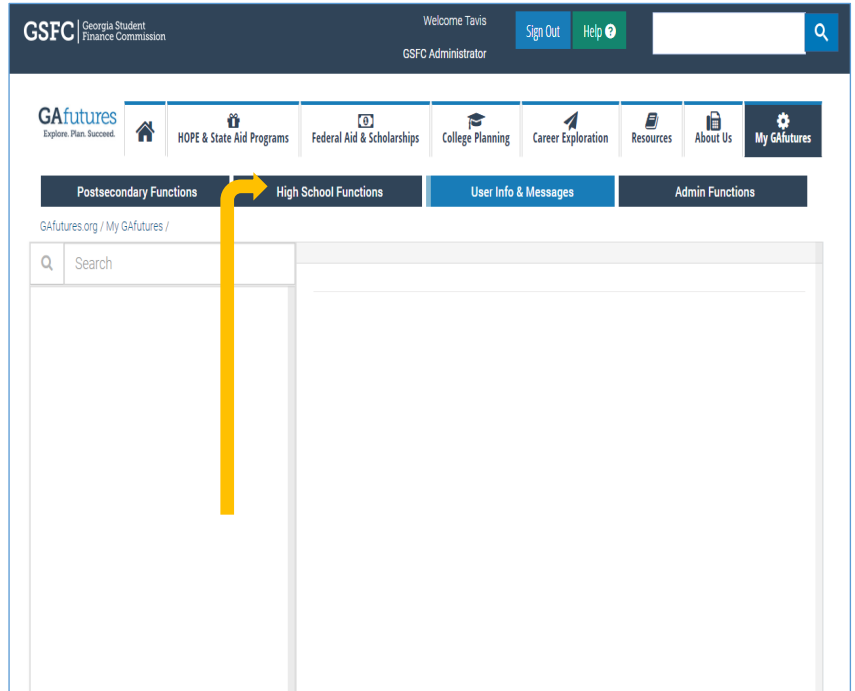


Step 1:

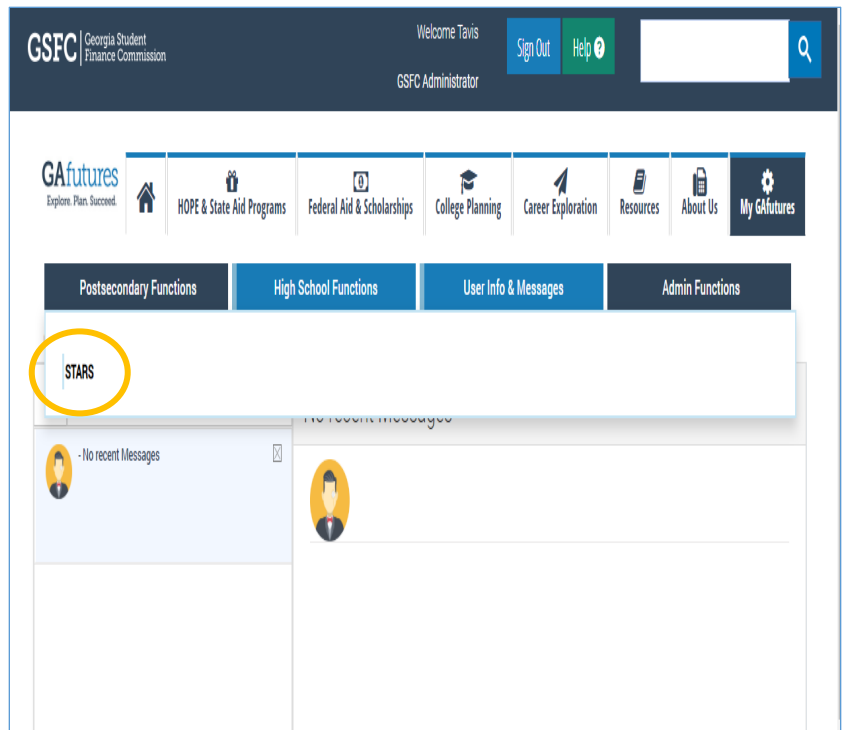
To approve Dual Enrollment applications for your students, go to the My GAfutures tab, if you have admin access, you will see the **High School Functions** tab located in the mega menu at the top of the screen.

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**.



