Approving Dual Enrollment Applications

Step 1:
To approve Dual Enrollment applications for your students, go to the My GAfutures tab, if you have admin access, you will see the High School Functions tab located in the mega menu at the top of the screen.

Note: If you do not see the High School Functions tab, you will need to contact your Institution Admin, District Admin or GSFC to be granted access to GAfutures.

Step 2:
Now that you have access to the High School Functions tab, you will see the STARS system as the only option in the drop down menu. (Which is where the approval process for Dual Enrollment occurs).
Step 3:
To approve Dual Enrollment applications, select Dual Enrollment from the options on the left side of the screen.

Step 4:
The option to Process New Applications is the first option. When this option is selected, you can see a list of all students from your school that have submitted a Dual Enrollment application awaiting approval.

To process a student’s application, locate and select the student from the list of students that have submitted a Dual Enrollment application.

Note: Both the Student Name and College Name are sortable columns to assist in locating students.
Step 5:
After you select a student, choose the Term of Enrollment from the dropdown box for which you are processing an application.

Step 6a:
Verify information in the first three sections (Demographic Information, High School Information, and Postsecondary Information).

Note: Please make sure you populate the appropriate Contact Information within the High School Information section.
Step 6b:
The **Course Information** needs to be populated correctly with the classes the student has permission to take in order for the application to be processed. Select the **Course Type** in the dropdown box.

Once **Course Type** is populated, choose the **Course Number and Title** from the dropdown box for the class that student will receive credit by successfully completing the Dual Enrollment course.

The final step is to designate if there is a **Test Required** (End of Course) for HS credit to be given.

Note: These steps would need to be completed for each course the student has permission to complete through Dual Enrollment.

Step 6c:
Answer the following **Certification** questions to complete the approval process. This includes certification that a parent or legal guardian has given permission for the student to participate in the Dual Enrollment program. Select **Submit** after the application is complete to submit to the postsecondary institution for approval.

If the student isn’t eligible to participate, you can reject the application by selecting **Cancel**.

Tip: Many times postsecondary institutions will communicate with the secondary schools via the **Notes** section.