

DUAL ENROLLMENT

@ GWINNETT TECHNICAL COLLEGE

ADMISSIONS

Q: How can I participate in the Dual Enrollment program?

Apply to the college by submitting a Dual Enrollment Admissions Application. Complete your file Submit required items to complete your admissions file. Allow items to be added to your file. Get accepted to the college. Register for your classes during Registration. See the *Apply* or *Home School* for required admissions items. See *Home* for admissions steps.

Q: I applied to the college. What are my next steps?

You will need to complete your admissions application file for acceptance to the college.

Q: How do I complete my admissions file?

You complete your file by submitting the required admissions items to the college. *Apply* and *Home School* list the items needed to complete your admissions application file.

Q: How do I know what is still missing from my admissions application file?

Use the *Check Your Application Status Instructions* to see which items are missing from your file. You can submit items electronically to DEadmissions@GwinnettTech.edu or in person at the One Stop desk at either campus.

Q: I can't login to check the status of my admissions application on my Banner account at www.GTC-web.org. Can you unlock my account?

Please send an email to DualEnrollment@GwinnettTech.edu with the following information: your full name, 900# or SSN, and date of birth.

Q: I turned in all of my admissions documents. Why haven't they been processed? When I will be accepted?

Items are processed in the order in which they are received. Please allow up to 5-7 business (Monday – Friday) days or longer for items to be processed. You will be accepted after all documents are added to your admissions file.

DUAL ENROLLMENT ADMISSIONS APPLICATIONS

Q: What program of study should I select on my Dual Enrollment admissions application?

Students can only take courses offered under the program of study they select on their admissions application. Failure to select the correct program of study could result in the inability to register for the class you plan to take.

- If you are interested in taking only *General Education courses* (ENGL, MATH, HIST, ECON, PSYC, etc.) select “General Studies.”
- If you are interested in taking General Education and elective courses (Business, Criminal Justice, Healthcare, etc.) select the AAS (degree) option for the program of study in that area.
- If you are interested in taking General Education and elective courses (Business, Criminal Justice, Healthcare, etc.) select the AAS (degree) option for the program of study in that area.
- If you are only interested in taking elective courses, select the diploma or certificate option for the program of study in that area.

View the *Programs of Study* in the Gwinnett Tech *Course Catalog* to see which program offers all of the courses you desire to take.

Q: I already applied to the college during a previous semester. Do I have to apply again for an upcoming semester?

You must submit a new Dual Enrollment admissions application each semester you plan to participate. You must also submit a new Student Participation Agreement and a new *Funding Application & Screenshot* for the upcoming semester.

Q: I can't remember my login information to submit a new Dual Enrollment admissions application. Can you help me?

The Student Recruitment Center can assist you with accessing your CRM admissions application account. Contact the Student Recruitment Center via email: GTCRecruitment@GwinnettTech.edu or via phone: (678) 226-6751.

STUDENT PARTICIPATION AGREEMENT

Q: Which courses should I take?

You and your high school counselor can determine which courses you need to take in order to satisfy your high school graduation requirements. Your high school counselor will list the courses in the table on the second page of the Student Participation Agreement. You can find a list of approved Dual Enrollment courses on the *Dual Enrollment Course Directory*. You can find a list of courses offered at Gwinnett Tech and the necessary prerequisites in the in the *Course Catalog*.

FUNDING APPLICATION

Q: My admissions status says I'm missing Funding App Part 1, but I already completed my funding application.

Please be sure that you submitted a screenshot or photo showing the pending status of your funding application. Refer to the sample screenshot in the *Funding Application & Screenshot Instructions*.

TEST SCORES

Q: I already took the SAT and/or ACT. Do I still have to take the ACCUPLACER test?

Students can request their official, qualifying SAT and/or ACT test scores be sent from the College Board directly to our institution. Visit www.collegeboard.org for information on how to send your official score report.

If your SAT and/or ACT scores do not satisfy the minimum score requirement you will need to take the ACCUPLACER. You will only need to test in the sections in which your scores did not meet the requirements.

Q: What scores are required for admissions?

Test score requirements can be found on the *Home* of our website. Students must meet the minimum score requirements for acceptance to the college.

Q: When can I take the ACCUPLACER?

Students may take the ACCUPLACER after they have submitted a Dual Enrollment admissions application to Gwinnett Tech. No appointment is necessary. Refer to the current testing schedule on the ACCUPLACER Calendar for the campus closest to you. Select a day from the *ACCUPLACER Calendar* and arrive during the sign in time with a photo ID.

Q: Can I retake the Accuplacer test if I don't pass all the sections?

Students are allotted one retest per section, per semester. For testing purposes, the semester begins on the first day of class in which the admissions application was submitted. Students must wait 14 days before they can retest in the areas they did not meet the score requirements for their program of study. Dual Enrollment students do not pay for the retest.

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