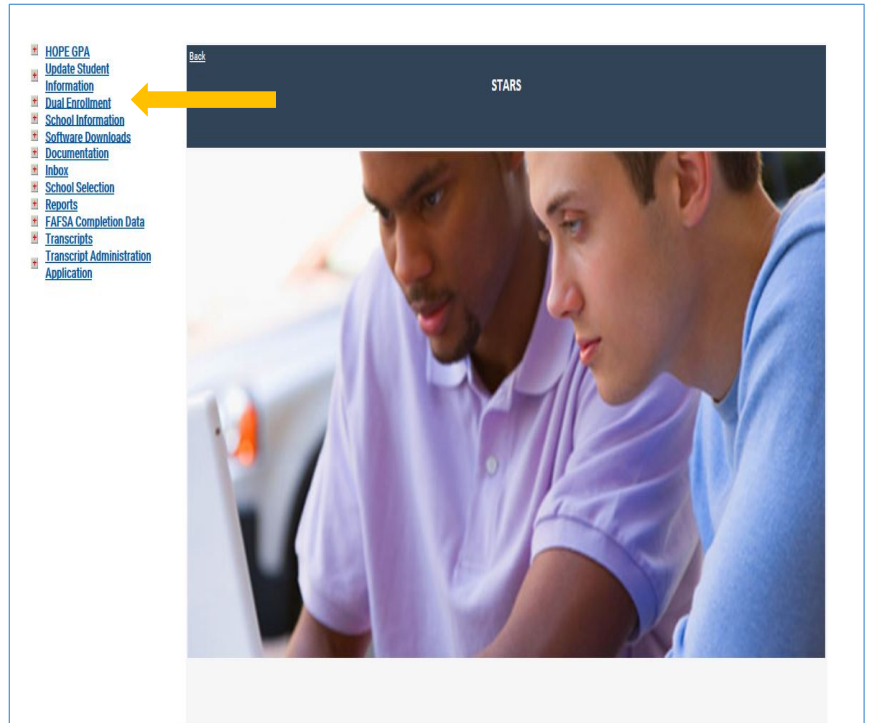
Step 2:

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.

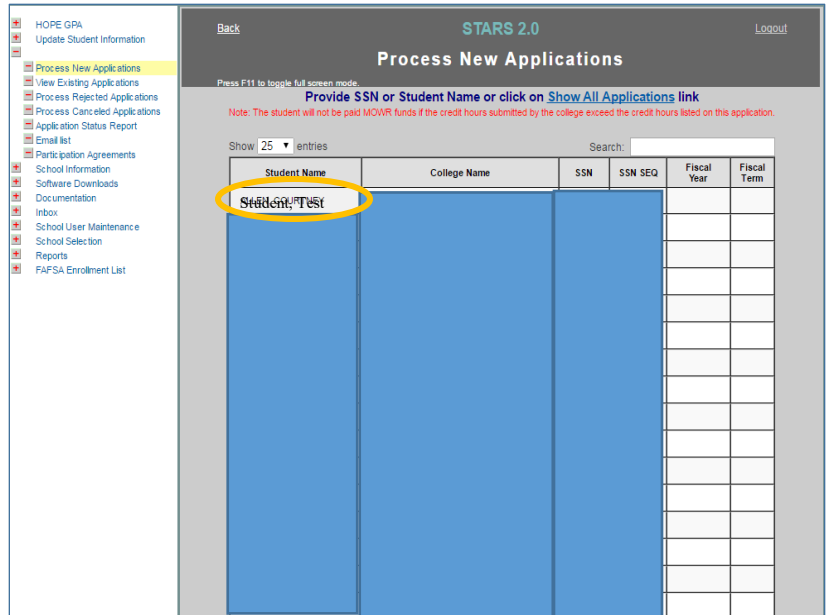


Step 4:

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.

