

# Memo

To: Current and Prospective Dual Enrollment Students  
From: Brenda Boonstra, Director of Undergraduate Admissions/ Demorest  
Date: February 1, 2017  
Re: Dual Credit Enrollment Policies

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**New policy effective March 20, 2008: “Dual enrollment students may take a maximum of 2 courses per semester. Any additional course must have approval from the Vice President of Academic Affairs.” Refer to the Dual Enrollment Registration Overload Request form.**

## **APPLICATION PROCEDURES FOR NEW DUAL CREDIT ENROLLMENT STUDENTS**

**STEP 1:** Complete an admissions application. Online applications are available at [piedmont.edu/apply](http://piedmont.edu/apply)

**STEP 2:** Submit official SAT/ACT scores and high school transcripts. Mail to: Office of Undergraduate Admissions, Piedmont College, PO Box 10, Demorest, GA 30535 **or** submit electronically to [bboonstra@piedmont.edu](mailto:bboonstra@piedmont.edu).

**STEP 3:** Submit the following: (1) Dual Credit Enrollment Eligibility Checklist, including parent and student signatures and (2) Dual Credit Enrollment Recommendation Form, including teacher, counselor and principal signatures. Mail to: Office of Undergraduate Admissions, Piedmont College, PO Box 10, Demorest, GA 30535.

**THE DEADLINE FOR SUBMITTING ALL MATERIALS for FALL 2017 is MAY 15, 2017; SPRING 2018 is NOVEMBER 1, 2017.**

**STEP 4:** Students must go online to [www.gafutures.org](http://www.gafutures.org) to complete the Georgia MOWR program application forms. They must be filled out completely, listing what courses the student has permission to take. The deadline for completing MOWR forms is **July 1, 2017 for the Fall 2017 semester; November 15, 2017 for Spring 2018.**

**STEP 5:** High School counselor or Home administrator must certify students through [www.gafutures.org](http://www.gafutures.org).

**STEP 6: Registration for Fall 2017 will be June 21, 2017; times will be assigned. Registration for Spring 2018 will begin Nov. 6, 2017.\*** Students will select courses from a limited list provided by Piedmont College. **Night classes are not available to dual enrolled students.**

*(\*Dates subject to change. Please check website for details, or call the Admissions Office at 706-776-0103 for details.)*

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## Requirements/Policies for Dual Credit Enrollment

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To be eligible for the Dual Credit Enrollment (MOWR) Program at Piedmont College the student must:

- Be classified as a high school junior or senior by the student's eligible high school and have a 3.0 GPA or higher in college prep curriculum
- Student must submit SAT and/or ACT scores (SAT  $\geq$  1080 Total Score, 530 Math and 550 Evidence Based Reading/Writing; ACT  $\geq$  21 composite, math **and** English)
- Provide completed Eligibility Checklist and Dual Credit Enrollment Recommendation form (to be completed by two high school teachers and high school principal or home school administrator)

Qualified students accepted to the College:

- Are required to sign a statement permitting college officials to speak with parents and school officials in all matters regarding the student's enrollment.
- May enroll in two courses per semester, which must be selected from the approved list of eligible courses (Teacher Recommendation form).
- Who wish to substitute a course not listed on the Teacher Recommendation form must have written approval from the Vice President of Academic Affairs prior to registration.
- If a student turns 18 during the semester he/she is enrolled, there will be additional paperwork required by the state of Georgia.
- Drop/Add\*\*\* requirements:

**All drop/add forms must have the following signatures before submitting to the registrar:**

- High School Counselor or Home School Administrator
- Piedmont College Financial Aid Advisor
- Piedmont College Academic Advisor

\*\*\*Students will not be allowed to add classes during the drop/add period. This policy applies to dropping one class and replacing it with another.



