



## Dual Enrollment Checklist (Next Steps for New Students!)

### Financial Aid: Complete the Dual Enrollment Funding Application

Please visit [www.GAfutures.org](http://www.GAfutures.org) and complete the online DE funding application each academic year you enroll prior to registering for classes. Your high school counselor or home-schooled counselor must complete the online course approval section of the application prior to the fee deadline each semester.

- Funding cap: 15 total credit hours per semester and 30 total credit hours are paid for by the DE program.
- Eligibility: Two maximum withdrawals are allowed. After that, DE students are no longer eligible for DE funding (grade includes “W”).
- Students must self-pay for all tuition and fees not covered by the DE program.

### Selective Service State Requirements: Attention Male Students

Federal law requires males, between the ages of 18 to 25, living in the US, to register with the Selective Service System.

Georgia state law requires Selective Service registration for males to qualify for Georgia’s state aid programs, which includes HOPE and Zell Miller Scholarships and Grants. Eligible colleges and universities cannot award any state aid program if a student does not meet the Federal Selective Service registration requirement.

- Please visit <https://www.sss.gov/register/> to register online and find out more information about Federal Selective Service Requirements. The registration takes a few minutes, and you will receive an online confirmation as soon as it is complete.
- If you do not have a social security number, visit <https://www.sss.gov/register/#section1> for a printable registration form which can be located at <https://www.sss.gov/wp-content/uploads/2022/03/Form-1-Resized-3.22.pdf> or visit a US Post Office to receive a paper registration form. Complete the registration form and sign and mail it to Selective Service. Registration may take up to 30 days.

### Obtain Your ATC Student ID Number

Your student ID is the number associated with your digital identity at Athens Technical College and is located on your official acceptance letter. The last three digits of your student ID are also part of your ATC student email address.

- Follow these steps to find your ATC student ID number:
  - Visit <https://www.athenstech.edu/>. Click on “Admissions”, click on “Newly Accepted Students”, under the “Get Your Student ID” section, click on “Find Your ATC Student ID Number”.

### Need Accommodations? Contact Disability Services to Get Enrolled at the College Level

Disability Services Coordinator, Athens Campus, K-614E, 706-355-5010, Fax:706-552-0970,  
[disabilityservices@athenstech.edu](mailto:disabilityservices@athenstech.edu).

To establish eligibility, DE students, **excluding the counselor or parents**, must request services by contacting the Accessibility Services coordinator as soon as they are accepted to the college to ensure timely services.

- Students must provide current documentation (evaluations that clearly indicate that a physical, psychological or learning disorder is present) from a qualified healthcare professional compliant with the TCSG documentation requirements for special services/accommodations. Generally, an IEP or 504 plan is not sufficient for college courses. Here is the link to start the process [https://www.athenstech.edu/wp-content/uploads/2024/02/Disability-Services-Intake-Packet\\_Generic\\_011-2022\\_With-ROI.pdf](https://www.athenstech.edu/wp-content/uploads/2024/02/Disability-Services-Intake-Packet_Generic_011-2022_With-ROI.pdf).

- Note: Some of the accommodations which are approved at the secondary school level may be deemed unreasonable by the Accessibility Services program at the post-secondary level.

### ✔ Set up Your Single Sign On (SSO): ATC Email, Banner Web, and Blackboard

Athens Technical College's Single Sign On (SSO) integrates the login for all Banner Web, Blackboard, email, and intranet applications. This means you will only need one set of credentials (username and password) to access all of your on-campus resources. Please note that ATC's Single Sign On is Okta.

- Follow these steps to begin the process of setting up your Single Sign On credentials.
  - Visit <https://www.athenstech.edu/>. Click on "Admissions", click on "Newly Accepted Students", under the "Set Up Your ATC Single Sign-On Account" section, click on "Set Up Your Student Account".
- Please keep in mind that your ATC student email address is your first name, last name, and the last three digits of your student ATC ID number. A sample student email address is [JohnDoe123@student.athenstech.edu](mailto:JohnDoe123@student.athenstech.edu).

***You must check your ATC accounts daily, especially your ATC student email and Blackboard. Important information will be sent to you through your ATC student email account. Information about fees, balances, and messages from ATC instructors will be communicated to you through your ATC student email. You will be responsible for the information sent to you.***

- Please follow the steps below if you would like to know how to update/reset your SSO password?
  1. <https://athenstech.okta.com> is a great place to update your password, particularly if you have forgotten your old password.
  2. If you need help and cannot reset your password at Okta, you should submit a support ticket by completing the following step:
    1. Visit <https://www.athenstech.edu/>. Click on "Current Students", click on "Student Resources", scroll down and click on "Email Support & Password Reset", complete and submit the "ATC Student Email and Password (Single Sign On) Support" form.
  3. When you do know your password, you can log in at <https://portal.office.com> and reset it there. You can also reset it at any ATC computer by pressing Ctrl+Alt+Del and then select "Change a password."
- Please bookmark <https://athenstech.okta.com> for convenient access.
- Passwords expire every 2 months. If you forget your password or if it expires, you will not be able to access ATC's on-campus resources. You must set up your security questions via Okta so you can have access to the self-service password reset. If you need to reset your password, you must use the alternate email you listed on your DE admissions application. Please keep in mind that being locked out of technology is not an excuse for late work.
- The use of technology is required to be successful in your ATC DE classes. Please email your ATC instructors ASAP to inform them that you are having technology issues and that you have submitted an IT helpdesk ticket for assistance.

### ✔ Technology Help

- To receive assistance with any technology for Email, Blackboard/E-Learning, or Banner Web, please visit: <https://forms.athenstech.edu/infoTech/studentEmail/studentsupport.cfm> and follow the directions.
- Email your ATC instructors ASAP to inform them that you are having technology difficulty and that you have submitted an IT helpdesk ticket for assistance as technology is required to be successful in your classes.
- Please keep in mind that being locked out of technology is not an excuse for late work.