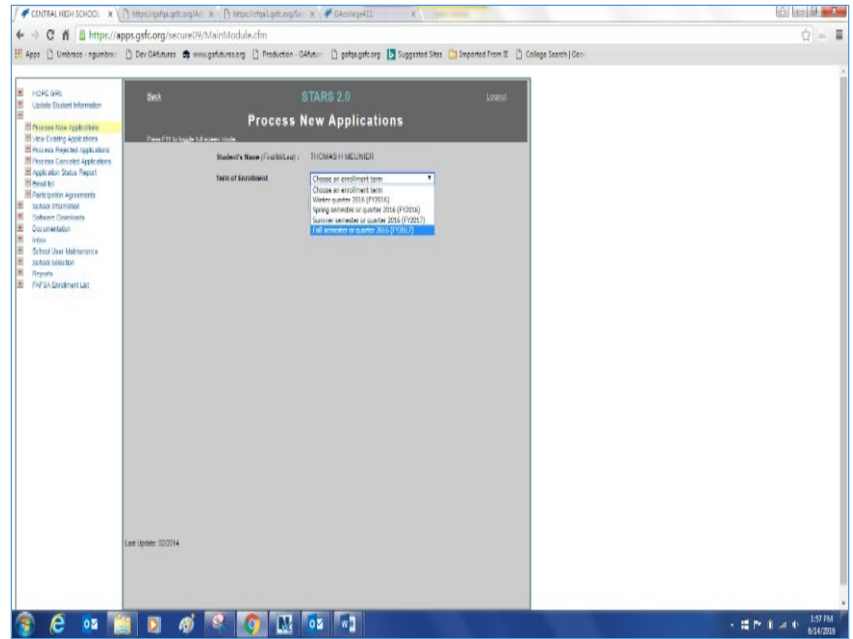
To process a student's application, locate and select the student from the list of students that have submitted a Dual Enrollment application.

Note: Both the Student Name and College Name are sortable columns to assist in locating students.



Step 5:

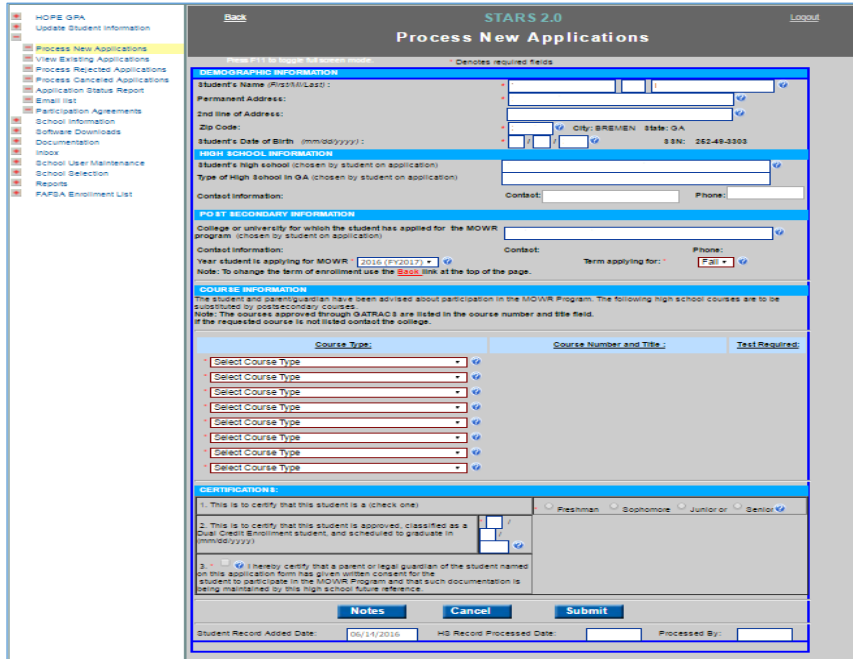
After you select a student, choose the **Term of Enrollment** from the dropdown box for which you are processing an application.



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.

The screenshot shows a web application interface. On the left, a dropdown menu is open, listing various course categories such as Business Management, Engineering, Mathematics, and Personal Services. The 'Mathematics' category is currently selected. To the right of the dropdown, there are input fields for 'Contact:' and 'Phone:'. Below these, a 'MOWR program' dropdown is set to 'WEST GEORGIA TECHNICAL COLLEGE'. Further down, there are more 'Contact:' and 'Phone:' fields, and a 'Term applying for:' dropdown set to 'Fall'. A table below has columns for 'Course Number and Title' and 'Test Required'. The first row of the table has a dropdown for 'Mathematics' and a 'Test Required' checkbox.

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.



The screenshot shows the 'CERTIFICATIONS' section of the application. It contains three numbered questions. Question 1 asks for the student's grade level (Freshman, Sophomore, Junior, or Senior), with 'Senior' selected. Question 2 asks for the student's graduation date (mm/dd/yyyy). Question 3 is a checkbox for parental consent, which is checked. Below the questions are three buttons: 'Notes', 'Cancel', and 'Submit'. At the bottom, there are input fields for 'Student Record Added Date' (06/14/2016), 'HS Record Processed Date', and 'Processed By'.