



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

## DUAL ENROLLMENT

@ WIREGRASS TECH

# APPLICATION PACKET

Double the credit.  
Half the time.  
Zero the tuition.

### CONTACTS:

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**COFFEE CAMPUS**

Serving Atkinson, Coffee, and Lanier Counties  
706 West Baker Highway • Douglas, GA 31533

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**Shamonti Mobley**, *High School Coordinator*

**VALDOSTA CAMPUS**

Serving Brooks, Cook, Echols, and Lowndes Counties  
4089 Val Tech Road • Valdosta, GA 31602

**Phone: (229) 333-2100, Ext 1246**

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Equal Opportunity Institution/A Unit of the Technical College System of Georgia

NAME \_\_\_\_\_

R \_\_\_\_\_  
W \_\_\_\_\_  
M \_\_\_\_\_  
A \_\_\_\_\_



# EASY INSTRUCTIONS FOR FILLING OUT WIREGRASS PAPERWORK

Students must fill out ALL of the following forms completely in PEN (no pencil).

- Wiregrass Application for Admission**
- Photo/Video Release Form**
- Student Code of Conduct**
- Dual Enrollment Agreement**
  - Please sign the bottom of this form and take the form home for parent/guardian signatures
- Early College Credit - Authorization for Release of Records to a Third Party**
- Textbook Agreement Form and Registration Form**
- Haven Letter**
  - Please have parent/guardian sign
- Dual Enrollment Financial Aid Application**

**INSTRUCTIONS:**

  - In order to receive funding for your Wiregrass classes, you MUST complete the Dual Enrollment Financial Aid Application on the GA Futures website.
  - Once you complete the Dual Enrollment Financial Aid Application, your high school guidance counselor will then need to go onto his/her online portal to approve your participation in the Dual Enrollment program. Both of these steps are critically important to help ensure that your classes are paid for.
  - Failure to complete this step could result in you receiving a bill for your tuition and fees.

DUAL  
ENROLLMENT

@ WIREGRASS TECH



## Photo/Video Release

Department of  
Public Relations and Marketing  
4089 Val Tech Road – Berrien Hall  
Valdosta, GA 31602  
Phone • 229-245-2460  
Fax • 229-468-2110

I, \_\_\_\_\_, hereby grant to the Technical  
*PRINT NAME – FIRST, MIDDLE INITIAL, LAST*

College System of Georgia on behalf of Wiregrass Georgia Technical College (the “College”) the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of College-related photographs or videotaped images of the undersigned person for use in connection with the activities of the College or for promoting, publicizing or explaining the College or its activities.

This grant includes, without limitation, the right to publish such images in PR/promotional materials, such as marketing and admissions publications, advertisements, fundraising materials, and any other College-related publication. These images may appear in any of the wide variety of formats and media now available to the College and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, and electronic/online media.

Wiregrass Program Participant Name: \_\_\_\_\_

Parent Signature (If participant is under 18 years of age): \_\_\_\_\_

Parent Telephone #: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

A SACSCOC Accredited and Equal Opportunity Institution  
A Unit of the Technical College System of Georgia



## Student Code of Conduct

Wiregrass Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, Dual Enrollment students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. For complete information on the Student Code of Conduct, please refer to the Wiregrass Student Handbook at: <https://www.wiregrass.edu/course-catalog/current>

In summary, for any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgment.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

I, \_\_\_\_\_, have been given a copy, read and understand the Student Code of Conduct and the policies and rules located in the Wiregrass Georgia Technical College Student Catalog. I will abide by the standards and regulations set forth by Wiregrass Georgia Technical College. If I violate any part of the Student Code of Conduct, I understand that disciplinary procedures will be followed, including possible dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

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Signature

---

Date

# Dual Enrollment Agreement



## WELCOME TO COLLEGE!!!

You are enrolling in a Wiregrass Georgia Technical College course, and this is great opportunity for you and your family to get ahead on your college career! This class is a college-level course, and you will receive college credit *and* high school credit for it!

### Benefits of taking Dual Enrollment courses while in high school:

- Degree level core classes may transfer to any University System of Georgia or Technical College System of Georgia college or university PLUS many other colleges/universities outside of the state of Georgia! Starting your college career at Wiregrass can really take you anywhere you want to go.
- College credits taken through the Dual Enrollment program do not count against HOPE Scholarship or HOPE Grant hours after you graduate from high school.
- College credits ARE counted as rigor courses for HOPE Scholarship and Zell Miller Scholarship calculations.
- Your college tuition, fees, and books are covered through the Dual Enrollment program, so that means virtually no out-of-pocket expenses for you. Some program specific materials or fees are sometimes required that you may be responsible for covering, but those are very limited.
- Students who participate in Dual Enrollment courses get a 0.5 boost in their HOPE Scholarship/Zell Miller GPA calculations upon graduation from high school. (Please note – this does not apply to your local high school GPA calculation).