### ✔ Complete the Online E-Learning/Blackboard Orientation and the Online New Student Orientation

- For the online E-learning/Blackboard orientation, visit <https://www.athenstech.edu/>. Click on “Admissions”, click on “Newly Accepted Students”, under the “Review Online Learning Resources and Orientation” section, click on “Complete Online Learning Orientation”.
- For the online new student orientation, visit <https://www.athenstech.edu/>. Click on “Admissions”, click on “Newly Accepted Students”, under the “New Student Orientation” section, click on “Virtual New Student Orientation”.
  - Please keep in mind you must pass both assessments in order to receive credit for them.

### ✔ Advisement and Registration Steps for DE Students

- Contact the ATC DE staff prior to class registration to discuss the DE courses you are approved to take. Next, communicate with the ATC DE staff to be registered for DE at ATC.
  - a. Please note that DE students cannot register themselves for classes at ATC.
- To view the ATC classes offered, visit <https://athenstech.okta.com>. Next, select “Banner Web,” select “Registration,” select, “Look up Class,” and select “View Sections”.
  - b. When looking for a class, please make sure the class has seats remaining and that it is not closed. Open classes are referenced as “SR” for still remaining and closed classes are referenced as “C” for closed.
  - c. If you are choosing a science course (ex: BIOL 1111), you must also choose the science lab course (ex: BIOL 1111L) that goes with it by matching the section numbers.
  - d. Review the start and end dates as some courses are mini-mester courses for the first and last part of the term. Please note that “F” is the first half of the term and “L” is the last half of the term.
  - e. Find the location of the class you wish to take. ATC has three college campus locations: Athens/Main, Elbert, and Walton as well as Online and High School sites where classes are offered. You must choose the specific location for your class. As a DE student, you are not allowed to attend a class offered at a high school that you do not attend.
- Email the ATC DE staff to get registered for your DE courses. The ATC DE staff must register you for DE at ATC.
  - a. Email the ATC DE staff the following information:
    - i. Your official full name
    - ii. Your ATC college ID number
    - iii. The subject of the course (ex: ENGL 1101)
    - iv. The five-digit CRN (course registration number) of the course (ex: 20123)
- To confirm your ATC DE course registration, please visit your ATC Banner Web account and review your class schedule for accuracy.

### ✔ Review and Print Your Schedule

- Log in to Banner Web by visiting <https://athenstech.okta.com>, select “Student Services & Financial Aid,” and then select “Registration”.
- Next, click on “Student Detail Schedule” and type CTRL+P to print your ATC course schedule.
- Email a copy of your college class schedule to your high school counselor so they can approve your DE courses on your GAFutures funding application.



**Please keep the following information in mind:**

- Your ATC DE courses will not be available in Blackboard (ATC's online learning management platform) until the first day of each semester.
  - Students taking online courses must sign in to each online course the first 24 hours of the semester to confirm their intent to remain enrolled.
  - For the ATC college courses, there is a proctored on-campus midterm and/or final exam for all online courses.
  - Check your college academic history each semester to make sure you are meeting SAP, satisfactory academic progress, to remain eligible academically and financially to enroll each term. The policy is found at this link: <https://www.athenstech.edu/tuition-aid/financial-aid-policies/#sap>.
- ☑ Student ID – Visit the Student Activity Center at any ATC campus to obtain your ATC student ID
- This ID serves several purposes, including use as a library card to check out your DE textbooks and access codes, and may provide discounts at area businesses.
- ☑ Parking Decals – Visit the Admissions Office front desk at any ATC campus to obtain your ATC parking decal
- The parking decal serves as the ID for parking at any of the ATC campus locations. Please display the parking decal in your vehicle to avoid a parking ticket.
- ☑ Textbooks/Access Codes – Visit the Athens Campus Library to obtain your **FREE** textbooks and/or access codes
- Textbooks and access codes are provided by the ATC library to all DE students.
  - Students may pick up their textbooks/access codes at the Athens campus library on the first day of class, unless earlier pickup is arranged.
  - Students must provide the library with their ATC student picture ID and ID number in order to pick up their textbooks/access codes.
  - DE students must return all of their textbooks to any of ATC's college library locations (Athens, Elbert, and Walton) at the end of each semester. Access codes do not have to be returned.
  - The ATC library will not check out new textbooks if a DE student has not returned their textbooks from prior semesters.
  - If students would like their textbooks to be sent to a different ATC campus library (Elbert or Walton) or if they would like to arrange for possible earlier pick-up, they must email [libraryservices@athenstech.edu](mailto:libraryservices@athenstech.edu) for assistance.
    - DE students must review their course syllabus and contact their ATC instructors for a list of required course supplies. Please note that if required, supplies are not provided to DE students and the students must pay out of pocket for their supplies.

**Please feel free to contact your ATC dual enrollment coordinator if you have any questions. Thank you.**

**Dual Enrollment Staff Contact Information**

**Location: ATC Athens Campus, Building H**

**Email: [dualenrollment@athenstech.edu](mailto:dualenrollment@athenstech.edu)**

**Tracie McGhee - High School Coordinator ([tmcghee@athenstech.edu](mailto:tmcghee@athenstech.edu) or 706-425-3060)**

*Serving Elbert, Madison, Morgan, Oconee, Oglethorpe, Taliaferro, Washington Wilkes, and Home Schools*

**Career Academy Coordinator ([dualenrollment@athenstech.edu](mailto:dualenrollment@athenstech.edu))**

*Serving Clarke, Greene, Hart, Social Circle, and Walton*