graduation requirements.



# TECHNOLOGY

## 01 Know your login credentials

Your email address and your Student (Banner) ID can be found inside your Student Portal.

## 02 Single Sign On

You will use the same login credentials for all WGTC applications (Blackboard, eCampus, Email, Office 365 & BannerWeb).

Your **username** is your ENTIRE email address. Example: fakestudent4@student.westgatech.edu

Your **password** is initially set to your 8-digit birthday. Example: 05012007 (no dashes)

## 03 OKTA

This is WGTC's multi-factor authentication system. You **MUST** set up OKTA first to be able to login successfully. On your first login attempt, you will be prompted to set up your preferred authentication method. It is **STRONGLY** recommended that you use Security Questions.

## 04 myWGTC Dashboard

On the WGTC homepage, select MyWGTC, MyWGTC Portal to navigate to your needed platforms. Your Dashboard will provide a direct link to Blackboard, Email, Office 365, Banner Web and eCampus.

# TECHNOLOGY

You are **REQUIRED** to use your WGTC student email account to communicate with your professors and College staff. They will **NOT** respond to personal or high school email accounts

Check your WGTC student email **REGULARLY!** This is our primary mode of communication.

**Need Help?** If your login isn't working, you will need to submit an IT Helpdesk Ticket.

You can locate this under MyWGTC, IT Helpdesk.

Please allow 24 hours for a response. **DO NOT** submit multiple requests.

It is **NOT** recommended that you use **Chromebooks** for online coursework. Many of our ancillary software programs do not support Chromebooks. You may use on-campus computers in the WGTC Library or can borrow laptops from the Library, as inventory allows.



# Grading System

	<u>Grade</u>		<u>GPA</u>	
	A	=	4.0	Good Standing
	B	=	3.0	
	C	=	2.0	
	D	=	1.0	At Risk of Academic / Financial Aid Probation Academic / Financial Aid Suspension
	F	=	0.0	

**Academic Standing Policy:** One term of failure to earn a 2.00 overall GPA will result in Academic Probation. A second term below a 2.00 overall GPA will result in Academic Suspension. Once on Academic Suspension, you are required to sit out a term.



# Adjusting Your Class Schedule

- **Drop/Add**

You can adjust your schedule the first 3 days of the term with no academic penalty.

- **Withdrawal**

Beginning the 4th day of the term, students can request to be withdrawn by emailing their WGTC HS Coordinator. Student receives a W grade on their academic transcript.

- **High School Approval Required**

Your Counselor **MUST** approve any schedule changes.

- **Allowed only 1 withdrawal**

If you accumulate a total of 2 withdrawals you are no longer eligible for Dual Enrollment Funding.

- **Repeating a course**

Dual Enrollment Funding does not pay for a repeated course.





# FINANCIAL AID

All Dual Enrollment Programs require a student to maintain **Satisfactory Academic Progress (SAP)**.

- MUST Maintain a 2.00 overall GPA (C )
- MUST Complete 66.6% of your attempted courses

Failure to meet SAP requirements will result in Financial Aid Probation (one term) and Financial Aid Suspension (second term).

Students on Financial Aid Suspension CANNOT receive any Dual Enrollment Funding, and would be required to self-pay for courses.

# Selective Service Registration



Male students who are or will be 18 years old during the school year are **REQUIRED** to register with Selective Service, in order to receive Dual Enrollment Funds.

*This is a Federal and State requirement.*

Online Registration can be completed at [www.sss.gov](http://www.sss.gov) beginning 6 months prior to your 18th birthday.



# Textbooks

- Textbooks are provided for students using Dual Enrollment Funding.
- Visit to the WGTC Bookstore, with your class schedule, and identify yourself as a Dual Enrolled Student to obtain your textbooks.
- Some courses do not have physical textbooks. Refer to course syllabus to determine the textbook requirement for your course.
- Some courses use technology software and codes may be provided to you by dual enrollment or by your instructor. If you are unsure, please contact [dualenroll@westgatech.edu](mailto:dualenroll@westgatech.edu).
- Physical textbooks **MUST** be returned in good condition by the last day of final exams. Failure to return borrowed textbooks or damage to books will result in a book replacement charge and a hold on your student account.

# COURSE DELIVERY OPTIONS



## **Web-enhanced**

A face-to-face course that uses a web-based component to supports classroom instruction, assignment or tests.