### Wiregrass offers courses to high school students using a variety of different methods:

- Taught face-to-face at your high school by a Wiregrass instructor.
- Taught face-to-face on one of Wiregrass' campuses by a Wiregrass instructor.
- Taught online by a Wiregrass instructor.
- Taught in a team-teaching approach using a face-to-face high school instructor and an online Wiregrass instructor.
- Taught as a concurrent enrollment course where your high school teacher is credentialed to teach the course for Wiregrass as a concurrent enrollment instructor.

As a Dual Enrollment student at Wiregrass, you will be required to adhere to all high school and technical college rules and regulations. *Please see a complete version of the Wiregrass Georgia Technical College Student Handbook online at: <https://www.wiregrass.edu/course-catalog/current> and your high school student handbook to review all rules and regulations.*

**Please read the following Dual Enrollment information carefully:**

**Participant Eligibility & Requirements:**

All Dual Enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in the Dual Enrollment program at Wiregrass Georgia Technical College (WGTC).

**Academic Information:**

- The Dual Enrollment program provides opportunities for eligible students in grades 9-12 to enroll part- or full-time in postsecondary institutions and take college courses to earn both high school and college credit.
- Dual Enrollment students are registered and admitted as either degree-seeking, diploma-seeking, or technical certificate-seeking students, in compliance with state Admissions standards, including placement testing. College courses taken are recorded on the student's official Wiregrass transcript. For complete information on Wiregrass Admissions policies, please see the Wiregrass Student Catalog at: <https://www.wiregrass.edu/course-catalog/current>
- Dual Enrollment students are expected to follow the same pre-requisite procedures as regular Wiregrass college students. For a complete list of pre-requisite courses, please see Wiregrass' Student Catalog at: <https://www.wiregrass.edu/course-catalog/current>
- Dual Enrollment students will receive two grades from Wiregrass = a letter grade for academic coursework, and a work ethics grade of 0, 1, 2, or 3. The student will also receive a numerical grade from his/her high school which will count toward high school graduation requirements.
- Wiregrass High School Coordinators and/or Wiregrass instructors will notify the high school of grades earned for each grading period.
- The grade earned for Wiregrass is often the same grade earned for the high school course. However, some Wiregrass courses require specific assessments, like final exams, that cannot be exempted regardless of what grade you are in. In those instances, it is possible for the Wiregrass grade earned to be different than the high school grade earned.
- Wiregrass courses failed may impact high school graduation and GPA and may prohibit students from continuing in the Dual Enrollment Program.
- Students taking a Dual Enrollment class are expected to complete the work as assigned by the instructors. These assignments are centered around our college curriculum and may contain sensitive material or access to resources that contain sensitive material.

**Attendance Policy:**

- Students are expected to be punctual and attend all classes for which they are registered.
- Each student should recognize at the beginning of his or her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.
- The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at Wiregrass Georgia Technical College may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies of courses may differ.

- All make-up work will be at the discretion of the instructor and will be identified in course syllabus.
- Failure to comply with the Wiregrass attendance policy can affect course grades and continuation in the program.
- Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for make-up work at the convenience of the instructor. Failure to maintain contact with the instructor either by attending classes, submitting assignments, or contacting the instructor (either in person or by telephone or email) may result in failing grade(s).

**Withdrawal Policy:**

- Dual Enrollment students are allowed to drop courses following the same standards as regular Wiregrass students.
- Dual Enrollment students must first contact the high school counselor for approval before **any** course/schedule changes can be made during the semester. All Dual Enrollment courses and the course grade will become part of the student’s high school permanent transcript.
- The student and parent(s) or guardian(s) acknowledges that should a participating Dual Enrollment student choose to withdraw from a college course, the high school will make its best attempt to place that student in a corresponding high school course or credit recovery opportunity to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local district shall determine how the course will be recorded as a withdrawal or incomplete on the student’s high school record.

**Academic Dishonesty:**

- All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Please refer to the “Student Code of Conduct” section of this packet for complete information.

**Financial Aid Information:**

- All 9-12<sup>th</sup> grade students attending approved Georgia high or home study programs are eligible to receive Dual Enrollment funding regardless of residency or citizenship. Middle School students and fifth year seniors are ineligible for this program, but may eligible for other forms of dual enrollment.
- Students must maintain satisfactory academic progress in their chosen program of study to remain eligible for financial aid for future courses taken, which means that they must successfully complete at least 67% of their attempted coursework with a minimum of a 2.0 GPA.
- Withdrawing from Dual Enrollment courses can negatively impact a student’s satisfactory academic progress. Please use discretion when withdrawing from courses.
- Dual Enrollment students are not eligible for additional forms of financial aid while still in high school.