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## Dual Credit Enrollment Eligibility Checklist 2017-2018

This form is to be completed and submitted as part of the initial Dual Credit Enrollment Student Application for Admission. All students wishing to enroll at Piedmont College must meet these requirements and have this form, and the Dual Credit Enrollment Recommendation Form, in their file before attending classes. *College copy must have original signatures.*

- \_\_\_\_\_ Student has completed the standard Application for Admission, available at [piedmont.edu/apply](http://piedmont.edu/apply).
- \_\_\_\_\_ Student has submitted a copy of his or her high school transcript.
- \_\_\_\_\_ Student has submitted a completed MOWR Program Application at [gafutures.org](http://gafutures.org)
- \_\_\_\_\_ Student has submitted SAT and/or ACT scores.  
(SAT  $\geq$  1080 TOTAL SCORE, with 530 Math & 550 Ev. Based Reading & Writing  
ACT  $\geq$  21 Composite, Math and English)
- \_\_\_\_\_ Student's cumulative GPA is 3.0 or greater in the college prep curriculum.
- \_\_\_\_\_ Student will be at least 16 years of age before beginning classes at Piedmont College.
- \_\_\_\_\_ Student will be a junior or senior.
- \_\_\_\_\_ Student has parent/guardian's permission to enroll in classes at Piedmont College.
- \_\_\_\_\_ Student has submitted a completed Dual Enrollment Recommendation form.
- \_\_\_\_\_ Student grants permission to Piedmont College officials to speak with parent(s) regarding all matters related to their enrollment.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Piedmont College - Demorest Dual Enrollment Recommendation Form

*Schedules and calendars are subject to change, so please be sure to check them regularly.*

Course schedules and Academic calendars may be found at

<http://www.piedmont.edu/registrar>. *Please check which section will fit your schedule.*

**Enrollment is contingent on a course being offered in a particular semester and a seat being available.**

**Dual Enrolled students are allowed to take a maximum of two courses per semester.**

**Students must also submit a MOWR application through the GAfutures website.**

**To be completed by recommending teacher, counselor, school principal or home school administrator EACH SEMESTER.**

STUDENT NAME \_\_\_\_\_ (print)

GRADUATION YEAR \_\_\_\_\_

		PREREQ	Section Number <u>Desired</u>
ANTH 1102	Intro to Anthropology		
ART 1100	Intro to Art		
BIOL 1101	General Biology I (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)		
BIOL 1102	General Biology II (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)	BIOL 1101	
BUSA 1210	Principles of Economics		
ENGL 1101	Rhetoric and Composition		
ENGL 1102	Literature and Composition	ENGL 1101	
GEOL 1101	Physical Geology (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)		
GEOL 1102	Historical Geology (3 cr. hrs.) <b>WITH LAB</b> (1 cr. hr.)	GEOL 1101	
HIST 1111	World History to the mid 17th Century		
HIST 1112	World History since the Mid-17th Century		
HIST 1113	Transformative Developments in Western Civ.		
HIST 2212	Pivotal Moments in recent US History		
MATH 1100	College Algebra		
MATH 1113	Pre-Calculus (prereq: ACT math > 17 or SAT math > 510)		
MATH 2100	Statistics (prereq: ACT math > 17 or SAT math > 510)		
MATH 2450	Calculus I (4 cr. hrs.) <b>WITH LAB</b> (prereq: ACT math > 22 or SAT math > 580)	MATH 1113	
PHYS 2110	General Physics I (4 cr. hrs.) <b>WITH LAB</b>	MATH 2450	
PHYS 2120	General Physics II (4 cr. hrs.) <b>WITH LAB</b>	PHYS 2110	
POSC 1101	American Government		
PSYC 1101	General Psychology		
RELG 1101	Religions of the World		
SOCI 1101	Intro to Sociology		
SPAN 1101	Elementary Spanish I		
SPAN 1102	Elementary Spanish II	SPAN 1101	

Teacher Signature \_\_\_\_\_ Counselor Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_ Counselor Email \_\_\_\_\_

Name of High School \_\_\_\_\_ Student Signature \_\_\_\_\_