## **Hybrid**

A course in which there is a mixture of structured, scheduled face-to-face class time and online delivery.



## **Online - Asynchronous**

An online course where assignments are due weekly. No scheduled meeting time.



## **Online - Synchronous**

An online course that has specific meeting times. The student is **REQUIRED** to be online during those times.



# FERPA

## **Family Educational Rights to Privacy Act (FERPA)**

Student records will not be made available to others except where permitted by law.

\*The Dual Enrollment Funding Application provides student & parent acknowledgement that the student's college information will be shared with the High School.

\*In order for the College to share information with a parent, the student must complete the **FERPA Consent Form** to authorize providing information to the parent.

# Student Code of Conduct

*You are a college student and appropriate adult behavior is expected.*

**All students at WGTC are expected to meet the requirements of the Student Code of Conduct. Any student who violates the Code of Conduct can be denied participation in the Dual Enrollment Program at any point.**

**Academic Violations include:** cheating, plagiarism, academic dishonesty, inappropriate use of technology or AI resources.

**Behavioral Violations include:** bullying, disrespecting WGTC Staff or other students, exhibiting threatening behavior.

The full Student Code of Conduct Policy can be found in the WGTC Student Catalog





# WGTC Campus Police

Program the **WGTC Police** number in your phone:  
**1.855.579.4357**

- Officers are in uniform and on campus anytime classes are in session.
- Fully-functioning Police Department; Police escorts available if needed.
- Students who represent a clear and present danger to others and/or are disruptive to the learning process will be immediately removed from the campus and will be subject to disciplinary procedures.
- WGTC has a **ZERO** tolerance for violations of the Weapons and Drug Policy.

*See Something,  
Say Something*

# Student IDs & Vehicle Registration



- IDs are Issued in the Library on each campus.
- You need a photo ID and proof of your class registration to obtain a Student ID.
- All students and staff must have a WGTC car hangtag for on-campus parking.
- Issued with the Campus Police Office on each campus.





# Student Success Services

- Online Tutoring
- Face-to-Face Tutoring
- Writing & Math Labs
- Early Alert Intervention System (TEAMS)
- Library Services
- Accessibility Services
- Counseling Services
- Assigned High School Coordinators
- Ongoing communication with the high schools





# Accessibility Services

If you are currently under an IEP or 504 plan with your high school, you will need to contact WGTC's Accessibility Office to secure accommodations BEFORE the semester begins.

The STUDENT must make the request for services by contacting [accessibilityservices@westgatech.edu](mailto:accessibilityservices@westgatech.edu)

Common accommodations are:

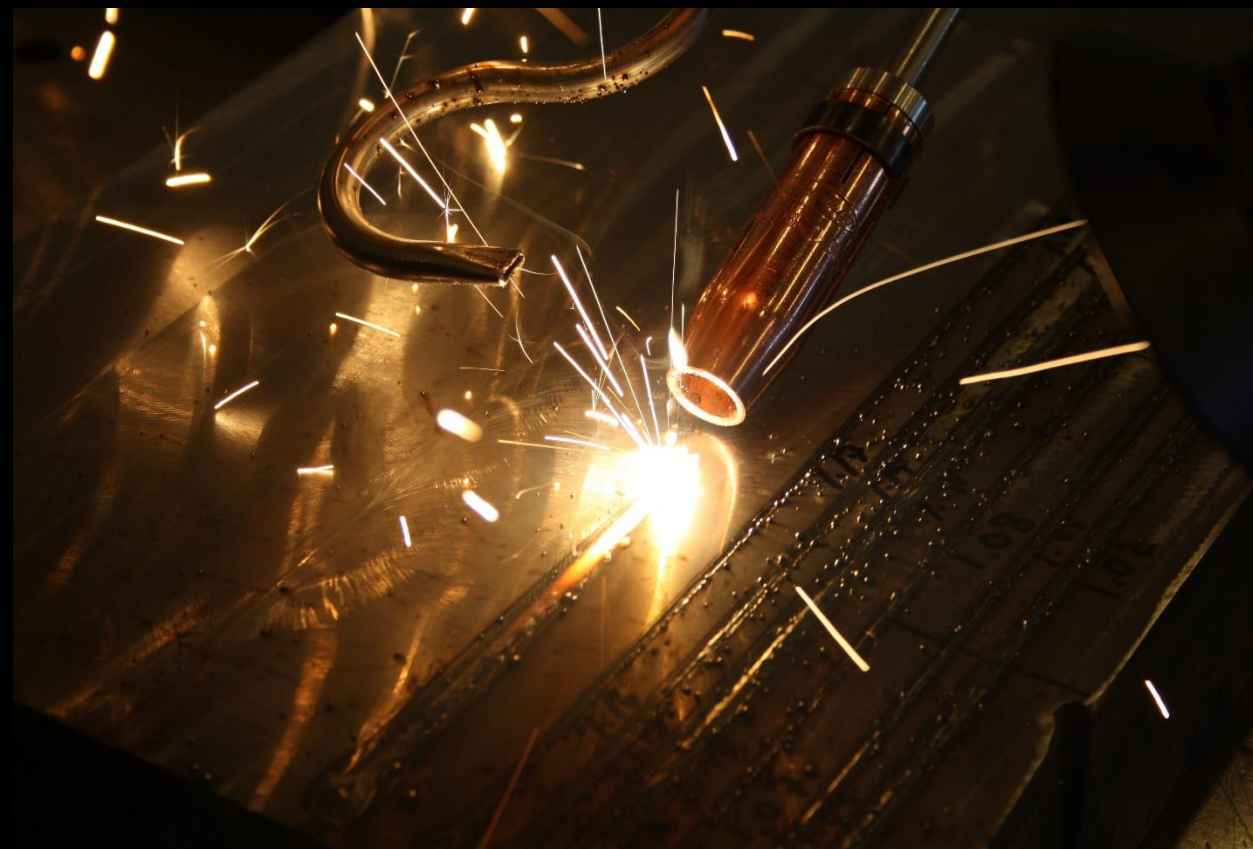
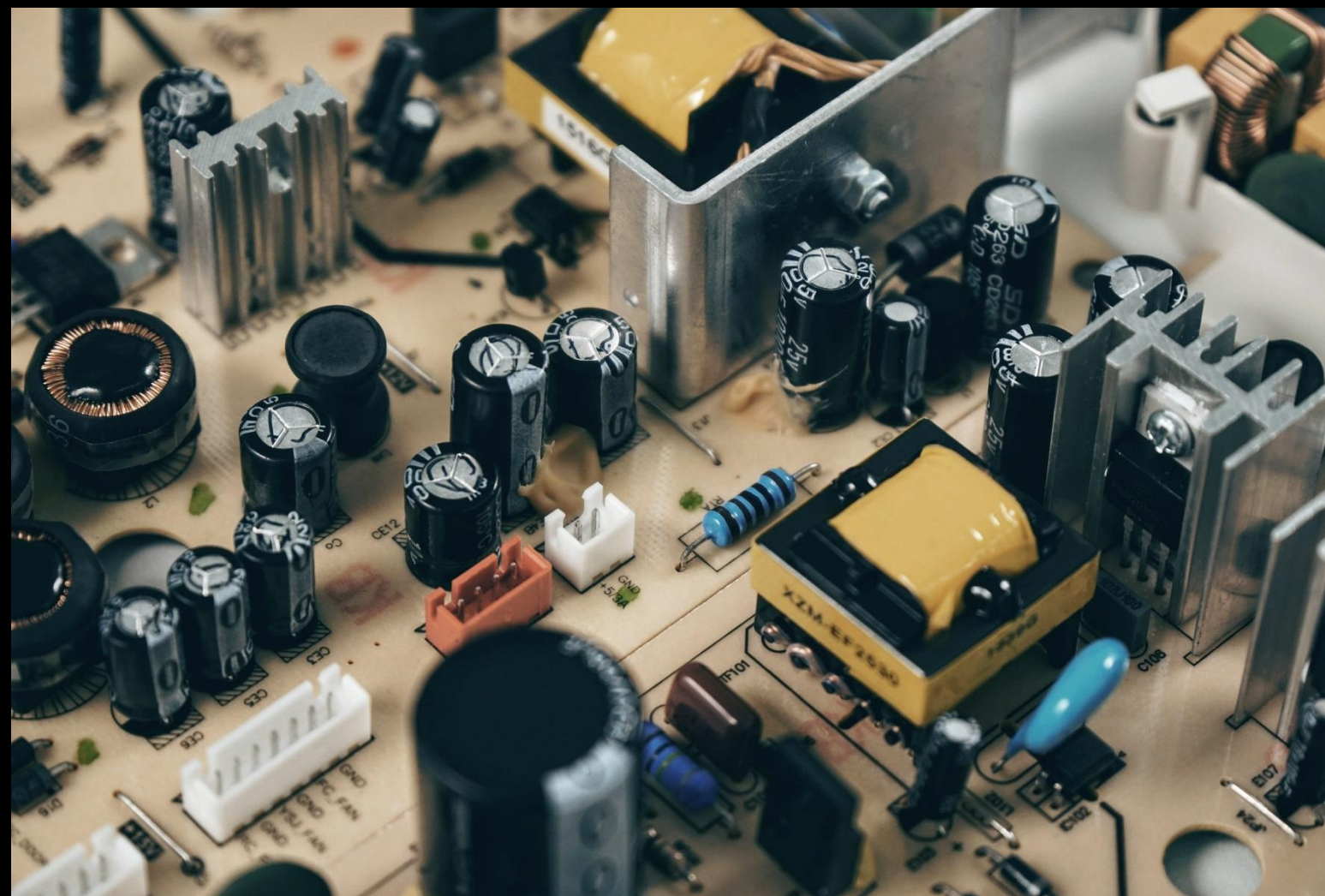
- \*Extended test times
- \*Adaptive or assistive devices
- \*Testing in a non-distracting environment
- \*Interpreting