- Some costs (insurance, tools, kits, supplies, etc.) associated with some programs may not be covered by Wiregrass. These costs are the responsibility of the student.

**HAVEN Sexual Assault Training:**

The parent/guardian acknowledges that the U.S. Department of Education requires that all post-secondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. Complete information about this mandatory training information can be found on the last page of this packet.

**SB2 Information:**

Students participating in the Senate Bill 2 Option must complete all state-required coursework and any state-required assessments associated with these courses per the GADOE assessment guidelines/requirement; prior to enrolling at Wiregrass in SB2.

**Information on Transferability of Dual Enrollment Courses:**

Wiregrass Georgia Technical College, as a member of the Technical College System of Georgia, enjoys a state-wide articulation agreement with the University System of Georgia, allowing the majority of our degree level core classes to transfer to other colleges and universities within the state of Georgia. Our students have also seen great success transferring our courses outside of the state of Georgia as well. Allowing the transfer of courses is always the right of the receiving institution, so we encourage students to contact their perspective transfer college to ensure credits will transfer for their specific chosen major. The likelihood that they will not transfer is very small, but we encourage students to be proactive in contacting schools you are interested in attending prior to enrolling at Wiregrass. In order to send your official Wiregrass transcript to your future college, please submit a "Transcript Request" to the Wiregrass Registrar's Office through your Banweb account.

**Students with Disabilities:**

Wiregrass Georgia Technical College is committed to assisting students with documented specific learning disabilities, attention deficit hyperactivity disorder, visual, hearing, mobility, psychiatric, and other health impairments. Students who have such impairments, as defined by the Americans with Disability Act, which substantially limit one or more major life activities, may be eligible for services. College students with disabilities are required to disclose their disability to the college and must meet with the Special Populations Department to determine an accommodation plan. Please contact Special Populations at (229) 333-2100 ext. 1236 or (229) 468-2242.

**I have read and understand the above information.**

---

Student Signature

Date

---

Please Print Student's Name

---

Parent Signature



## EARLY COLLEGE CREDIT Authorization for Release of Records to a Third Party

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, Wiregrass Georgia Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

As a participant in the Dual Enrollment program at Wiregrass Georgia Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be situations in which faculty or staff from Wiregrass Georgia Technical College must discuss my educational records with parents or specified guardians. My signature below indicates my authorization for Wiregrass Georgia Technical College to release any information that is necessary when there is a legitimate educational interest. I understand that this permission form only applies while attending WGTC under the status of Dual Enrollment high school student.

Please complete the following information:

\_\_\_\_\_  
Student Legal Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Name of Parent(s) / Guardian(s)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Any violation or questions may be directed to:*

**Shalonda Sanders, Title IX Coordinator (all campuses)**  
Vice President of Human Resources  
Valdosta Campus, Brooks Hall, Room 547  
(229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu

**Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)**  
Director of Testing & Special Populations  
Valdosta Campus, Berrien Hall, Room 105  
(229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu  
**\*student ADA & student disability claims only**

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.



## **TEXTBOOK AGREEMENT**

By signing this agreement, I understand that the high school/WGTC has purchased the book(s) for my class(es) and that I hereby agree that I am borrowing the book for the duration of the class. At the end of the class, I will relinquish possession of the book upon the request of my instructor or the Wiregrass High School Coordinator.

I also agree to return the textbook(s) in the same condition that they were given to me. If I fail to return the textbook(s) in the condition that they were given to me, I agree to pay for the full price of the book(s) to replace the one(s) that I used.

WGTC Program \_\_\_\_\_

High School \_\_\_\_\_

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



## **DUAL ENROLLMENT COURSE REGISTRATION INFORMATION**

WGTC Course Prefix	Course #	CRN#	Credit Hours	Instructor



Dear Parents,

Sending your child off to college for the first time is never an easy thing to do and you are doing it earlier than most by allowing them to enroll in dual credit classes while in high school. In the next four years, your child will grow and change in large part based on personal interactions and the environment in which he or she is living. We recognize that the culture at Wiregrass Georgia Technical College will have a big impact on your child's growth.

We take every part of the college experience very seriously, and we have implemented a comprehensive prevention program to help our students – your children – make the safest, healthiest decisions possible.

One way we do that is through our partnership with EverFi, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault and harassment prevention, financial literacy, digital citizenship, etc. in high schools and higher education institutions across the country.

