Dual Enrollment Checklist

Next Steps for New Students!

☑ Financial Aid: Complete the Dual Enrollment Funding Application

Please visit www.GAfutures.org, and submit the online Dual Enrollment (DE) funding application each academic year you are enrolled in courses at Athens Technical College (ATC). Each semester, your high school counselor or home school counselor must complete the online course approval section of the DE funding application prior to ATC's fee payment deadline.

- Home school students must have their parent/guardian or home school counselor complete the funding application through the Educational Professional function to receive funding. Refer to the Home Study section on the GAfutures website for instructions.
- 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 (grades of "W"). After that, DE students are no longer eligible for DE funding.
- Students must self-pay for all tuition and fees not covered by the DE program.
- Once they have utilized their 30 credit hours of DE funding, students who have chosen a high demand career program of study may be eligible for the HOPE Grant and the HOPE Career Grant as an additional funding source. These students must contact their ATC DE coordinator to see if they qualify. If they qualify, they must complete the GSFAPP, and provide proof of lawful presence and Georgia residency to be eligible for HOPE Grant and HOPE Career Grant funding.
- Students who desire to complete an Accelerated Career Diploma (ACD) pathway will utilize the ACE Grant to cover the cost of their chosen pathway. These students must complete the GSFAPP, and provide proof of lawful presence and Georgia residency to be eligible for ACE Grant funding.

☑ Selective Service State Requirements: Attention Male Students

Federal law requires males between the ages of 18 to 25 living in the United States of America to register with the Selective Service System.

Georgia state law requires Selective Service System 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 System registration requirement.

- Please visit https://www.sss.gov/register/ to register for the Selective Service System online and to find out more information about the Federal Selective Service System 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/2025/02/Form_1_2-6-25.13.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 System. 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.

To establish eligibility, DE students, **excluding the counselor or parents/guardians**, 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.
- 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 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.

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 where you go 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 steps:

i. 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.**
-

☑ Submit a Family Educational Rights and Privacy Act (FERPA) Form (optional)

Athens Technical College will not release information about you, your whereabouts, your grades, or your progress in classes to anyone but you and your high school counselor. Please make sure your parents understand that if they have questions about your records, they must ask you. Records include your course registration, grades, attendance, fees/balances on your account, and anything having to do with your time as a dual enrollment student. You can waive this right by submitting a FERPA release form.

- To grant your parents access to your academic records you must submit a FERPA release form which can be found at the following website: https://athenstech.edu/wp-content/uploads/ferpa-form.pdf . These forms must be submitted via your Athens Technical College email or in-person in the Dual Enrollment office.
- Please follow the steps below to grant your parents/guardians complete access to your academic records:
  - Fill out the date, your full name as it appears on your ATC Account, and your student ID across the top.
  - On step 1, please check off the first box, "Consent for access to educational records."
  - On step 2, please check "Long Term Use." This will ensure we do not have to get a new FERPA form every semester.
  - On step 3, please write the following statement, "I give my parents full access to my academic records."
  - On step 4, please write the name and address for each person you are granting access to.
  - On step 5, please sign and date your FERPA form.
  - Send your completed FERPA form via your ATC email to your Dual Enrollment Advisor or bring to the Dual Enrollment Office on the Athens campus.
- You can always revoke access to your academic records by submitting a new form and selecting "Restrict Access."

☑ Technology Help

- To receive assistance with any technology for Email or Banner Web, please visit https://forms.athenstech.edu/infoTech/studentEmail/studentsupport.cfm and follow the directions.
- To receive assistance with Blackboard technology, visit your student login dashboard and choose the Blackboard Bb link. Choose the Helpdesk Request Form and submit for Blackboard assistance.
- 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 "Learn how to use Blackboard" 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."

☑ **Advisement and Registration Steps for DE Students**

- Contact your ATC DE coordinator prior to class registration to discuss the DE courses you are approved to take. Next, communicate with your ATC DE coordinator to be registered for DE at ATC per the directions below.
- To view the ATC classes offered, visit https://athenstech.okta.com.
    a. Next, select "Banner Web"; select "Student Self Service"; select "Browse Classes"; select "Term (Semester)," select "Subject", select "Course Number", and then choose "Search."
    b. When looking for a class, please make sure the class has seats remaining and that it is not full.
    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 choosing the matching section number.
    d. Review the start and end dates as some courses are mini-mester courses, and some courses are full semester courses. Either semester course option can be chosen, but many students prefer the full semester courses.
    e. Find the location of the class you wish to take. ATC has three college campus locations: Athens/Main, Elbert, and Walton. Some college courses are offered virtually/online and at the high school sites. You must choose the specific location for your class, and as a DE student, you are not allowed to attend a class offered at a high school that you do not attend.

➢ **Email your DE coordinator from your Athens Technical College email account to get registered for your DE courses. The ATC DE coordinator must register you for your courses since you are a DE student. You cannot register yourself for your courses at ATC.**

    f. All the information outlined below must be included in your email to be registered:
        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)
        v. The name of your high school, and the name of your high school counselor and their email address
        vi. If applicable, identify if you are an Accelerated Career Pathway student and include the name of the pathway/program of study you plan to complete for high school graduation as an Accelerated Career Pathway student.

☑ **Proof and Print Your Schedule and Send a Copy to your High School counselor**

- Log in to Banner Web by visiting https://athenstech.okta.com, select "Banner 9 Student Profile" within the "Student Information" tile, and then select "Registered Courses."
- Next, type CTRL+P to print your ATC course schedule or take a screen of your college schedule.
- Email a copy of your college class schedule to your high school counselor so they can approve your DE courses on your GAfutures DE 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 and complete the initial assignment required 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 place a hold on the student's account and bill the student for textbooks not returned from prior semesters. The hold can prevent future registration and transcripts from being sent to other institutions other than their high school.
- 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 for assistance.
    - **DE students must review their course syllabus and contact their ATC instructors for a list of required course supplies and fees.**
    - **Please note that if required, supplies and course fees are not covered by DE funding. Students must pay out of pocket for their supplies and course fees.**

Please feel free to contact your ATC Dual Enrollment coordinator if you have any questions. Thank you.

Dual Enrollment Coordinator Contact Information
Office Location: ATC Athens Campus
DE Department Email Address: dualenrollment@athenstech.edu

Katie Huberty, High School Coordinator, (khuberty@athenstech.edu or 706-552-0903)
Serving Elbert, Madison, Morgan, Oconee, Oglethorpe, Taliaferro, Washington Wilkes, and Out of Service Areas

Jannah Zinker, Career Academy Coordinator, (jzinker@athenstech.edu or 706-552-0985)
Serving Clarke, Greene, Hart, Social Circle, Walton, and Home Schools

As set forth in its student catalog, Athens Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Lindsey Brooker, Director of Student Support Services, Section 504 and the Americans With Disabilities Act (ADA) Coordinator, Office K614a, 706-583-2893, lbrooker@athenstech.edu, Courtney Mattox, Director of Human Resources, Title VI, Title VII, and Title IX Coordinator (Employee), Office K514a, 706-583-2818, cmattox@athenstech.edu, Susan Fyffe, Vice President of Student Affairs, Title IX Coordinator (Student), Office H772, 706-355-5124, sfyffe@athenstech.edu, 800 U.S. Highway 29 North, Athens, GA 30601.