# CTAE Course Options

- Air Conditioning / HVAC
- Electrical Systems / Electrician
- Machine Tool
- Precision Manufacturing
- Automotive
- Welding
- Hair Design / Cosmetology
- Nurse Aid
- Dental Assisting
- Pharmacy Technician
- EMT
- Criminal Justice
- Game Design & Development
- Early Childhood Education
- Culinary Arts



\* Available Courses Vary by Campus



## Academic Degree Core Classes

- ENGLISH 1101 / 1102 / 2130
- MATH 1111 / 1113 / 1127 / 1131
- ECONOMICS 1101 / 2105 / 2106
- PSYCHOLOGY 1101 / 2103 / 2250
- SPANISH 1101 / 1102
- US HISTORY 2111 / 2112
- WORLD HISTORY 1111 / 1112
- PUBLIC SPEAKING 1101
- AMERICAN GOVERNMENT 1101
- SOCIOLOGY 1101
- BIOLOGY 1111 / 1112 / 2113 / 2114 / 2117
- CHEMISTRY 1211 / 1212
- PHYSICS 1111 / 1112

*On-campus, Online, or at the High School*

TCSG & USG Articulation Agreement identifies 28 academic core classes that are guaranteed to transfer to any Georgia public college or university



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WGTC's accreditation through the Southern Association of Colleges and Schools (SACSCOC) enables courses to transfer outside of Georgia







# WGTC ARTICULATION AGREEMENTS WITH OTHER COLLEGES



Full Articulation Agreements can be found on the WGTC Registrar's webpage.



# BEYOND DUAL ENROLLMENT

## *Next Steps @ West GA Tech*

- Courses taken as dual enrollment are applied to credit towards WGTC's Associate Degrees, Technical Diplomas, and Technical Certificates.
  - Pursue academic core with the **Associates of Science** in General Studies, General Business or other transfer programs.
  - Further your occupational courses by completing an **Associates of Applied Science** or **Technical Diploma**.
  - Take classes as a **Transient student** during the Summer or in addition to your courses, if attending another college.
- WGTC offers over 120 program options in some of Georgia's highest demand fields.
- Affordable, low-cost tuition rates!







# DUAL ENROLLMENT

**Need more info?**

Find it on the  
Dual Enrollment webpage

<https://www.westgatech.edu/admissions/dual-enrollment/>

Home > [Admissions](#) > DUAL ENROLLMENT

## Dual Enrollment

# DOUBLE



Dual Enrollment

Dual Enrollment


[Dual Enrollment Eligibility and Admissions](#)

[Dual Enrollment Funding Application Process](#)

[Dual Enrollment Handbook](#)

[Dual Enrollment Orientation](#)

[Concurrent Enrollment](#)

 QUESTIONS? AS





# Complete the DE Orientation Survey