As a state requirement, every dual enrollment student attending Wiregrass Georgia Technical College will be asked to take HAVEN, a sexual assault and awareness online training course. We will be communicating directly with your child regarding the information and instructions he/she needs to complete this course. They will receive an email telling them when the module has to be completed. \*If your child was enrolled previously in a Dual Enrollment course with Wiregrass Georgia Technical College, they have already completed this module and are not required to do so again.

***What is HAVEN?***

*Last year, more than 450,000 students completed Haven - EverFi's premier online learning platform addressing the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country. Built in collaboration with leading researchers and practitioners, Haven is an interactive module designed to engage and empower students to create safe, healthy campus environments.*

In Haven, students are encouraged to reflect on their personal values and expectations in relationships as a foundation for personal engagement. The program's primary focus is to promote healthy relationships based on positive communication and respect. Haven demonstrates for students the warning signs of abuse, and situations that may be challenging or confusing regarding consent in their own relationships and those of others.

We are confident that HAVEN will help ensure your child's success at Wiregrass Georgia Technical College and any other college they may choose to attend in the future. If you have any questions on the programming, please feel free to contact me at [angela.hobby@wiregrass.edu](mailto:angela.hobby@wiregrass.edu) or 229-333-5365 or contact your child's school counselor.

Sincerely,

Angela Hobby, *Vice President for Enrollment Management*

**I have read and understand the information regarding Haven.** \_\_\_\_\_

Parent Signature

# DUAL ENROLLMENT FINANCIAL AID APPLICATION INSTRUCTIONS – GA FUTURES

If you do not have a GA Futures or GA College 411 account, start with the Create an Account instructions below. If you already have a GA Futures or GA College 411 account, skip down to Dual Enrollment App Instructions.

## Create an Account

1. In the address bar, type [www.gafutures.org](http://www.gafutures.org) .
2. Click on create an account.
3. Scroll to the Create Account section.
4. Enter your first name in the “First Name” box.
5. Enter your last name in the “Last Name” box.
6. In the “Account Type” box click on the triangle and choose “High School student” from the drop-down menu.
7. In the “School” box, click on the arrow and choose your school name.
8. In the “Select Grade” box, click on the arrow to select your grade.
9. Enter your email address in the “Email” box.
10. Enter that same email in the “Confirm Email” box.
11. In the “Username” box, create a username
12. In the “Password” box, create a password.
13. Enter that same password in the “Confirm Password” box.
14. In the “Security Question 1” box, click on the arrow to select a security question.
15. Enter the answer to security question 1 in the “Answer” box.
16. In the “Security Question 2” box, click on the arrow to select a security question.
17. Enter the answer to security question 2 in the “Answer” box.
18. In the “Security Question 3” box, click on the arrow to select a security question.
19. Enter the answer to security question 3 in the “Answer” box.
20. In the “Social Security number” box, enter that number (without dashes).
21. In the Date of birth, click inside the box, and select your birthday on the calendar.
22. Enter your address and phone number in the appropriate boxes
23. At the bottom of the form, check the box that says “I acknowledge that I have read and accept the Terms of Use and Privacy Policy of this website and its affiliates.”
24. Click on the “Create Account” button.

## Dual Enrollment App Instructions

1. Create an account or Login into an existing account.
2. Click on the “HOPE & State Aid Programs” tab
3. Scroll down and click on “State Scholarships and Grants.”
4. Under State Scholarships and Grants click on “Dual Enrollment.”
5. Scroll down and click on “Application Procedure and Deadline” that is located on the left-hand side.
6. Under the Application Procedure, click on “Dual Enrollment online application.”
7. Choose “Add new Application.”
8. Click in each box to enter your first name, last name, date of birth (mm/dd/yyyy), permanent address, zip code, telephone number. (All fields with a red asterisk are required.)
9. Next to “Type of High School”, click the arrow to select Public or Private in the drop-down menu.
10. Under “Select high school you are currently attending” click on your high school name to highlight it, then click on the “>” button on right side of that, and it will appear on the other side.
11. Scroll down and choose the college where you will apply for the Dual Enrollment program, which is “WIREGRASS GEORGIA TECHNICAL COLLEGE.”
12. Click the “>” button on the right side of that and it will appear on the other side.
13. Under **CERTIFICATION, AUTHORIZATION AND AGREEMENT** check the box with the red asterisk.
14. At the bottom, click the “Submit” button to submit the application.





Double the credit.  
Half the time.  
Zero the tuition.



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*Wiregrass' Dual Enrollment Program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) for courses taught as concurrent enrollment.*

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*Any violation or questions may be directed to:*

**Shalonda Sanders, Title IX Coordinator (all campuses)**  
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